

STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, March 14, 2023  
7:30 PM  
Margaret Rivers Room

(Please note start time of 7:30 PM. Director Troendle and President Lockyear will be attending the Stillwater Township meeting at 7 PM).

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
  - a) Adoption of February 14, 2023 Minutes +
  - b) Acknowledgement of Bills Paid in February +
  - c) 2022 Budget Status Report +
  - d) February 2023 Budget Status Report +

Informational/Discussion (20 minutes)

4. Trustee Information Sharing I+
5. Addition of Council Liaison Information Sharing to Board Agenda I+
6. April National Library Week D+
7. Time Change on Board Meeting D+

Decisional (25 minutes)

8. Committee Assignments; Sunset Board Governance Committee; and Revision of Executive, Facilities, and Finance Committee Charters A+
9. 2023 Capital Projects Authorization and Release Requests A+
10. Health and Wellness Program A+

Reports (20 minutes)

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

14. Public Commentary

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

Closed Session (30 minutes)

15. Director Performance Evaluation: Six-Month Progress Check (Confidential docs sent separately) D+
16. 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, March 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  
February 14, 2023  
Minutes**

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

**ABSENT:** Mathre

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1:** Call to Order

Lockyear called the meeting to order at 7:00 PM.

**AGENDA ITEM 2:** Adoption of the Agenda

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

**AGENDA ITEM 3:** Consent Calendar

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

**AGENDA ITEM 4:** Trustee Information Sharing

Lockyear thanked Carlsen for the article on the Friends of the Hennepin County Library Reading Survey Results. Lockyear found it a clever way to market the library.

Lockyear reminded trustees that March is the six-month progress check as part of the director's performance evaluation process. Troendle reported that he would email information regarding the progress report process to trustees.

Trustees thanked Carlsen for his years of service on the Board. Carlsen reviewed the history of his time on the Board and expressed his enthusiasm for the projects to come.

**AGENDA ITEM 5:** Library Board of Trustee Vacancy

Hollatz reported that the selection committee recommends Stanley Burns for appointment to the Board of Trustees.

*Motion to forward the selection committee's recommendation for the Library Board of Trustees to the City Council. Hollatz moved. Weigman second. Yes: Carlsen, Hansen, Hemer, Hollatz, Lockyear, Panciera, Simon, Weigman; No: None.*

**AGENDA ITEM 6: Director and Other Staff Reports**

Troendle highlighted River Market Community Co-op's Round Up program and their creation of a graphic to Round Up for the Friends of the Stillwater Public Library.

**AGENDA ITEM 7: Board Committee Reports**

- a. Board Governance: None
- b. Executive: Lockyear reported that Finance 101 would be in June and Facilities 101 would be in July. The current agenda reflects the decision to put the in-person public commentary at the end

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
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of the meeting. She is hoping to talk to the new trustee about the committees and make 2023 assignments shortly.

- c. Facilities: Carlsen reported that Facilities met with Gina Kazmerski, Image 360, about signage. Committee discussed priorities and phasing. Carlsen noted that budget information is included in the packet. Troendle provided an update on elevator signage. If the library wanted to rename the floors, the digital display and metal panels in the elevators would need to be updated for an estimated cost of \$5,000 per elevator. You would also need to simultaneously change the physical map and directory signs. Staff is not sure that a floor name change would bring additional clarity and is still thinking about options. The library is also exploring audio options for floors. The library should learn the decision about grant funding for this project on or before April 1.
- d. Finance: None
- e. Library Advocacy Task Force: Hansen reported that the first meeting occurred. Notes are in the packet. Hansen reported that sub-committees will suggest outcomes and measures to the group and then bring recommendations to trustees. Hansen explained that the Sustainability Sub-committee's role is to determine how to make advocacy a part of what the board of trustees does and keep the work ongoing, reportable, and measurable on a long-term basis.

Sarah Rosten came in and introduced herself. She is the new Information Services Supervisor. She staffs the desk on Tuesday evenings.

**AGENDA ITEM 8: Foundation and Friends Report**

Troendle reported that the Friends met last night. Their last meeting was in October. They reviewed preparations for the spring book sale on April 26-29 and the book drive on April 22

Troendle reported that the Foundation elected new officers for 2023: Summer Seidenkranz is the new president, Ryan Collier is now the vice president, and Aquib Khan is taking over treasurer duties. Shawn Glaser, the outgoing president, will stay on the board. The Foundation also discussed the recruitment of members to the board. The Foundation is planning future donor events, including a gathering on the terrace in May, Light a Spark in July, and For the Love of the Library in November. Elaine Delavy, Interim Director, has met with all members of the Foundation board and others to help determine the staffing needed to lead the Foundation.

**AGENDA ITEM 9: Public Commentary**

None.

**AGENDA ITEM 10: Adjournment**

*Hansen moved. Simon second. Yes: Carlsen, Hansen, Hemer, Hollatz, Lockyear, Panciera, Simon, Weigman; No: None.*

Meeting adjourned at 7:56 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in February 2023</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of February 2023 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bill report summary for the month of February:</b>				
<b>February 2023 (2022 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 15,238.10	\$ 353.70	\$ -	\$ 15,591.80
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 15,238.10</b>	<b>\$ 353.70</b>	<b>\$ -</b>	<b>\$ 15,591.80</b>
<b>February 2023 (2023 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 11,192.69	\$31,415.99	\$ 340.00	\$ 42,948.68
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 11,192.69</b>	<b>\$31,415.99</b>	<b>\$ 340.00</b>	<b>\$ 42,948.68</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: February 7, 2023 – 2022 fiscal year (\$14,801.80)</i></p> <ul style="list-style-type: none"> <li>• \$7,848 to Washington County Library, including year-end cost sharing of ILS and public computer management systems.</li> <li>• \$5,609 to Xcel Energy for gas and electricity for the final portion of December.</li> </ul> <p><i>Bill Resolution: February 7, 2023 – 2023 fiscal year (\$37,796.65)</i></p> <ul style="list-style-type: none"> <li>• \$28,211 to the Minnesota Historical Society for the Stillwater Area Historic Newspaper Initiative. This is the first of three payments. Stillwater Public Library Foundation will reimburse us for this expenditure.</li> <li>• \$4,850 to Xcel Energy for gas and electricity for the first half of January.</li> <li>• \$1,026 to Bibliotheca for a purchase of a new RFID pad for library materials.</li> </ul> <p><i>Bill Resolution: February 21, 2023 – 2022 fiscal year (\$790)</i></p> <ul style="list-style-type: none"> <li>• \$790 to Viking Automatic Sprinklers for a sprinkler inspection. This was the only 2022 invoice for this resolution.</li> </ul>				

*Bill Resolution: February 21, 2023 – 2023 fiscal year (\$5,152.03)*

- \$1,320 to Mobile Beacon for the renewal of the 12-month Wi-Fi plan on 11 of our hotspots (\$120/hotspot). This is funded by the Foundation.
- \$995 to Zoobean for online reading challenge software shared by Stillwater Public Library and Bayport Public Library to help track and incent reading and participation in the summer reading program. This is funded by the Summer Explorers grant from the Hugh J. Andersen Foundation through the Stillwater Public Library Foundation.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2/7/2023 Bill Resolution – 2022 Bills  
2/7/2023 Bill Resolution – 2023 Bills  
2/21/2023 Bill Resolution – 2022 Bills  
2/21/2023 Bill Resolution – 2023 Bills

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
1X9M-XHMR-3G73	3/10/2022	Amazon Business	Credit Memo	-36.36	230-4231-2302-0000	Other Minor Equipment - Lib Plant
9555086322	12/27/2022	Grainger	Toggle Switch	24.76	230-4231-2202-0000	Building Repair Supplies
W22120562	1/13/2023	Office of MN IT Services	Phone - December	148.35	230-4231-3101-0000	Telephone
01122023SR	1/12/2023	Rosten Sarah	Programs - JUV (HJA EL)	353.70	232-4232-2407-0000	SPLF - Programs
1509947	1/10/2023	Stillwater Medical Group	Employee Screening	157.00	230-4230-4099-0000	Miscellaneous Charges
01132023_01WCL	1/13/2023	Washington County Library	Q4 Overdue Notices	224.62	230-4230-3102-0000	Postage
01172023_02WCL	1/17/2023	Washington County Library	WCL Envisionware	1066.83	230-4230-3098-0000	Technology Support
01172023_02WCL	1/17/2023	Washington County Library	WCL 2022 Sirsi Dynix and OCLC	6499.59	230-4230-3100-0000	Circulation System
01172023_03WCL	1/17/2023	Washington County Library	Q4 Lost / Damaged	56.98	230-0000-3880-0030	Lost/Damaged Fees
		<b>INVOICES SUBTOTAL</b>		<b>\$ 8,495.47</b>		
<b>LIBRARY CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
14590783	12/14/2022	Backgroundchecks.com	Employee Hiring Background Checks	\$ 72.30	230-4230-4099-0000	Miscellaneous Charges
29669	1/16/2023	Heritage Printing	Winter 2022 Newsletter	\$ 624.16	230-4230-3400-0000	Printing and Publishing
813449019	1/25/2023	Xcel Energy	Gas	\$ 3,966.74	230-4231-3601-0000	Natural Gas
813449019	1/25/2023	Xcel Energy	Electric	\$ 1,643.13	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 6,306.33</b>		
<b>GRAND TOTAL</b>				<b>\$ 14,801.80</b>		

These bills are submitted and approved for payment.

*Mark Troendle*

02/07/2023

Mark Troendle, Library Director

*Craig Hansen*

02/07/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
701	1/31/2023	16 Wins	Website Maintenance - January	380.00	230-4230-3098-0000	Technology Support
3798_232036	1/31/2023	Ace Hardware	Supplies	64.97	230-4231-2102-0000	Janitorial Supplies
1MY6-QDNC-D1DW	1/18/2023	Amazon Business	Snow Thrower Batteries	711.80	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1QRJ-9MYQ-G7GY	1/21/2023	Amazon Business	Credit Memo Shipping	-5.99	230-4231-2302-0000	Other Minor Equipment - Lib Plant
INV-US61624	1/23/2023	Bibliotheca LLC	RFID PAD	1026.74	230-4230-2303-0000	Minor Computer Equipment
163290502	1/1/2023	Comcast	Internet - January	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	1/31/2023	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
10644980562	1/13/2023	Dell Marketing L.P.	Docking Station	221.99	230-4230-2302-0000	Other Minor Equipment
9562934456	1/5/2023	Grainger	Lighting	378.28	230-4231-2101-0000	General Supplies - Lib Plant
9563123240	1/5/2023	Grainger	Fuses	242.93	230-4231-2202-0000	Building Repair Supplies
011020235H	1/10/2023	Hedin Sue	Programs - JUV (HJA SRP) Reimbursement	52.50	232-4232-2407-0000	SPLF - Programs
20201315	1/17/2023	Huebsch Service	Towels & Rugs	133.07	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
20204518	1/31/2023	Huebsch Service	Towels & Rugs	223.17	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
01142023CK	1/14/2023	Koegel Christian M	Cataloging / Processing	176.00	230-4230-3404-0000	Processing Fee
16926	1/5/2023	Menards	Janitorial Supplies	108.05	230-4231-2102-0000	Janitorial Supplies
17080	1/9/2023	Menards	Janitorial Supplies	21.73	230-4231-2102-0000	Janitorial Supplies
17243	1/13/2023	Menards	Janitorial Supplies	82.75	230-4231-2102-0000	Janitorial Supplies
5303285_01	1/31/2023	MN Historical Society	Newspaper Digitization (Pmt 1 of 3 - SPLF)	28211.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
2974896	1/29/2023	Per Mar Security Services	Monitoring 2/2023 - 5/2023	202.08	230-4231-3707-0000	Maintenance Agreements - Lib Plant
02012023TBJ	2/1/2023	The Business Journals	Materials - Periodicals	170.00	230-4230-2403-0000	Periodicals
01252023LW	1/25/2023	Winkler Lisa D.	Advocacy Workshop	300.00	236-4236-4099-0000	Wick - Miscellaneous Charges
			<b>INVOICES SUBTOTAL</b>	<b>\$ 32,946.37</b>		
<b>LIBRARY CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
813449019	1/25/2023	Xcel Energy	Gas	\$ 2,069.61	230-4231-3601-0000	Natural Gas
813449019	1/25/2023	Xcel Energy	Electric	\$ 2,780.67	230-4231-3600-0000	Electricity
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ 4,850.28</b>		
<b>GRAND TOTAL</b>				<b>\$ 37,796.65</b>		

These bills are submitted and approved for payment.

*Mark Troendle*

02/07/2023

Mark Troendle, Library Director

*Craig Hansen*

02/07/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

**2022 Bill Resolutions**

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
None						
		<b>INVOICES SUBTOTAL</b>		\$ -		
<b>LIBRARY CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		\$ -		
<b>SPECIAL BILL PAYOUTS</b>						
1025-F248520	11/28/22	Viking Automatic Sprinkler	Sprinkler Inspection	\$ 790.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		\$ 790.00		
<b>GRAND TOTAL</b>				<b>\$ 790.00</b>		

These bills are submitted and approved for payment.

*Mark Troendle*

02/21/2023

Mark Troendle, Library Director

*Craig Hansen*

02/20/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees



2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
19L1-G3M3-3YR3	2/14/2023	Amazon Business	Supplies	\$ 77.98	230-4230-2101-0000	General Supplies
19L1-G3M3-3YR3	2/14/2023	Amazon Business	Equipment - JUV (SPLF WB)	\$ 17.49	232-4232-2302-0000	SPLF - Minor Equipment
WS021523	2/15/2023	Chan Karen	Programs - Adult (SPLF)	\$ 780.00	232-4232-2407-0000	SPLF - Programs
10256726	2/10/2023	Cole Papers	Janitorial Supplies	\$ 374.72	230-4231-2102-0000	Janitorial Supplies
165525920	2/1/2023	Comcast	Internet - February	\$ 188.10	230-4230-3098-0000	Technology Support
4042544	2/6/2023	Dalco	Janitorial Supplies	\$ 348.88	230-4231-2102-0000	Janitorial Supplies
20207749	2/14/2023	Huebsch Service	Rugs and Towels	\$ 136.91	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
021423KL	2/14/2023	Lentz Kristin	Programs - Juv (SPLF Pelfry)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
17675	1/24/2023	Menards	Janitorial Supplies	\$ 51.92	230-4231-2102-0000	Janitorial Supplies
17675	1/24/2023	Menards	Rotary Tool Kit	\$ 49.00	230-4231-2302-0000	Other Minor Equipment - Lib Plant
18207	2/6/2023	Menards	Janitorial Supplies	\$ 30.10	230-4231-2102-0000	Janitorial Supplies
18331	2/9/2023	Menards	Janitorial Supplies	\$ 72.94	230-4231-2102-0000	Janitorial Supplies
02152023MB	2/15/2023	Mobile Beacon	Hotspots (SPLF)	\$ 1,320.00	232-4232-2113-0000	SPLF - Materials
W23010559	2/13/2023	Office of MN IT Services	Phone - January	\$ 148.35	230-4231-3101-0000	Telephone
159626713	2/6/2023	Uline Inc	Janitorial Supplies	\$ 460.69	230-4231-2102-0000	Janitorial Supplies
28458	2/9/2023	Zoobean Inc	Programs - JUV (SPLF HJA SRP)	\$ 995.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 5,092.08</b>		
<b>LIBRARY CREDIT CARD</b>						
2080386 230111	1/12/2023	Dream Host	Website Hosting	\$ 19.95	230-4230-3098-0000	Technology Support
TRX100	1/19/2023	Len's Family Foods	Programs - Adult (Friends)	\$ 40.00	229-4229-2407-0000	Friends - Programs
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 59.95</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 5,152.03</b>		

These bills are submitted and approved for payment.

*Mark Troendle*

02/21/2023

Mark Troendle, Library Director

*Craig Hansen*

02/20/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2022 Budget Status Report</b>	
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><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period of January 1 – December 31, 2022. These are not the final numbers for 2022 as journal entries are still to be made.</p> <p><u>120 Funds – Capital Projects:</u> Capital projects were initially budgeted at \$579,000 for 2022. Expenditures total \$344,228 to date.</p> <ul style="list-style-type: none"> <li>• \$400,000 was budgeted for the roof to be paid for with city capital. \$287,594 was expended in 2022. Work is expected to begin in March 2023 on interior punch list items. The items will be completed before the City issues the final payment for the roofing project. This will be paid from the 2022 capital allocation.</li> <li>• \$157,000 was budgeted for masonry to be paid for with \$142,000 from fund balance and \$15,000 from supplemental. The \$157,000 was based on an older estimate from BRC. With the change of masonry contractor to A&amp;K, the cost and plan for the masonry work in 2022 and 2023 changed. \$40,200 was expended in 2022 to be paid with the fund balance.</li> <li>• \$22,000 was budgeted for 2 network switches. \$16,434 was expended and will be paid with fund balance.</li> <li>• <i>Pending Journal Entry:</i> \$56,634.52 from the fund balance for the 2022 capital projects.</li> </ul> <p><u>230 Funds – Revenues:</u> The total revenue budget is \$1,465,097. \$1,443,807 has been received to date with an additional \$16,667 pending (journal entry for an in-kind gift) for a projected total of \$1,460,474. This is a shortfall of \$4,623.</p> <ul style="list-style-type: none"> <li>• <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.</li> </ul> <p><u>230-4230 Funds – Operating Expenditures:</u> Personnel Services: The library’s 2022 personnel budget is \$1,052,116. Personnel expenditures total \$1,031,557 to date with an additional \$16,667 pending in a journal entry for a total of \$1,048,224. This is under budget by \$3,892.</p> <ul style="list-style-type: none"> <li>• <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.</li> </ul> <p>Supplies &amp; Materials: The city budget is \$102,982. Expenditures total \$103,238. This is over budget by \$256.</p> <p>Services and Charges: The city budget is \$59,547. Expenditures total \$58,992 to date with one pending journal entry for general insurance to be finalized by June. If general insurance is estimated at the budgeted \$1,518, the projected total would be \$60,497. This is over budget by \$950.</p> <ul style="list-style-type: none"> <li>• <i>Pending Journal Entry:</i> TBD amount for general insurance. Budget is \$1,518.</li> </ul>	

Miscellaneous: The city budget is \$4,219 with expenditures of \$3,545. This is under budget by \$674.

Total library operations expenditures are projected at \$1,215,505 or \$3,359 under budget.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$125,191 with expenditures totaling \$120,186. This is \$5,004 under budget.

Plant – Supplies: Plant supplies were budgeted at \$6,500 with expenditures totaling \$12,849. This is \$6,349 over budget. Key expenditures that contributed to this overage were the replacement of a lift gate for the loading dock (a critical safety feature to prevent falls), the purchase of a more powerful snow thrower, and the replacement of damaged protective barriers around the parking ramp pillars.

Plant – Services and Charges: The plant services and charges budget is \$113,441. Expenditures total \$106,652 to date with one pending journal entry for plant general insurance to be finalized by June. If general insurance is estimated at the budgeted \$26,241, the projected total would be \$132,879. This is over budget by \$19,438. Energy costs alone account for \$17,214 of this overage. We also had the unplanned upgrade of \$5,700 to our HVAC system in February of 2022.

- *Pending Journal Entry:* TBD amount for general insurance. Budget is \$26,241.

Plant – Miscellaneous: The plant miscellaneous budget is \$1,100. Expenditures totaled \$3,272. This was primarily due to a price increase from the floor mat and cleaning towel provider.

Total library plant expenditures are projected at \$269,201 or \$22,969 over budget.

230 Estimated Year-End Projection

	Budget	Projected Expenditure	Projected Difference
Revenue	\$1,465,097	\$1,460,474	-\$4,623
Expenditure			
Library Ops	\$1,218,864	\$1,215,505	-\$3,359
Library Plant	\$246,232	\$269,201	\$22,969
Total	\$1,465,096	\$1,484,706	\$19,610
<i>Total over budget:</i>			\$24,233

Fund Balance Summary

Other Financing Uses:

- Finance added \$164,000 as a budget line item to reflect the anticipated expenditure from the fund balance for 2022. 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. Actual fund balance capital expenditures are projected at \$56,634.
- Following the class compensation wage adjustments in early 2022, the library also anticipated a possible expenditure of up to \$30,000 from fund balance to cover increased operating

<p>expenses. Actual fund balance operating expenditures are projected at \$24,233. These are for overages in plant maintenance costs and not for overages in personnel. Unanticipated staffing changes helped save money on staffing.</p> <ul style="list-style-type: none"><li>• Total fund balance use for 2022 is projected at \$80,867.</li></ul>
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2022 Budget Status Report</b></p>
<p>PREVIOUS ACTION ON ITEM:</p>
<p>REVIEWED BY COMMITTEE?:</p>

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 3/8/2023 - 3:30 PM  
 Period: 1 to 13, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230 E25	LIBRARY CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	557,000.00	327,794.41	327,794.41	229,205.59	0.00	229,205.59	41.15
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	344,228.93	344,228.93	234,771.07	0.00	234,771.07	40.55
	Expense Sub Totals:	579,000.00	344,228.93	344,228.93	234,771.07	0.00	234,771.07	40.55
	Dept 4230 Sub Totals:	579,000.00	344,228.93	344,228.93	234,771.07	0.00		
Dept 120-4231 E25	LIBRARY PLANT CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 3/9/2023 - 2:38 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	193,831.76	193,831.76	17,576.80	0.00	17,576.80	8.31
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	19,625.96	19,625.96	-19,625.96	0.00	-19,625.96	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4230-1113-0000	Vacation Pay	0.00	58,597.55	58,597.55	-58,597.55	0.00	-58,597.55	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	562,657.39	562,657.39	45,585.99	0.00	45,585.99	7.49
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	58,420.75	58,420.75	3,053.14	0.00	3,053.14	4.97
230-4230-1420-0000	FICA/Medicare	62,703.36	63,034.71	63,034.71	-331.35	0.00	-331.35	0.00
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
	<b>E05 Sub Totals:</b>	<b>1,052,116.66</b>	<b>1,031,557.80</b>	<b>1,031,557.80</b>	<b>20,558.86</b>	<b>0.00</b>	<b>20,558.86</b>	<b>1.95</b>
E10	<b>SUPPLIES</b>							
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	26,462.60	26,462.60	-5,811.26	0.00	-5,811.26	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
	<b>E10 Sub Totals:</b>	<b>102,982.08</b>	<b>103,238.54</b>	<b>103,238.54</b>	<b>-256.46</b>	<b>0.00</b>	<b>-256.46</b>	<b>0.00</b>
E15	<b>SERVICES AND CHARGES</b>							
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
	<b>E15 Sub Totals:</b>	<b>59,547.12</b>	<b>58,992.05</b>	<b>58,992.05</b>	<b>555.07</b>	<b>0.00</b>	<b>555.07</b>	<b>0.93</b>
E20	<b>MISCELLANEOUS</b>							
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	1,197,333.55	1,197,333.55	21,531.32	0.00	21,531.32	1.77
	Dept 4230 Sub Totals:	1,218,864.87	1,197,333.55	1,197,333.55	21,531.32	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	59,843.82	59,843.82	6,650.70	0.00	6,650.70	10.00
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	23,081.96	23,081.96	3,818.93	0.00	3,818.93	14.20
230-4231-1410-0000	PERA	6,951.37	6,635.70	6,635.70	315.67	0.00	315.67	4.54
230-4231-1420-0000	FICA/Medicare	7,144.75	6,945.14	6,945.14	199.61	0.00	199.61	2.79
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	120,186.23	120,186.23	5,004.90	0.00	5,004.90	4.00
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



<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
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	242,960.74	242,960.74	167,271.39	0.00	167,271.39	40.77
	Dept 4231 Sub Totals:	410,232.13	242,960.74	242,960.74	167,271.39	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	1,440,294.29	1,440,294.29	188,802.71	0.00	188,802.71	11.59
	Fund 230 Sub Totals:	164,000.00	-3,513.15	-3,513.15	167,513.15	0.00		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>February 2023 Budget Status Report</b>	
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><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period of January 1 – February 28, 2023.</p> <p><u>120 Funds – Capital Projects:</u> The capital budget for 2023 is \$100,000. There are no capital expenditures to date.</p> <ul style="list-style-type: none"> <li>• \$60,000 is planned for masonry with \$20,000 to be funded by city capital and \$40,000 with fund balance.</li> <li>• \$40,000 is planned for signage, with hopes of this being fully funded by a pending grant request.</li> </ul> <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>230-4230 Funds – Operating Expenditures:</u> Personnel Services: Personnel expenditures total \$164,001 to date.</p> <ul style="list-style-type: none"> <li>• <i>Pending Journal Entry:</i> Finance will make journal entries to remove compensation for days worked in 2022 but paid in 2023 (\$37,230.28).</li> <li>• <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).</li> </ul> <p>Materials: The city-funded materials budget is \$62,300. 2023 ordering began in mid-January and invoices lag behind ordering. \$170 has been expended to date.</p> <ul style="list-style-type: none"> <li>• <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).</li> </ul> <p>Services and Charges: The budget for services and charges is \$58,195. \$968 has been expended to date.</p> <ul style="list-style-type: none"> <li>• <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).</li> <li>• <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).</li> </ul> <p>Miscellaneous: The budget for miscellaneous is \$3,035. \$114 has been expended to date.</p>	

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$18,705 has been expended to date.

- *Pending Journal Entry:* 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 – Supplies: The plant supplies budget is \$6,500. \$2,992 has been expended to date. \$809 in janitorial supply purchases was to restock cleaning items for the year. The other major purchase was \$711 in snow thrower batteries under the minor equipment category.

Plant – Services and Charges: The plant services and charges budget is \$125,655. \$7,663 has been expended to date. \$2,463 was paid to Johnson Fire Controls for 2023 maintenance (an increase of 46% from last year). Energy costs are at \$4,850 to date.

- *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).

Plant – Miscellaneous: Plant miscellaneous is budgeted at \$1,100 with \$716 spent to date. This category is primarily for the floor mat and cleaning towel service contracted by the city. These service expenses continue to increase and will be over budget. Expenditure slows in late spring through early fall.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

**2023 February Budget Status Report**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 3/8/2023  
 Period: 01 to 02, 2023



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

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 3/8/2023  
 Period: 01 to 02, 2023



Account Number	Description	Budget Amount	Period Amount
Fund 230	LIBRARY FUND		
Dept 230-0000			
R05	TAXES		
230-0000-3010-0100	Current Property Taxes	0.00	0.00
	R05 Sub Totals:	0.00	0.00
R25	CHARGES FOR SERVICES		
230-0000-3500-0100	Meeting Room Rental Fees	1,700.00	60.00
230-0000-3520-0100	Copier/Printer Sales	3,500.00	687.15
230-0000-3880-0200	Gallery Fees	500.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00
	R25 Sub Totals:	5,900.00	747.15
R40	MISCELLANEOUS		
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00
230-0000-3820-0100	Gifts	1,500.00	90.00
230-0000-3820-0110	In Kind Gifts	17,167.00	0.00
230-0000-3830-0100	Sale of Property	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00
230-0000-3880-0020	Library Card Fees	420.00	0.00
230-0000-3880-0030	Lost Materials	2,000.00	49.95
230-0000-3880-0040	Processing Fees	0.00	0.00
230-0000-3880-0050	Registration	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00
	R40 Sub Totals:	22,587.00	139.95
R45	OTHER FINANCING SOURCES		
230-0000-3910-0100	Transfer In-General Fund	1,500,177.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00
	R45 Sub Totals:	1,500,177.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>
	Revenue Sub Totals:	1,528,664.00	887.10
	Dept 0000 Sub Totals:	-1,528,664.00	-887.10
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES		
230-4230-1000-0000	Full Time Salaries	224,199.50	31,594.67
230-4230-1100-0000	Overtime - Full Time	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	2,118.93
230-4230-1113-0000	Vacation Pay	0.00	5,762.42
230-4230-1200-0000	Part Time Salaries	653,655.89	90,706.43
230-4230-1210-0000	Part Time Salaries - In Kind	17,167.00	0.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00
230-4230-1410-0000	PERA	65,839.50	9,349.69
230-4230-1420-0000	FICA/Medicare	67,156.61	9,909.25
230-4230-1500-0000	Hospital / Medical	88,458.96	13,866.00
230-4230-1520-0000	Dental Insurance	4,294.80	600.03
230-4230-1540-0000	Life Insurance	769.00	93.72
230-4230-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	1,121,541.26	164,001.14
E10	SUPPLIES		
230-4230-2000-0000	Office Supplies	0.00	0.00
230-4230-2101-0000	General Supplies	3,000.00	77.98
230-4230-2113-0000	Reference	1,200.00	0.00
230-4230-2114-0000	Data Base Searching	1,000.00	0.00
230-4230-2302-0000	Other Minor Equipment	1,200.00	221.99
230-4230-2303-0000	Minor Computer Equipment	20,600.00	1,026.74
230-4230-2400-0000	Childrens Books	14,500.00	0.00
230-4230-2401-0000	Adult Books - Fiction	15,500.00	0.00
230-4230-2402-0000	Audio	1,900.00	0.00
230-4230-2403-0000	Periodicals	3,000.00	170.00
230-4230-2405-0000	Adult Books - Non Fiction	10,700.00	0.00
230-4230-2406-0000	Teen Books - Materials	3,500.00	0.00
230-4230-2407-0000	Programs	0.00	0.00
230-4230-2408-0000	Film/Video	5,500.00	0.00
230-4230-2409-0000	Electronic Materials	5,500.00	0.00
230-4230-2499-0000	Collection Development	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	0.00
	E10 Sub Totals:	88,600.00	1,496.71
E15	SERVICES AND CHARGES		
230-4230-3098-0000	Technology Support	9,500.00	756.20
230-4230-3099-0000	Other Professional Services	5,000.00	0.00
230-4230-3100-0000	Circulation System	6,400.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>
230-4230-3101-0000	Telecommunications	0.00	0.00
230-4230-3200-0000	Mileage	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00
230-4230-3400-0000	Printing and Publishing	500.00	0.00
230-4230-3401-0000	Binding	0.00	0.00
230-4230-3404-0000	Processing Fee	11,000.00	176.00
230-4230-3500-0000	General Insurance	1,595.00	0.00
230-4230-3707-0000	Maintenance Agreements	3,000.00	0.00
230-4230-3713-0000	Computer Maintenance/Licenses	21,000.00	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00
230-4230-3900-0000	Sales Tax	200.00	36.59
	E15 Sub Totals:	58,195.00	968.79
E20	MISCELLANEOUS		
230-4230-4000-0000	Memberships and Dues	500.00	0.00
230-4230-4001-0000	Subscriptions	535.94	0.00
230-4230-4093-0000	COVID-19	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	2,000.00	114.40
	E20 Sub Totals:	3,035.94	114.40
E25	CAPITAL OUTLAY		
230-4230-5200-0000	C/O & Improvements	0.00	0.00
	E25 Sub Totals:	0.00	0.00
E35	DEPRECIATION		
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00
	E35 Sub Totals:	0.00	0.00
	Expense Sub Totals:	1,271,372.20	166,581.04
	Dept 4230 Sub Totals:	1,271,372.20	166,581.04
Dept 230-4231	LIBRARY PLANT		
E05	PERSONNEL SERVICES		
230-4231-1000-0000	Full Time Salaries	69,836.50	10,327.50
230-4231-1100-0000	Overtime - Full Time	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	33.27
230-4231-1113-0000	Vacation Pay	0.00	232.87
230-4231-1200-0000	Part Time Salaries	27,388.45	3,899.95

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>
230-4231-1410-0000	PERA	7,234.50	1,061.62
230-4231-1420-0000	FICA/Medicare	7,437.71	1,126.68
230-4231-1500-0000	Hospital / Medical	11,518.44	1,925.28
230-4231-1520-0000	Dental Insurance	505.20	84.20
230-4231-1540-0000	Life Insurance	116.00	14.40
230-4231-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	124,036.80	18,705.77
E10	SUPPLIES		
230-4231-2101-0000	General Supplies	200.00	378.28
230-4231-2102-0000	Janitorial Supplies	4,000.00	1,616.75
230-4231-2202-0000	Building Repair Supplies	1,500.00	242.93
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	754.81
	E10 Sub Totals:	6,500.00	2,992.77
E15	SERVICES AND CHARGES		
230-4231-3002-0000	Contractual	0.00	0.00
230-4231-3099-0000	Other Professional Services	1,000.00	0.00
230-4231-3101-0000	Telephone	1,700.00	148.35
230-4231-3500-0000	General Insurance	34,955.00	0.00
230-4231-3600-0000	Electricity	48,000.00	2,780.67
230-4231-3601-0000	Natural Gas	21,000.00	2,069.61
230-4231-3703-0000	Building Repair Charges	9,000.00	0.00
230-4231-3707-0000	Maintenance Agreements	10,000.00	2,665.02
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00
	E15 Sub Totals:	125,655.00	7,663.65
E20	MISCELLANEOUS		
230-4231-4099-0000	Miscellaneous Charges	1,100.00	716.32
	E20 Sub Totals:	1,100.00	716.32
E40	OTHER FINANCING USES		
230-4231-9490-0000	Transfer Out-Cap Proj Fund	40,000.00	0.00
	E40 Sub Totals:	40,000.00	0.00
	Expense Sub Totals:	297,291.80	30,078.51
	Dept 4231 Sub Totals:	297,291.80	30,078.51
Dept 230-4900	IMPROVEMENT PROJECTS		
E15	SERVICES AND CHARGES		
230-4900-3099-0000	Other Professional Services	0.00	0.00



<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>
	E15 Sub Totals:	0.00	0.00
E25	CAPITAL OUTLAY		
230-4900-5200-0000	C/O & Improvements	0.00	0.00
	E25 Sub Totals:	0.00	0.00
	Expense Sub Totals:	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00
	Fund Revenue Sub Totals:	1,528,664.00	887.10
	Fund Expense Sub Totals:	1,568,664.00	196,659.55
	Fund 230 Sub Totals:	40,000.00	195,772.45

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Information Sharing</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Trustees</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On 2/15/2023, Troendle emailed trustees with the performance evaluation instructions and forms in preparation for the six-month progress check at the March board meeting.</p> <p>On 2/15/2023, Troendle emailed trustees with a Star Tribune article from Mathre titled <a href="#">Sizing up Minnesota’s place on the unbanned book list</a> by Jennifer Brooks</p> <p>On 2/15/2023, Troendle emailed trustees with an article from Panciera from The New York Times titled <a href="#">A Love Letter to Libraries, Long Overdue</a> by Elisabeth Egan and Erica Ackerman.</p> <p>On 2/21/2023, Troendle emailed trustees with a weather closing announcement. For the safety of staff and patrons, Stillwater Public Library will close at 5 PM on Wednesday, Feb. 22, and the library will remain closed all day on Thursday, Feb. 23, due to severe winter weather conditions. Regular operating hours will resume on Friday, Feb. 24.</p> <p>On 2/23/2023, Troendle emailed trustees with a Star Tribune article from Lockyear titled <a href="#">St. Paul project aims to rethink libraries as hubs supporting community needs</a> by Kyeland Jackson.</p> <p>On 2/24/2023, Troendle emailed trustees with an article from Panciera from The New York Times titled <a href="#">The War on Books and Librarians Come to North Dakota</a> by Taylor Brorby.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Performance Evaluation Instructions Progress Report Form Director Progress Report Form Trustees	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater

## Public Library

### **Performance Evaluation Instructions**

Approved by board: January 14, 2020

#### **Annual Review Form**

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

#### **Director**

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

#### **Trustees**

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

#### **Director and Trustees**

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

#### **Goal Development Worksheet**

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

#### **Progress Report Form**

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

**Director**

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

**Trustees**

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.

Stillwater

Public Library

**Progress Report Form/Director**

Approved by board: January 14, 2020

**Director**

Consider the current year's goals and provide a brief description of progress for each goal, including specific measurable milestones in achieving the annual goals.

Goal #1

Goal #2

Goal #3



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Addition of Council Liaison Information Sharing to Board Agenda</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>In an effort to more fully benefit from the Council Liaison’s knowledge of City Council agendas, Council Liaison, Collins, has agreed to provide monthly updates on City Council issues and projects. With this added information sharing the Board hopes to increase understanding and awareness of City Council actions.</p> <p>Liaison sharing will be incorporated into the Trustee Information Sharing agenda item beginning in April, 2023.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>April National Library Week</b></p>	
<p>OWNER:  <b>Lockyear, President</b></p>	<p>PRESENTER:  <b>Lockyear, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>D</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:</p> <p>National Library Week (<b>April 23 - 29, 2023</b>) is a time to recognize our library staff’s contributions and promote support of the library. The American Library Association will celebrate the week this year with the theme "There’s More to the Story” — as the ALA says, “libraries are full of stories.”</p> <p>How does the Board wish to acknowledge the contributions of staff and celebrate National Library Week for 2023?</p> <p>Requesting volunteers who would like to work on implementing a plan for celebrating National Library Week and recognizing staff contributions to making the library run smoothly.</p> <p>Note: Staff has also been planning for National Library Week. To celebrate, the library will release a new library card created by the youth winner of the library card design contest. There will be free coffee and tea for patrons throughout the week to thank them for their love and use of the library. Discussions are also underway with the Foundation regarding partnering on a bookmark to give to patrons during this week. The Friends Spring Book Sale will be on Wednesday through Saturday that week.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Time Change on Board Meeting</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Weigman, Vice President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>Consider changing the time of Library Board meetings to 6:00 p.m. beginning in May, 2023. The earlier start time would be in line with some other city commissions and could be more convenient for Library Trustees and Staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Committee Assignments; Sunset Board Governance Committee; and Revision of Executive, Facilities, and Finance Committee Charters</b></p>	
<p>OWNER:  <b>Executive Committee</b></p>	<p>PRESENTER:  <b>Lockyear, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  <b>(1) Motion to formally approve sunsetting the Governance Committee.</b>  <b>(2) Motion to approve revisions to Executive, Facilities, and Finance Committee charters.</b></p>	
<p>BACKGROUND/CONTEXT:</p> <p>After consulting with Governance and Executive Committee members, it was agreed the work of the Governance Committee has largely been accomplished. The Governance Committee has very competently and completely reviewed and updated the many board governance documents over the past three years to the point that governance tasks can be managed by the Executive Committee. Therefore, after discussions with all trustees involved, sunsetting Governance Committee has been recommended. Should the governance needs of the board change, task force groups may be established to address more comprehensive document reviews/changes.</p> <p>The remaining standing committees are the Finance, Facilities and Executive. In an effort to maximize the expertise of Board members and ensure the Board work is effectively conducted, there will be four trustees on the Facilities and the Finance Committees until such time as it becomes apparent that the needs of the Board change.</p> <p>When the Advocacy Task Force plan has been submitted, committee assignments will be reassessed with possible reassignments based on the work needing to be completed to carry out the recommendations of that task force.</p> <p>Current Committee assignments are as follows:</p> <p>Executive: Lockyear, Weigman, Hansen          Facilities: Simon, Mathre, Hemer, Lockyear          Finance: Hansen, Hollatz, Panciera, and Burns</p> <p>As always, committees ensure the work of the board is completed, though no committee operates in place of the board, unless specifically granted special authority by the full board.</p> <p>The committee charters have been amended to reflect these changes. The proposed changes to the Facilities, Finance and Executive Committee Charters are noted in red on the following documents.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Executive Charter</b>  <b>Facilities Charter</b>  <b>Finance Charter</b></p>	
<p>REVIEWED BY COMMITTEE?:</p>	

# Stillwater

## Public Library

### Committee Charter Form

Committee: Executive

Adopted by board: January 14, 2020

Revised: February 8, 2022; ~~March 14, 2023~~

This standing committee is comprised of the three officers of the Board and the Library Director as an ex officio member. Officers of the Board serve on the committee, and the current Board President shall be the chair. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. Another committee member may serve as the secretary. The secretary is designated to take minutes at the meeting and draft cover sheet text. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

#### Purpose

Its overall purpose is to provide organizational oversight and to assist with Board development, education, and governance.

#### Major duties include:

- Negotiate labor contract with the local bargaining unit;
- Sign contracts or take other actions with approval from the full Board;
- Meet with the Library Director to discuss results of annual performance review;
- Ensure that the Board is establishing and maintaining good governance practices through awareness of and assistance with board/committee/task force work; ~~and,~~
- Assist in planning Board development topics:-
- Provide guidance for maintaining foundation documents related to the Board, including:
  - bylaws
  - trustee profile/job description; and,
- Develop procedure by which trustees are appointed/reappointed and assist in the orientation of new trustees, ensuring the orientation manual is updated as needed.

The committee has authority to bring options forward, make recommendations for Board action, and, in certain circumstances, act on behalf of the Board when the Board has authorized such action. The Library Director and staff provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board, preferably in writing.

The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary.

# Stillwater

## Public Library

### Committee Charter Form

#### Committee: Facilities

Adopted by board: January 14, 2020

Revised: February 8, 2022; March 14, 2023

This standing committee is comprised of three-up to four Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair rotates among the three Board-appointed trustees every six months. The chair and term dates are recorded in the committee minutes. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. A secretary is designated to take minutes at committee meetings and prepare cover sheet text. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

#### Purpose

Its overall purpose is to address building/facility issues and needs as they arise.

#### Major duties include:

- Assist the Library Director in developing maintenance, repair, and remodeling plans;
- In conjunction with staff and Library Director input, analyze and assist with interior and exterior space planning;
- Address safety and security issues;
- Approve expenditures when directed by the full Board; and,
- Assist Library Director in the development of the annual and five year capital budget plan.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board, preferably in writing.

The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary.

# Stillwater

## Public Library

### Committee Charter Form

Committee: Finance

Adopted by board: January 14, 2020

Revised: February 8, 2022; [March 14, 2023](#)

This standing committee is comprised of ~~three~~ [up to four](#) Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President, and the current Secretary/Treasurer shall be the chair. Staff takes notes at meetings and prepares cover sheet text. Staff typically leads on board reports. All Finance Committee members are encouraged to add comments and information to board presentations and discussions. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

#### Purpose

Its overall purpose is to provide financial oversight.

#### Major duties include:

- Preparing the annual operating budget with the assistance of the Business and Communications Manager;
- Presenting the proposed budget to the Board; and,
- Monitoring month-to-month financial performance of the library.

The committee has authority to bring financial options forward and make recommendations to the full Board.

Committee reports are made to the full Board, preferably in writing.

The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2023 Capital Projects Authorization and Release Requests</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>(1) Motion to approve release of up to \$20,000 in capital funds for masonry repairs.</b> <b>(2) Motion to approve release of up to \$80,000 in fund balance for building and grounds repairs.</b>	
BACKGROUND/CONTEXT: <p>The roofing contractor that replaced the clay tiles and gutter system last year has elected not to complete the punch list work on the interior of the library or the grounds restoration project. The City Facilities Manager has identified a different contractor qualified to complete the work when the legalities are finalized. The punch list items will be deducted before the City issues final payment to the roofer so there will be no charge to the City or Library.</p> <p>However, there are additional areas of repair that fall outside the scope of the punch list that could be rectified by the contractor while they are onsite and have scaffolding in place. Approval is sought to use fund balance to repair these adjacent areas.</p> <p>Additionally, this contractor has previously been hired by the City and Library to perform tuckpointing and masonry repairs. More such work is needed on the west and south sides of the library as well as the exterior accessible from the terrace.</p> <p>For 2023 Building &amp; Grounds projects, the board previously approved \$60,000 in funding. This \$60,000 total is comprised of \$40,000 of fund balance reserves, plus \$20,000 in City capital funding. Approval is sought to increase the potential use of fund balance up to \$80,000, plus the release of \$20,000 in capital funds, for total possible expenditure of \$100,000 on masonry and additional areas of repair.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Health and Wellness Program</b>											
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>										
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?										
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Consider an action to approve the following for regularly scheduled, benefited staff: <ul style="list-style-type: none"> <li>• up to one pro-rated day of paid time off in 2023 for successful completion of the City of Stillwater’s 2022 Health &amp; Wellness Program.</li> <li>• up to a \$400 pro-rated incentive for employees who are on the city’s insurance and complete the Health &amp; Wellness Incentive requirements.</li> </ul>											
BACKGROUND/CONTEXT: The City of Stillwater’s Health and Wellness Program provides employees with the opportunity to participate in a variety of wellbeing activities throughout the year, including biometric screenings, wellness events, and multiple 4-6 week healthy lifestyle programs. To encourage participation and workplace wellness, the city: <ul style="list-style-type: none"> <li>• provides up to one additional day of paid time off to each city benefited-employee that successfully completes six steps of the year-long program.</li> <li>• provides a \$400 pro-rated incentive for employees on the city’s insurance that complete two wellness events and a biometric screening.</li> </ul> <p>Since 2019, the library board has aligned with the city’s health and wellness incentives for regularly scheduled, benefited staff. If the board would like to align with the city’s health and wellness incentives again in 2023, the estimated costs that would come from the library’s budget are:</p> <table border="1"> <thead> <tr> <th>Cost Area</th> <th>Possible Cost</th> <th>Projected Cost</th> </tr> </thead> <tbody> <tr> <td>Substitute costs to cover 1 pro-rated day of PTO in 2023 for those that successfully complete the program</td> <td>Up to \$1,500  17 staff eligible</td> <td>Less than \$500  In 2022, 1 completed program. For those completing, not all hours may need to be subbed.</td> </tr> <tr> <td>Pro-rated payment to enrollees in the city’s health insurance that successfully complete the incentive program</td> <td>Up to \$3,200  10 staff eligible</td> <td>\$1,600  In 2022, 4 completed program.</td> </tr> </tbody> </table>			Cost Area	Possible Cost	Projected Cost	Substitute costs to cover 1 pro-rated day of PTO in 2023 for those that successfully complete the program	Up to \$1,500  17 staff eligible	Less than \$500  In 2022, 1 completed program. For those completing, not all hours may need to be subbed.	Pro-rated payment to enrollees in the city’s health insurance that successfully complete the incentive program	Up to \$3,200  10 staff eligible	\$1,600  In 2022, 4 completed program.
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Pro-rated payment to enrollees in the city’s health insurance that successfully complete the incentive program	Up to \$3,200  10 staff eligible	\$1,600  In 2022, 4 completed program.									
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:											
REVIEWED BY COMMITTEE?:											

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- We're pleased to report that Stanley (Stan) Burns was appointed to serve as the library board's newest trustee. A trustee orientation session was held on March 2 to provide background information as part of the onboarding process.
- Provided a tour to trustee Larry Panciera on February 2.
- Participated in a tour of the library's IT infrastructure for Councilmember Ryan Collins; the tour was led by City IT staff Rich Bornt and Jesse Pereboom.
- Mark gave a 40-minute presentation to the Stillwater Women's Reading Club on March 6, which was well received.
- Coordinated with HR to post a job announcement for a vacant 20-hour per week Library Associate position. Applicants who will move on to the next step in the recruitment process have been identified and interviews are being scheduled.
- Met with the City's Facilities Manager, a general contractor, a paint contractor, and our Maintenance Worker to review the punch list items remaining from the roofing project last year. Work to be done includes repairing cracks in plaster resulting from the vibrations of the tear-off and installation work and repainting due to interior water damage that occurred before the new roof, protective underlayment and gutters were installed. The areas of repair involve the upper level women's restroom, an area in the gallery, the ceiling in fiction, the ceiling above the spiral staircase, the ceiling in the mystery collection, and the administration office. The preliminary estimate is that this project will require up to three weeks to complete.
- Attended SafeAssure Safety training. Topics covered included general safety, employee right to know, ergonomics, bloodborne pathogens, and use of fire extinguishers.

### Heads-Up

- The City's quarterly newsletter has gone to the printer and will be mailed soon. It includes an informative two-page insert from the library so please watch for that in your mailboxes.
- The library's budget request to the Library Foundation has not yet been acted on. Mark has advocated for adoption of it as soon as possible. One grant component involves staffing assistance for Youth Services, which we initially wanted to have filled before the Summer Reading Program starts. This position will require additional coordination with our labor attorney due to how it's proposed to be structured and funded.
- Stillwater Township graciously invited the library to speak at its annual meeting on March 14, which is the reason for the late start to the library board's March meeting. President Lockyear and the Director will have an opportunity to speak during the early part of the meeting.
- A primary focus in February and March has been time-consuming collaborative work with the Outreach Subcommittee of the Library Advocacy Task Force.
- As part of a City IT Committee, Mark is participating in and providing feedback about a cyber awareness training program before it's rolled out to all departments.
- The Library will be closed on Sunday, April 9.

### Near-Term Future Focus

- Budget and grants
- Advocacy Task Force
- Refining the signage proposal
- Panel talk for AAUW
- Interviewing Library Associate semi-finalists



### Adult Programs

- **Winter Reads wrapped up on February 28.**
  - Winter Reads at Stillwater Public Library had 81 unique participants who submitted 252 reviews online and in-person, about half were received online and half in the library.
  - This is about the same number of participants as 2022, but fewer reviews.
  - The top contributor submitted 27 reviews! The runner-up submitted 14 reviews.
  - Prizes:
    - Staff Created 14 Book Bundles to reach about 20% of participants.
    - 1 gift card was purchased for Valley Bookseller to give as a grand prize.
    - Winners will be notified the first week of March.
- **Karen Chan: Blossoms in Green Vase in Watercolor**
  - Offered twice to meet demand.
  - Waitlist shortened substantially from previous month.
  - Using new survey focused on outcomes specific to art classes at the library.
- **Fluid Painting Class:** Originally scheduled for February 23 but was postponed due to weather. Rescheduled for March 21. Currently has a full registration and short waitlist.
- **Book Clubs:** Reference staff are working to plan and publicize book club information earlier.
  - **Mystery:** Reference staff Jodi Kaericher is leading the Mystery Book Club after Catherine Bloomquist's departure. For Jodi's first meeting, 10 attendees shared favorite mysteries and one review submitted by a patron unable to attend.
  - **Romance:** Black History Month theme and participants discussed materials written by black authors. There were 4 attendees. Publicized through May 2023.
  - **Connect through Books:** There were 2 attendees who discussed any books they had read in the past month, and 1 review shared by a patron unable to attend.

### Collection, Circulation, Displays, and Booklists

- Nonfiction displays: included National Bird Feeding Month, Lunar New Year Celebrations, and Winter Reads Staff Picks
- Fiction displays: Winter Reads Staff Picks and Book Club Picks
- Booklists: reference staff created books lists for Black History Month, Printz Award Winners, and Page to Screen for Teens
- 112 New Library Card Registrations

### Reference Personnel

- Job post for Associate Librarian vacancy has closed.
  - More than 40 people applied.
  - Interviews are being scheduled in March.

### "Heard Around the Library"

- A local Boy Scout in the process of earning his Genealogy badge worked with his mother to send a thankful email to the reference librarians. His mother said that the Stillwater Public Library Genealogy Resources page was really helpful, and they suggested a new resource for the library to consider.
- Reference staff Cami Andersen was interviewed by Stella McHugh, who is editor of the Stillwater High School's Pony Express Newspaper. Stella is also the granddaughter of library staff Paula McHugh. Stella is writing an article about the St. Croix Collection that will be published March 3.

- A group of local women who are neighbors living in historic homes visited the library to use the St. Croix Collection on a Saturday in February. Staff overheard their laughter as they enjoyed the school yearbooks and reminisced about their lives in Stillwater.

**February Karen Chan Blossoms in Green Vase: Reference Image for class**



**Patron submitted images of finished art from class:**



See more on the SPL website here: <https://www.stillwaterlibrary.org/programs-services/adults/arts-and-crafts-classes/>

## Report from the Youth Services Supervisor, Angela Petrie

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### February Children's Programs and Activities

- Two Special Guest Preschool Music and Movement (114) – Canceled in January
- Seven Preschool Storytimes (483) – 30% more than January
- Two Baby/Toddler Storytimes (72) – 80% more than January
- One Building with Bricks (31) – 50% more than January
- "Snow Friends" Scavenger Hunt (423)
- "So Cold!" Family Discovery Room: Ice Cream Shop, Snowflakes, Snow Friends, and Flight Lab
- Library Card Design Contest (70)

### February Teen Programs and Activities

- Ongoing Displays: Lighthearted Reads for Teens and Black History Month
- Ongoing: Collaborative Coloring activity created under the "magic" sign
- Ongoing: Coloring Corner area with signage and supplies
- NEW Teen book lists with catalog links: [Lighthearted Reads for Teens](#), [Black History Month](#), [Printz Award Winners](#), [Page to Screen Picks](#)

### Outreach / Community Engagement Programs and Visits

- New Heights School – regular class visits to the Library continue – K-1 (6 students) visits once a week; 2-5 visits (23 students) every other week; middle school (22 students) visits 2x per month. Most of these visits continue to be "self-serve," though typically 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.
- Youth Services staff are revisiting outreach conversations with ECFE staff. On Saturday, April 22, Kim will present a family storytime at their Spring Event to illustrate what a library storytime would look like at Stillwater Library.
- Stillwater Head Start changed location to New Heights School and is currently seeking a new teacher so students can enroll.

### Partnerships

- Youth Services Supervisor, Angie Petrie, connected with the local DNR Naturalist who is new to William O'Brien after a five-year gap in the position. Watch for regular nature program offerings, starting in April with a Family Bird Hike.
- Youth Services Librarian, Kim Faurot, continues partnering with Alisa Mee, a library associate with St. Paul Public Library. This ongoing collaboration is mentioned in the *Park Bugle*, a monthly nonprofit community newspaper serving St. Anthony Park, Lauderdale, Falcon Heights and Como Park. The article, [People in your neighborhood: Alisa Mee](#) includes the following statement:
  - Mee often exchanges ideas and inspiration with her friend and Stillwater Public Library storytime leader Kim Faurot.
  - Note: Kim was not contacted for a quote so the one they included is incorrectly attributed.

### Upcoming Single Date Programs

- [Music & Movement with Music Together in the Valley](#) – Wednesday, March 1 at 10:30 & 11:30 AM
- [MacPhail Petite Concert](#) – Thursday, March 16 at 10:30 AM
- [Silly Millies Clay Boxes](#) - Monday, March 20 at 10:30 AM (Spring Break Program)

- [Learn to Cross-Stitch for Teens](#) – Wednesday, March 22 at 6:00 PM (Spring Break Program)
- [Wildlife Show](#) – Thursday, March 23 at 10:30 AM (Spring Break Program)
- [Exploring Poetry Through Art with COMPAS](#) – Friday, April 7 at 10:30 AM
- Family Bird Hike with the DNR – Monday, April 10 (time TBD)
- [Circus Manduhai](#) – Mongolian Circus – Saturday, April 22 at 10:30 AM

#### Upcoming Series Programs (staff-led)

- [Baby & Toddler Storytime](#) - Tuesdays, March 7 and 21 at 10:30 AM
- [Preschool Storytime](#) – Wednesdays, March 8, 15, 22 and 29 (10:30 & 11:30 AM) AND Saturday, March 11 at 10:30 AM
- [Building with Bricks](#) – Tuesday, March 21 at 4 PM (Spring Break Program)

#### Programming Notes

- There has been a significant increase in storytime attendance. The staff response has been to offer back-to-back storytimes on Wednesdays. Additionally, in the second week of each month, there are baby/toddler and Saturday sessions which have also seen an increase in attendance.
- As one parent said recently in reference to the Discovery Room, more than ever parents are looking for local free activities they can attend for long periods of time without a membership.
- In March 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 move to March is to offer an additional activity over Spring Break.
- With the March-May Discovery Room “Garden Center” installation coming up, Youth Services Librarian Kim Faurot has been busy planning engaging and developmentally appropriate elements and making playful props through a collaboration with former Stillwater Library Associate and textile artist, Sue Hedin. Without this partnership, the community would not have this high-quality developmentally targeted activity. Watch for pictures in next month’s report.
- In preparation for the upcoming Summer Explorers Program, Kim took photos of the characters in the space costumes made by Sue Hedin. A little sneak peek is below. These images will be used in the staff-created activity tracker, bookmark, and all other collateral pieces around the Summer Explorers Program at both Stillwater and Bayport libraries.

#### Technology Notes

- Ongoing: City IT is assisting with children’s computer reconfigurations. This is nearing completion. Youth Services is extremely grateful for the help from IT and Keri Goeltl.
  - The two current catalog computers that allowed open internet access are now dedicated catalog-only computers to allow for increased book-searching access for the public and staff assisting them.
  - There are 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. This offers access to the very popular BookFlix site on three computers. Stations are full especially on Wednesday mornings where before the stations sat mostly unused.
  - Two stations remain unchanged requiring a barcode or guest pass to access the internet.
- Miscellaneous
  - Monthly Staff Picks have been added to the website home page to promote Black History Month. Picks include fiction and non-fiction titles for both children and teens. This is in addition to the booklists created and posted on the website and often within the library. The goal is to have ‘finding tools’ for visitors and staff.



- A few pieces of feedback from the Petite Concerts with MacPhail evaluation form:
  - He was definitely engaged in the lovely performance today. Thank you.
  - It was fun for them to hear and try the instruments and a lot of the music was familiar so it kept their interest longer.
  - He is 4 and has never been that close to a violin or viola before. It was very fun to see and the musicians were super talented. I also enjoyed the show!
  - Thank you for all the interesting programs!
  - The instrument with 2 strings was new. I don't remember the name of it. (ehru)
  - Thank you so much for offering these types of programs!
- Photos of the Summer SPACE Explorers!



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Lockyear</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:  <b>Facilities Committee Meeting Notes</b>  <b>March 6, 2023</b>  <b>Conference Room</b>  <b>Present: Paula Hemer, Pat Lockyear, Ryan Mathre, Carrie Simon, Mark Troendle</b></p> <p>Welcomed new members of committee and conducted a brief orientation for the new members.</p> <p>Pat shared handouts of timeline and CIPs for past years</p> <ul style="list-style-type: none"> <li>Pat to breakout budget into maintenance/repair and new development over past years</li> </ul> <p>Discussed timeline for 2024-2028 CIP.</p> <p>Board discussed preparing for June budget with final proposal due July.</p> <p>Selected Chair and Secretary for January through June 2023</p> <ul style="list-style-type: none"> <li>- Chair – Pat Lockyear</li> <li>- Secretary – Carrie Simon</li> </ul> <p>Discussed City Building Assessment plan and spreadsheet.</p> <ul style="list-style-type: none"> <li>Action - Mark to discuss Building Assessment with Shain.</li> </ul> <p>Rewording of committee charter to reflect 4 Trustees on the committee to be brought before the board in March.</p> <ul style="list-style-type: none"> <li>Action item for Board - Reword Committee Charter to say, “Up to 4 trustees.”</li> </ul> <p>Mark provided update on roof leakage repair punch list.</p> <ul style="list-style-type: none"> <li>A&amp;K contracted to do the work.</li> <li>Mark meeting with Mick Greiner, city facility’s manager, and team to walk around and assess leaking damage and decide action.</li> </ul> <p>Update on signage project</p> <ul style="list-style-type: none"> <li>All agreed implementation of signage project to be handled by staff. No further consultations with committee necessary.</li> </ul> <p>Next meeting</p> <ul style="list-style-type: none"> <li>May 1, 11 AM</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Advocacy Task Force Report</b>	
OWNER: <b>Hansen, Simon</b>	PRESENTER: <b>Hansen, Simon</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  <b>Library Advocacy Task Force February 21, 2023 Meeting Notes</b>	
<p>Present: Patricia Cowilder, Elaine Delavy, Judy Filipek, Keri Goeltl, Craig Hansen, Andy Kass, LeAnn Johnson, Kevin Sandstrom, Summer Seidenkranz, Carrie Simon, Mark Troendle</p> <p><b>Library Advocacy Sub-Committee Presentation: Messaging</b></p> <p>The February meeting of the Advocacy Task Force was focused on messaging. Judy Filipek, Carrie Simon, and Keri Goeltl gave a PowerPoint presentation and reviewed the following areas:</p> <ul style="list-style-type: none"> <li>• Audiences</li> <li>• Key Messages</li> <li>• Elevator Pitches</li> <li>• Content Pillars</li> <li>• Pressure Testing Messaging</li> <li>• Metrics</li> <li>• Other General Advocacy Ideas</li> </ul> <p>Task Force members discussed the information presented and provided the following suggestions:</p> <ul style="list-style-type: none"> <li>• <b>Elevator Pitches:</b> Many cities have a strategic plan that includes a component focused on diversity, inclusion, and equity. The library’s work directly ties into this. Under City Council, add an elevator pitch message that addresses the library’s work in this area.</li> <li>• <b>Content Pillars:</b> The content pillars could serve as the basis of the Foundation’s Impact Report. These pillars would be a way to integrate the messaging of the library and the Foundation – focusing on what the library brings to the community and the Foundation’s funding of these services.</li> <li>• <b>Message Testing:</b> As a part of message testing, consider holding listening sessions with patrons. This is an opportunity to bring people into the library and seek their perspectives and advice on library messages. It also provides an opportunity to educate people on what is happening at the library. The listening sessions could be specific to different audiences (parents/caregivers, seniors, professionals, etc.).</li> <li>• <b>Metrics:</b> Tracking and reporting back on volunteer hours is an important metric. Family Means sends weekly updates with the number of volunteers helping, volunteer hours, and what the volunteers accomplished (i.e. packed 350 bags of food). Provide similar updates from the library on a monthly or yearly basis. Translate volunteer hours into saved costs for the library and city.</li> <li>• <b>General Advocacy Ideas:</b> <ul style="list-style-type: none"> <li>▪ Intern: University of St. Thomas has a strong program, and we could try to find someone with connections there to help us obtain interns. For an intern, a project</li> </ul> </li> </ul>	

like a community ‘Tell Your Story Day’ may be ideal. This type of project has a concrete start and end with multiple elements to manage and coordinate.

- **Satellite Service Locations:** Some libraries have added satellite locations (e.g. Northfield Public Library). The library could explore this concept to boost its presence in the community. Circulation and visit data from when the library was temporarily relocated closer to Hwy 36 and the shopping area could provide some helpful information. Troendle noted that the library has explored library lockers for the remote pick-up of materials with the preferred location of these being on public property within the City of Stillwater.
- **Free Little Library:** Perhaps a design contest for high school students could be considered.

**Future Meeting Dates**

Date	Time	Location	Group Presenting
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

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

**Messaging Presentation**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



# Stillwater Public Library Advocacy Action Plan

## *Messaging*

Stillwater Public Library

Advocacy Task Force

Messaging Sub-committee

Presented 2/21/2023; Revised 3/8/2023

A library is a never-failing spring  
in the desert.

– Andrew Carnegie

You never need a reason or an invitation to go to the library. You aren't required to make a reservation ahead of time or purchase a cup of coffee while you're there. You can pop in when your Wi-Fi is on the fritz or you need a break from your roommates. You might go there to dry off or to cool down. To study for algebra or to read a romance novel. To stock up on thrillers or to take stock of your less-than-thrilling life. To meet a friend or to be alone. For a bit of excitement or for a moment of calm.

*A Love Letter to Libraries, Long Overdue*  
By Elisabeth Egan and Erica Ackerberg,  
Feb. 14, 2023, The New York Times

# Overview

- Audiences
- Key Messages
- Elevator Pitches
- Content Pillars
- Message Testing
- Measurement
- Recommendations to the Board
- Other

# Audiences

People who come in:

Adults

Teens

Kids

Audiences to message to:

- **Seniors**
- **Job seekers**
- **Parents/Caregivers**
- **Educators**
- **Young Professionals**
- **Working Professionals**
- **City Council Members & Community Leaders**
- **Volunteers**

- **Donors**
- **Teens/tweens**
- **Newcomers**
- **Tourists**
- **Community Groups**
- **Local Businesses**
- **Other**

# Different Ways Audiences Consume Info

<b>Conceptual Thinkers</b>	<b>Analytical Thinkers</b>	<b>Social Thinkers</b>
Global Issues Trending Topics Growth Initiative	Powerful Statistics Data Visualization Science Specifics	Person Profiles Human Impact Relatable Need/Desire

In addition to understanding our audience's desires and environments, it's important to keep in mind that people consume content and stories differently. We should make sure to aspire to providing a mix of content that will appeal to a variety of people.

It's important to make sure we avoid jargon or technical talk when communicating to key audiences.

Lastly, keep accessibility front and center in our communications as much as possible.

# Key Messages

Key Theme: Libraries are essential for thriving communities

**Key Message: Our library is the heart of our community.**

Proof points:

1. Open to everyone regardless of age, religion, education, income, race, or gender.
2. No membership required. No fees. Equal access to resources, knowledge, and services.
3. A space to learn and grow – a place and resource for lifelong learning from birth to 100.
4. A community center – a place to be and belong with social, educational, and recreational activities for all ages.
5. A meeting place – a free space for nonprofits, community groups, book clubs, scout troops, and individuals to gather.
6. A place of rest and retreat – provides space and resources to help rest, relax, and reflect.

Supporting stats:

1. More than 110,000 visits in 2022.
2. More than 91,000 physical items available for checkout in Stillwater (plus access to borrowing millions more from Washington County libraries, metro area libraries, and beyond).
3. Access to more than 52,000 e-books, e-audiobooks, e-magazines, and databases.
4. More than 225 library programs and activities offered in 2021. Participation over 11,000. Programs range from Storytime, STEM classes, and musical performances for kids and families to tech help sessions, art classes, genealogy classes, and current cultural presentations for adults.
5. More than 150 different organizations and community groups used meeting space from January 2022 – April 2023.

# Key Messages

Key Theme: The SPL is a ~~vital community resource~~ and a bridge from our history to the future.

**Key Message: Stillwater Public Library is a bridge from our history to the future.**

## Proof points:

1. Stillwater has had a public library for over 125 years – since 1897.
2. The 1902 Carnegie library building is a treasure. It reflects Stillwater's historic past while adapting to current and future community needs.
3. The Library preserves and shares unique knowledge and information about our community, ensuring information is passed on to the next generation.
  - St. Croix Collection – the library's historical archive of Stillwater, the St. Croix Valley, and Washington County.
  - Collaborative initiatives to digitize historical Stillwater photos, maps, newspapers, etc.
  - Programs focused on history – Stillwater architectural tours and genealogy classes.



# Key Messages

Key Theme: The SPL provides access to more than books. It's a place to learn and discover, connect and engage, grow and explore.

## Key Message: The library is about a whole lot more than books.

### Possible tag lines:

1. *Books and beyond! Check it out.*
2. *Stillwater Public Library. Go check it out.*
3. *Your story is our story.*
4. *Your destination for books and beyond.*
5. *Take a book. Leave a smile.*

### Proof points:

1. While we love books (the library has nearly 75,000), you can also check out magazines, music, movies, and audiobooks. Or borrow a telescope, a laptop, a hotspot, a nature backpack.
2. Stillwater Public Library also offers free access to computers, the internet, and Wi-Fi.
3. Library resources can help you learn a language (Transparent Language), build your career skills (LinkedIn Learning), prepare for a test (LearningExpress Library), or research your family tree (Ancestry). More than 65 different database subscriptions are available to use.
4. We also offer free research assistance or book recommendations. Ask a reference librarian! They can help find what you're looking for.
5. Gather at the library. Meet with your community group or club at the library. No need to purchase a cup of coffee or strain to hear over the chatter of other tables.
6. Attend a library program, in-person or online. We offered more than 225 programs and activities in 2021. Learn a new skill, be entertained, exchange ideas.

# Key Messages

Key Theme: The SPL provides free and exceptional community programming.

**Key Message: Stillwater Public Library provides free, quality programs for all ages.**

Proof points:

1. In 2021, more than 225 library programs and activities were offered.
2. Programs provide opportunities to learn, build skills, have fun, and connect with others.
3. For kids and families – Storytime's, STEM, art classes, nature programs, writing workshops, music sessions, entertainers.
4. For adults – book clubs, art classes, gallery showings, cultural and current event presentations, historical walking tours, genealogy workshops, tech help sessions.

# Key Messages

Key Theme: The SPL is an essential partner in education and workforce development.

## Key Message: An essential partner in education.

Proof points:

1. The Library builds early literacy skills and prepares kids for school.
  - Stillwater’s Storytimes and activities are specifically focused on building early literacy skills needed for success in school.
  - A variety of reading materials to build comprehension and reading skills - picture books, easy readers, VOX books (books with built-in audio), and decodable (phonics) books.
2. Summer reading programs engage children and help prevent the “summer slide,” defined as a loss of academic skills over summer break. Highlights from 2022 Summer Explorers:
  - More than 135,000 minutes of reading tracked
  - “Wednesdays on the Lawn” with weekly crowds of 150-275 attendees
  - 439 new library cards issues
  - Over 95,000 materials checked out
3. Free access to homework resources
  - Age-targeted resources for learning and research
  - Live online tutoring from 1 PM – 11 PM for elementary to college students
  - Practice tests for school exams, AP, ACT/SAT, GED, Driving
  - Friendly, knowledgeable librarians ready to help with research questions
  - Space to study individually or with a group
4. Serve as the primary library for New Heights and local homeschool groups. Collaborations with ECFE and HeadStart.

\*High opportunity to share & connect stories

# Patron Story:

I cannot begin to thank you for all the support you gave to my family this summer. I have discovered the wonders of the local library with my grandchildren.

My 9-year-old grand-daughter needed to complete a summer project for school. Everyone had so much patience, time, and caring to help her.

Her 6-year-old brother is a sweet little boy with special needs. School has been a struggle for him, reading a chore. The librarians were able to encourage him to do things that I could not ever imagine him doing. He is now doing well in school and is on grade level in first grade. Without all the wonderful programs, he would not be as comfortable talking to others. He is able to express his thoughts and he even asks to read books.

Their 2-year-old brother is a handful, but I am taking him to the story hours on Tuesday and Wednesday. He loves the stories and crafts. He is now singing the songs and trying to do the hand motions. I plan on continuing to attend as much as possible to give him a basis for learning to love to read.

It is so incredible how much these children have improved in one summer. By these experiences, a new world has opened to them, and I believe it has expanded and has enriched their lives. Thanks so much for having the programs and people to do that.

*~ Helen, Library Patron and Foundation Donor*

# Key Messages

Key Theme: The SPL is an essential partner in education and workforce development.

**Key Message: A resource for developing and improving work-related skills.**

Proof points:

1. Access to computers, internet, laptops, Wi-Fi, and printing to apply for jobs or build skills.
2. Assistance from staff in building digital literacy skills – creating online accounts, completing forms. Even if the job does not require computer skills, most applications need to be done online.
3. Tools and resources to build work-related skills, such as Career & Education Explorer, LinkedIn Learning, Job & Career Accelerator.
4. Access to free, live online job coaching and resume writing help through JobNow.
5. Partnership with Washington County CareerForce (materials/resources/direct to Center).
6. Tech Help sessions (one-on-one technology education sessions with staff).
7. Library as an office – a place for professionals to work, study, or meet.

\*High opportunity to share & connect stories

# Summary of Key Messages

**Our library is . . .**

- **the heart of our community**
- **a bridge from our history to the future**
- **about a whole lot more than books**
- **a provider of free, high-quality programs for all ages**
- **an essential partner in education**
- **a resource for developing and improving work-related skills**

# Sample Scenarios for Elevator Pitches

## *Talking with educators:*

**The library is your partner in preparing children for school and helping them achieve academic success.**



I'd love to tell you the story of one family that visited the library ... and then share the story of Helen and her grandchildren.

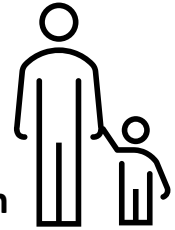
OR

The library . . .

- helps build early literacy skills so that kids are ready for school. Storytimes introduce new concepts and reinforce social and school readiness skills.
- provides opportunities for young children and their caregivers to talk, sing, and play together so that caregivers understand their vital role in helping children be prepared to start kindergarten.
- helps youth find high-quality interesting materials over the summer so that they maintain their reading level and return to school ready to learn.
- helps students access a range of print and digital resources (including free, online HelpNow tutoring) related to school assignments so that they can achieve school success.

## *Talking with parents, grandparents, and caregivers:*

**The library is your partner in helping inspire children to read and learn.**



The library . . .

- provides opportunities for you and your children to learn and play together – you can explore in the Discovery Center, participate in a scavenger hunt, attend a Storytime, or read a book together in the loft.
- helps get your child ready for kindergarten. Miss Kim and Baby Bear Storytime are specially designed to introduce new concepts and reinforce social and school readiness skills. We hope that you leave Storytime with ideas about how you can share books, songs, and educational play activities with your children.
- provides a variety of activities for school-age children and teens, including summer reading programs to combat the “summer slide,” online homework help, art classes, and places for teens to collaborate and learn together.
- provides opportunities for you to connect with other parents, grandparents, and caregivers.

# Sample Scenarios for Elevator Pitches



## *Talking with job seekers:*

**The library can help you with your job, career and educational goals.**

- The library offers access to computers, the internet, Wi-Fi, and printing so you can apply for a job, obtain career training, or explore getting a degree. You can even check out a laptop and hotspot to work at home.
- Staff can get you started in filling out applications or refer you to resources to help you further explore different career options.
- Through the library, you can obtain free, live online job coaching and resume writing help with JobNow.



## *Talking with working professionals:*

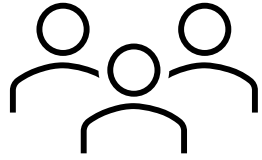
**The library can be your office and help with your career and educational goals.**

The library . . .

- has spaces for you to work or meet so that you are away from the distractions of the office and home. There are quiet spaces with great views, good Wi-Fi, power outlets, printing, and helpful staff. You can even book group meeting space at the library.
- provides free access to resources so that you can continue your career progression. Try LinkedIn Learning or Job & Career Accelerator to build and fine-tune skills, or use our resources to prepare for professional exams.



# Sample Scenarios for Elevator Pitches



## *Talking with seniors:*

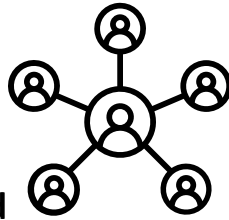
**The library helps you continue to learn and grow and keeps you connected to the community.**

The library ...

- provides programs, activities, and resources so that you can continue to learn, grow, and try new things. From art classes and historical walking tours to tech help and genealogy classes, the library has a variety of programs to expand your mind and build new skills. There are 91,000 items here in Stillwater to check out plus all the items that you can borrow online or request from across the county and state. Want to pursue photography, knitting, a language, or travel, the library likely has a resource for it!
- offers opportunities to volunteer so that you can give back to the community. You can staff the greeter desk on the upper level, be a detective and help us track down mis-shelved books, become a Friends member and help with the used book sales, or help fundraise on the Foundation board.
- offers programs and spaces so that you can connect with the community. Join a library book club and discuss some of your favorite reads ... or form your own book club, writing group, or poetry salon and meet at the library.

# Sample Scenarios for Elevator Pitches

## *Talking with a nonprofit or local community service organization:*



**The library is the heart of the community – open and welcoming to all.**

The library . . .

- provides a welcoming and inclusive space so that individuals can connect to the community. You don't need to pay a fee, be a certain age, religion, race, or gender to use the library. Just stop in – all are welcome. It is a place where people are safe to be themselves.
- helps break down the digital divide and build digital literacy so that even those without access to a computer or internet at home can complete government forms, pursue employment and educational opportunities, obtain health information, and connect with family and friends online. The library provides both the technology and the staff help needed for people to use these resources.
- is a place to gather and connect but also a place of rest and retreat.

*Suggestion: City comprehensive plans often have goals for diversity, equity and inclusion. Add in stats and info about how the library addresses this or other elements of the plan.*

## *Talking with City Council and community leaders:*



**The library is the heart of our community and enhances our quality of life.**

The library . . .

- provides free access to information, materials, and services so that all members of our community can learn, grow and connect.
- is an essential partner in educating our community by building early literacy skills so that children are ready for kindergarten, by inspiring reading and learning throughout the year so students maintain skills over the summer, and by providing homework help and resources so students can achieve academic success.
- strengthens our workforce by providing job seekers with the technology and help needed to search for and apply for jobs, by providing entrepreneurs and professionals with free career resources and training to build and fine-tune skills, and by providing quiet work and meeting space in the community.
- supports our aging population by providing free programs, activities and resources that keep seniors connected, engaged, and continuing to learn and thrive.

# Content Pillars

## Heart of Community

- Stories of community use of library (radio club, New Heights school, homeschool groups, book clubs)
- Stories of who/what/why Foundation
- Stories of who/what/why Friends
- Behind-the-scenes
- Meet the librarians
- Updates to facilities, staff, signage
- Meet the volunteers

## Bridge from Past to Future

- Carnegie library
- St. Croix Collection
- Genealogy resources
- Don Empson architectural walking tours
- Throwback Thursday SCC posts

## Books and Beyond

- “Library of Things” items – hotspots, laptops, Nature Backpacks
- Databases and online resources (LinkedIn Learning, Ancestry)
- Stories of librarians as search engines and book matchers – bringing back the right answer.

## Programs

- Storytime
- Adult classes
- Teen events
- Terrace events
- Circulating artist shows
- Friends Events
- Foundation Events
- Post-event program statistics

## Education

- Early Literacy
- Summer Reading
- Homework Resources
- School collaborations

## Library as Office

- Stories of patrons that use library to get jobs
- Digital literacy
- Upskilling
- CareerForce
- Technology education
- Library as a remote work space

\*Need to identify a way to organize and plan out stories e.g., content calendar/Hootsuite/etc.

# Pressure Testing Messaging

1. Review with Advocacy Committee
2. Review with SPL librarians
3. Flipchart in the library
  - Pose the question - "Do you think these statements represent the Stillwater Public Library? Why or why not? Put a sticker by the one that means the most to you."
4. Flipchart at key community locations (Co-op, city hall, grocery store?)
  - Pose the question – "Do you think these statements represent the Stillwater Public Library? Why or why not? Put a sticker by the one that means the most to you."
5. Conduct public listening sessions
  - Public has the opportunity to provide advice to the library
  - Invite all key audiences
  - Gather stories

## Future opportunities:

- Email survey to current patrons
- Make comment card boxes more visible

# How Do We Measure Success?

## Metrics

### **Are audiences informed about library services?**

- Utilize traditional library measures, such as visits, circulation, cardholders, new cardholders, program attendance, volunteer hours, and volunteer dollar value to the community

### **Do audiences understand the value of library services?**

- What do we/can we measure now and consistently in the future?
- Surveys could be used to assess understanding
  - Surveys sent 2x/year in June & Nov through POLCO, a municipal email survey tool
  - Conduct in person survey in library
  - Survey at community outreach events – Farmers Market, DaVinci Fest
  - Would you agree with the statement? Strongly agree to disagree options.
  - Do you share information about the library? Possibly a range from all of the time to never.
  - Do you feel informed about library happenings? How do you want to be informed?

# Recommendations to SPL Board

- Review June POLCO survey questions and add any needed questions to 2023 survey

# Other General Advocacy Ideas

- A library Social Media or marketing intern
- Community ‘Tell Your Library Story Day’
- Yard signs “Support our Library”
- Library float in the Lumberjack Days parade handing out bookmarks & flyers
- SPL Little Free Library on 3<sup>rd</sup> Street with community design contest

# Additional Materials

- List of library-affiliated organizations
- Current outreach methods
- POLCO survey results
- The New York Time's article: [A Love Letter to Libraries, Long Overdue](#) by Elisabeth Egan and Erica Ackerberg



Stillwater Public Library Foundation  
Special Meeting –January Meeting – Held 1/27/23  
Virtual

Members Present: Shawn Glaser, Paige Hoyle, Dustin Moeller, Mark Troendle, Summer Seidenkranz, Aquib Khan

Election of new officers was held

Slate of new officers was: Summer President  
Ryan Vice president  
Aquib Treasurer  
Paige Secretary pro tem

Dustin made motion to vote for officers for 2023.  
Shawn seconded the motion.  
Slate was unanimously elected.

Stillwater Public Library Foundation  
Board Meeting –January Meeting – Held 1/27/23  
Virtual

Members Present: Shawn Glaser, Paige Hoyle, Dustin Moeller, Mark Troendle, Summer Seidenkranz, Aquib Khan

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 9:00am. Members checked in.
2. Approval of the Minutes – December meeting minutes were approved.
3. Reports for the monthly meeting
  - a. President- Shawn
    - Debit cards for members was discussed
    - Motion was made that Aquib and Elaine receive debit cards
    - Motion was passed unanimously
    - Discussion was held about members term being 3 years ending on the last of the month when they joined instead of ending on December 31.
    - Paige made motion for ending term for board member in the same month they joined the board
    - Aquib seconded motion
    - Motion was approved unanimously

b. Library Director – Mark

SPLF Board Meeting 1/27/2023

- The library recently launched a library card design contest that is open to anyone 18 and under, as long as they have either a Stillwater Library card, or one from Bayport or Washington County Library. All the rules and design requirements are viewable online. It runs through the end of February. Our intent is to have this limited-edition print run of the cards available by National Library Week, April 23-29.
- Library Board:
  - At its January 10 meeting, the library board elected a new a slate of officers. Pat Lockyear is the new president, Dana Weigman is the new vice president, and Craig Hansen is continuing as the Secretary/Treasurer.
  - Larry Panciera joined the board as a new trustee as we had a vacancy with Maureen Bell terming off the board.
  - We have another upcoming vacancy as February will be Spike Carlsen’s last month on the board. The application deadline is noon, January 30.
- New Staff:
  - Last month, Sarah Rosten was hired as our new Information Services Supervisor. Her previous employer was Washington County Library, where she held several different roles during her time with them, most recently overseeing several branches. She brings lots of good experience that is already proving beneficial.
  - Also, Ellen Callet joined the Circulation Services team as an Assistant. She had a similar role with Ramsey County Library.

- The Advocacy Task Force had its first meeting on Monday, January 23.
  - The task force is comprised of up to two representatives each from the Library Board, Library Foundation, Friends of the Library, the community, and library staff. At this first meeting, there was a recap of a two-part workshop that occurred last summer, and members also joined one of three subcommittees to work on either messaging, outreach or sustainability. Monthly meetings were scheduled through June, and each subcommittee will meet outside of the regular monthly meetings to work on their specific area of focus.
- This week the library board's Facilities Committee reviewed a signage proposal Keri and I have been working on. We're seeking to keep the existing look of the signage throughout the library, adding signs where helpful, updating outdated or replacing broken signage as needed, creating a more welcoming space by the parking ramp and 3<sup>rd</sup> ST entrances, and so on. It's a big project and is dependent on a grant request submitted earlier this month.
- Free COVID tests are still available at the library.

c. Finances - Dustin  
 - Gave finance report

e. Events & Marketing – Summer

- Events & Marketing Committee

Tentative 2023 Event Plan (February meeting strategizing session may change)

-May Terrace Event: 1 or 2

-topics, legacy gifts & status of foundation

-LAS, 07/04/23

-FLL, 11/14/23

Update on roof tile project:

-meeting with Spike Carlsen, Roger, Summer & Spike

-flat tiles: bookshelf with roof being the tile

-summertime rollout; limited edition, 25?

-coved tiles: collaborate with ArtReach and create unique Art pieces for auction – FLL/display/auction?

-Shawn has a connection with the ED of ArtReach; he will connect with Spike and explore whether they would partner with SPLF on this initiative.

-note that we are considering using a smaller quantity of tiles than is available as we want to stay within lanes of what is doable and qualifies as limited edition.

Other E&M business:

Recognition of the strength/breadth of the mom's group for the library. How can we partner with them? Acknowledge that the library shares a solid relationship with this group and we need to figure out with them what would be an appropriate tie-in.

5. Other Business – None

6. Adjournment – Dustin motioned to adjourn; Aquib seconded. Motion passed unanimously. The meeting was adjourned at 10:05am.

Respectfully submitted,  
Paige Hoyle, Secretary



# Friends of the Stillwater Public Library

October 3, 2022 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Mary Ann Sandeen
Facilitator	Mary Ann Sandeen
Secretary	Absent: Tracy Salvati

**Attendees:**

Jan Kilkelly, Mark Troendle, Mary Ann Sandeen, Gemma Lockrem, Lyndon Lockrem, Mary Glennon, Judy Filipek and Laurie Burns

## Agenda

**Friends of the Stillwater Public Library Meeting:  
Monday, Oct. 3, 2022  
Location: Conference Room  
Time: 6:30pm**

1. Call meeting to order: Mary Ann Sandeen
2. Secretary’s Report: Mark Troendle distributed for Tracy
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other:
6. Update: Mark

We continue to receive book donations.  
We still need grape boxes, grocery bags with handles, and plastic bags.

\*\*\*\*\*

Meeting called to order by Mary Ann Sandeen

- Mark distributed Monday, Sept. 2022 meeting minutes for review.
  - Minutes approved

**Treasurer's report Jan Kilkelly  
9/1/2022 – 9/30/2022**

**Sept: Opening Balance:**

**Total Receipts: \$53,871.93**  
**Total Disbursements: \$382.00**  
**Ending Balance: \$54,253.93**

**Membership report Gemma Lockrem**  
80 memberships

**Topics:**

- Library is closed Oct. 11<sup>th</sup> so meeting has been moved to today, Oct. 3<sup>rd</sup>.
- Minimum Security Prison (Bayport) Library
  - Tom Schoolcraft (librarian) has picked up some books for their library.
  - Mary Ann sent a letter to Tom's Lieutenant, thanking him for this partnership opportunity.
  - Tom will be working with the FRIENDS TEAM.
- **Fall Booksale 2022**
  - Used book drive dates: Saturday Oct. 29 & Nov. 5, from 10:30-3:00
  - Book sale:
    - Wed., Nov. 9 5-7:30 Members-Only Preview
    - Open to the General Public:
      - Thursday, November 10: 10:15 AM-7:30 PM
      - Friday, November 11: 10:15 AM-4:30 PM
      - Saturday, November 13: 10:15 AM-4:30 PM (Bag sale all day on Saturday!)
    - Sign up is online via Sign-up Genius
- Gemma handed out book sale fliers, there are more available in the FRIENDS office.
- Postcards will be mailed to our distribution list.
- Kerri G. made great bookmarks for FRIENDS. They are currently at the circulation desk.

**Update: Mark Troendle:**

- Library roof tiles (~122 years old) will be for sale. Foundation will be selling/auctioning.
  - Selling them individually
  - New replacement tiles will be made at the same Company that made originals. (fun fact)
- Advocacy project
  - Task force has been created
  - 2 FRIENDS members on the task force
- Mark discussed upcoming calendar events

\*\*\*\*\*

**Meeting Adjourn at 7:30pm**

**Next meeting will be on: Monday, November 14, 2022.**

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

<b>Period:</b>	<u>11/1/22 - 11/30/2022</u>	<u>Year-to-Date 11/30/2022</u>
Opening Balance	\$54,806.93	\$ 45,064.55
<b>Receipts:</b>		
Memberships	\$715.00	\$ 3,930.00
Donations	\$4,179.07	\$ 5,304.07
Ongoing Book Sales	\$524.00	\$ 3,906.50
Semi-Annual Book Sales	\$ 3,748.00	\$ 8,223.00
Scanner Fees	\$175.00	\$ 245.00
Book Bag Sales		\$ 45.00
<b>Total Receipts</b>	<b>\$9,341.07</b>	<b>\$ 21,653.57</b>
<b>Disbursements:</b>		
Grants to Library		\$ -
Sponsorships		\$ 1,500.00
Memberships		\$ 25.00
Postage		\$ 202.00
Printing & Supplies	\$24.75	\$ 193.87
Sales Tax		\$ 434.00
Fees		\$ -
Misc.		\$ 240.00
<b>Total Disbursements</b>	<b>\$24.75</b>	<b>\$ 2,594.87</b>
<b>Ending Balance</b>	<b>\$64,123.25</b>	<b>\$ 64,123.25</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2021	\$4,535.50
Book Sale Nov. 2022	\$3,748.00
	<u>\$8,283.50</u>

*Other:*

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

Total \$20,001.92

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

Period:	12/1/22 - <u>12/31/2022</u>	Year-to-Date <u>12/31/2022</u>
Opening Balance	\$64,123.25	\$ 45,064.55
<b>Receipts:</b>		
Memberships	\$60.00	\$ 3,990.00
Donations	\$182.00	\$ 5,486.07
Ongoing Book Sales	\$251.00	\$ 4,157.50
Semi-Annual Book Sales		\$ 8,223.00
Scanner Fees		\$ 245.00
Book Bag Sales	\$15.00	\$ 60.00
<b>Total Receipts</b>	<b>\$508.00</b>	<b>\$ 22,161.57</b>
<b>Disbursements:</b>		
Grants to Library		\$ -
Sponsorships		\$ 1,500.00
Memberships		\$ 25.00
Postage		\$ 202.00
Printing & Supplies	\$134.70	\$ 328.57
Sales Tax		\$ 434.00
Fees		\$ -
Misc.		\$ 240.00
<b>Total Disbursements</b>	<b>\$134.70</b>	<b>\$ 2,729.57</b>
<b>Ending Balance</b>	<b>\$64,496.55</b>	<b>\$ 64,496.55</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2021	\$4,535.50
Book Sale Nov. 2022	<u>\$3,748.00</u>
	\$8,283.50

*Other:*

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

Total	\$20,001.92
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**Friends of the Stillwater Public Library  
2023 Financial Reports**

<b>Period:</b>		<b>1/1/23 - <u>1/31/2023</u></b>
Opening Balance	\$	64,496.55
Receipts:		
Memberships	\$	140.00
Donations	\$	40.00
Ongoing Book Sales	\$	253.00
Semi-Annual Book Sales		
Scanner Fees		
Book Bag Sales		
Total Receipts	\$	433.00
Disbursements:		
Grants to Library		
Sponsorships		
Memberships		
Postage		
Printing & Supplies		
Sales Tax	\$	855.00
Fees		
Misc.		
Total Disbursements	\$	855.00
<b>Ending Balance</b>	<b>\$</b>	<b>64,074.55</b>
<i>Outstanding Grants Due to Library:</i>		
Book Sale Nov. 2021		\$4,535.50
Book Sale Nov. 2022		\$3,748.00
		<u>\$8,283.50</u>
<i>Other:</i>		
Book Sale Apr. 2018		\$2,223.92
Book Sale Apr. 2019		\$4,519.50
Book Sale Apr. 2021		\$500.00
Book Sale Apr. 2022		\$4,475.00
		<u>\$11,718.42</u>
Total		\$20,001.92

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Performance Evaluation: Six-Month Progress Check (Closed Session)</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The March meeting will include the six-month progress check performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> <li>• Annual Goals approved in Fall 2022</li> <li>• Progress Report Form completed by Director Troendle</li> <li>• Progress Report Form for Trustees</li> </ul> <p>The trustees are to prepare for a discussion using the topics outlined in the Progress Report Form for Trustees.</p> <p><u>Request to Hold a Closed Meeting:</u>          Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board’s authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p> <p><u>Request to Reopen Meeting:</u>          Motion to reopen meeting following the conclusion of the six-month progress check discussion.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater Public Library 2023 Calendar

<p><b>January</b>  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"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  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><b>March</b>  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"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b>  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"> <li>• NEA Big Read in the St. Croix Valley</li> </ul>	<p><b>May</b>  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"> <li>• Begin 2024 budget prep</li> </ul>	<p><b>June</b>  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"> <li>• 2024 budget discussions</li> <li>• Finance 101</li> <li>• Advocacy Task Force recommendations</li> </ul>
<p><b>July</b>  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"> <li>• 2024 operating budget due and 2024-2028 CIP due</li> <li>• Facilities 101</li> </ul>	<p><b>August</b>  8: Trustee Meeting, 7:00 pm  25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b>  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"> <li>• Council budget changes; Levy adopted</li> <li>• Director evaluation: annual review</li> <li>• Request 2023 health insurance info</li> <li>• Negotiate labor contract with union if due (Executive Committee)</li> </ul>
<p><b>October</b>  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"> <li>• We Are Water Exhibit</li> <li>• Implement board self-assessment survey every 2-3 years (last done in 2021)</li> <li>• Strategic Plan revision/update</li> </ul>	<p><b>November</b>  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"> <li>• Report on self-assessment results</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>December</b>  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"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> </ul>

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

# Stillwater

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## Public Library

### 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
Stan Burns	1st Term: Mar 1, 2023 - Dec 31, 2024	4
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:**

Executive:	Hansen, Lockyear, Weigman, Troendle
Facilities:	Hemer, Lockyear, Mathre, Simon, Troendle
Finance:	Burns, Hansen, Hollatz, Panciera, Troendle
Advocacy Task Force:	Hansen, Simon, Troendle plus representatives from Friends, Foundation, Community, Staff

Updated 3/1/2023