STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, April 11, 2023
7:00 PM
Margaret Rivers Room

Introductory Business (5 minutes)
1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)
3. Consent Calendar
    a) Adoption of March 14, 2023 Minutes +
    b) Acknowledgement of Bills Paid in March +
    c) 2022 Budget Status Report +
    d) March 2023 Budget Status Report +

Informational/Discussion (10 minutes)
4. Trustee & Council Liaison Information Sharing   I+
5. Report of Director Performance Evaluation: 6-Month Progress Check   I+

Decisional (20 minutes)
6. Time Change on Board Meeting   A+
7. 2022 State Annual Report   A+

Reports (20 minutes)
8. Director and Other Staff Reports +
9. Board Committee Reports +
    a. Executive
    b. Facilities
    c. Finance
    d. Library Advocacy Task Force
10. Foundation and Friends Report +

11. Public Commentary
    For in-person commentary, please refer to the Public Comment Policy for rules and procedures, including time limits.

12. 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, April 10, 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
March 14, 2023
Minutes

PRESENT: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman

ABSENT: Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order
Lockyear called meeting to order at 7:30 PM.

AGENDA ITEM 2: Adoption of Agenda
Motion to adopt agenda. Weigman moved. Simon second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 3: Consent Calendar
Motion to adopt consent calendar. Mathre moved. Hansen second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 4: Trustee Information Sharing
Lockyear shared a thank you from former trustee Carlsen.

Lockyear also shared an article about the Duluth Public Library's upcoming library renovation to its downtown location.

Lockyear encouraged trustees to visit the Bayport Public Library, which just had its soft open today after being closed for an extensive remodel. She noted that it is really impressive.

AGENDA ITEM 5: Addition of Council Liaison Information Sharing to Board Agenda
Beginning in April, the trustee information sharing portion of the agenda will include updates from Council Liaison Collins on actions or discussions occurring at the city. The goal is to help keep the board better apprised of city developments. Trustees were supportive of this idea.

AGENDA ITEM 6: April National Library Week
Lockyear noted that National Library Week is on April 23-29 and requested that a few trustees volunteer to help plan a way to thank or appreciate staff during this week. Trustees discussed options that might appeal to staff and planned to bring individual donations to the next meeting.

AGENDA ITEM 7: Time Change on Board Meeting
Weigman asked for board discussion on changing the start time of the regular board meetings from 7:00 PM to 5:30 PM or 6:00 PM. With work or family obligations, the 7:00 PM start time might be preferable for some, but others may prefer an earlier start time.

The trustees discussed this option and indicated interest in moving the start time to 5:30 or 6:00 PM. It was determined to bring a meeting start time of 5:30 PM to the Board as an action item in April for implementation beginning in May.

AGENDA ITEM 8: Committee Assignments; Sunset Board Governance Committee; and Revision of Executive, Facilities, and Finance Committee Charters

Lockyear reported that she spoke with all Governance Committee members regarding sunsetting this group and moving all ongoing maintenance issues to the Executive Committee. She thanked the Governance Committee for their efforts over the past several years in getting the Board to a point where the work can be managed by the Executive Committee. Hansen noted that he appreciated the inclusion of the provisio that if the governance needs of the board change, task force groups may be established to address these needs. This will help prevent overload on the Executive Committee.

Motion to formally approve sunsetting the Governance Committee. Hemer moved. Weigman second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

The sunsetting of the Governance Committee leaves three committees – Executive, Facilities and Finance. Revised charters for the committees as presented in the board packet.

Motion to approve revisions to Executive, Facilities, and Finance Committee charters. Burns moved. Hollatz second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 9: 2023 Capital Projects Authorization and Release Requests

Troendle reviewed the two proposed motions that will authorize the start of 2023 capital projects for masonry repairs and other building and grounds repairs. He requested the release of $20,000 in city capital funds and up to $80,000 in fund balance for building and ground repairs.

Troendle explained that the library's 2023 budget, approved by the Board and City last fall, included a $60,000 total expenditure in building and grounds repairs with $20,000 coming from the city budget and $40,000 from supplemental funds. This funding was earmarked for exterior masonry work. The library's masonry contractor has recently been onsite at the library and is planning for work on the west and south sides of the library and the exterior accessible from the terrace.

The masonry contractor has also been hired to complete the interior punch list items from the roofing project. While the expense of the punch list items will be covered by the roofer, there may be unrelated additional repairs in adjacent areas that may be more cost-effective and efficient to address while the contractor is already at the library with equipment, scaffolding, and sheeting. Similarly, lawn repairs will also be needed as a result of the roofing project. Most of the repair expenses will be covered through the project but adjacent repairs could also be needed that would be easier to fix when crews are already here. Facilities Manager Greiner estimates that the $60,000 capital budget should cover most of the building and grounds repairs. Troendle requests up to $40,000 additional from fund balance reserves as a contingency if more repairs are needed. These projects are time-sensitive as all work needs to be done by the second Wednesday in June for summer reading.

Trustees discussed the release request and the reliance on fund balance to fund critical repairs to the library. Hansen noted that per the city's guidance, the library is spending down the fund balance and this balance will be significantly diminished in upcoming years. When the library has minimal savings in

fund balance, what would the library do in the future to pay for this? Trustees expressed concern over the fund balance and future expenditures. Simon requested that the fund balance be a future board agenda item for discussion. Fund balance topics include the current library fund balance amount, planned library fund balance expenditures, strategies to fund expenditures when the library fund balance gets low and can't cover these items, and the city's fund balance strategy.

Motion to release $20K from city capital for masonry. Hansen moved. Burns second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

Motion to release up to $80K from fund balance for building and ground repairs. Hollatz moved. Simon second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 10: Health & Wellness Program
Troendle reviewed proposed motions in the board packet to provide incentives to benefits-eligible employees to participate in the city's health and wellness program.

Motion to approve up to one pro-rated day of paid time off for regularly scheduled, benefited staff in 2023 for successful completion of the City of Stillwater's 2022 Health & Wellness Program and to approve up to a $400 pro-rated incentive for regularly scheduled, benefited employees who are on the city's insurance and complete the Health & Wellness Incentive requirements. Hemer moved. Simon second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 11: Director and Other Staff Reports
Troendle and Lockyear further discussed the soft opening of the Bayport Public Library.

AGENDA ITEM 12: Board Committee Reports
   a) Board Governance Committee: No longer meeting.
   b) Executive Committee: Did not meet.
   c) Facilities Committee: Mathre reported that they met last week with a report in the board packet.
   d) Finance Committee: Did not meet. Hansen welcomed Stan and Larry.
   e) Library Advocacy Task Force: The Advocacy Task Force met in February for a presentation by the messaging group, included in the board packet. Tomorrow, the outreach group reports to the Advocacy Task Force. In April, the sustainability and policy group reports.

AGENDA ITEM 13: Foundation & Friends Report
Foundation is still talking about what they would like in an Executive Director. Budget hasn't been approved yet. Foundation is talking about hosting small meet and greet donor events on the terrace in May.

Friends are gearing up for April Book Sale.

AGENDA ITEM 14: Public Commentary and Communications
Lockyear reported that no public commentary was received by email.

AGENDA ITEM 15: Director Performance Evaluation: Six-Month Progress Check (Closed Session)
Motion to close the meeting at 8:20 PM pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board's authority. Weigman moved. Mathre second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

Motion to reopen meeting at 9:01 PM following the conclusion of the six-month progress check discussion. Hollatz moved. Mathre second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 16: Adjournment
Motion to adjourn meeting. Hansen moved. Hemer second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

Meeting adjourned at 9:03 PM.

Stillwater
Public Library

Agenda Item Cover Sheet

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Acknowledgment of Bills Paid in March 2023	

OWNER:	PRESENTER:
Goeltl, Business & Communications Manager	Troendle, Director

REQUESTED AGENDA TYPE (A, I, D):	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
A	

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:
Approval of March 2023 bills paid

BACKGROUND/CONTEXT:

Following is a bill report summary for the month of March:

March 2023 (2022 Fiscal Year)				
	City	Foundation	Other Supplemental	Total
Operating Expenditures	$ -	$ -	$ -	$ -
Capital Expenditures	$ 60,934.41	$ -	$ -	$ 60,934.41
Total	**$ 60,934.41**	**$ -**	**$ -**	**$ 60,934.41**

March 2023 (2023 Fiscal Year)				
	City	Foundation	Other Supplemental	Total
Operating Expenditures	$ 19,884.65	$ 1,102.69	$ 333.60	$ 21,320.94
Capital Expenditures	$ -	$ -	$ -	$ -
Total	**$ 19,884.65**	**$ 1,102.69**	**$ 333.60**	**$ 21,320.94**

Explanations of large or out-of-the-ordinary payments are listed below:
Bill Resolution: March 7, 2023 – 2022 fiscal year ($60,934.41*)*
- $60,934 to AllStar for 2022 roofing project. An additional roofing invoice is expected once all of the interior punch list items are completed.

Bill Resolution: March 7, 2023 – 2023 fiscal year ($14,124.86)
- $8,347 to Xcel Energy for gas and electric.
- $1,465 to Brodart for adult fiction, adult nonfiction, teen and children's materials.
- $1,185 to Loffler for the library's firewall.
- $1,145 to LibraryAware for a subscription to library-specific templates and tools creating e-newsletters, book lists, and other pieces to promote books and resources.

Bill Resolution: March 21, 2023 – 2023 fiscal year ($7,196.08)
- $4,293 to Brodart for adult fiction, adult nonfiction, teen and children's materials.
- $400 to Star Equipment for repairs to the delivery lift.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
3/7/2023 Bill Resolution – 2022 Bills
3/7/2023 Bill Resolution – 2023 Bills
3/21/2023 Bill Resolution – 2023 Bills

PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
None						
		INVOICES SUBTOTAL		$ -		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		$ -		
SPECIAL BILL PAYOUTS						
2022-02150-017_2	02/22/23	AllStar Construction	Roof Upgrade (Cap Project 2022-4231-934 Pmt 2)	$ 60,934.41	120-4230-5200-0000	C/O & Improvements
		SPECIAL BILL PAYOUT SUBTOTAL		$ 60,934.41		
		GRAND TOTAL		$ 60,934.41		

These bills are submitted and approved for payment.

Mark Troendle   03/07/2023

Mark Troendle, Library Director

Craig Hansen   03/07/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

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2023 Bill Resolutions

| INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
704	2/28/2023	16 Wins	Website Maintenance - February	$ 380.00	230-4230-3098-0000	Technology Support
3798_232400	2/22/2023	Ace Hardware	Janitorial Supplies	$ 93.50	230-4231-2102-0000	Janitorial Supplies
1G7N-VCC4-PH47	2/20/2023	Amazon Business	Materials - Juv (Decodables)	$ 180.85	230-4230-2400-0000	Childrens Books
1HY6-76MX-PLFF	2/20/2023	Amazon Business	Supplies	$ 195.50	230-4230-2101-0000	General Supplies
134M-NNMJ-V49H	2/21/2023	Amazon Business	Programs - Juv (Discovery Room - HJA Non)	$ 86.69	232-4232-2407-0000	SPLF - Programs
1TPY-T3NW-4FHQ	2/23/2023	Amazon Business	Programs - Juv (Discovery Room - HJA Non)	$ 40.43	232-4232-2407-0000	SPLF - Programs
1X7N-F19G-FFKN	2/24/2023	Amazon Business	Programs - Juv (SRP - HJA)	$ 99.90	232-4232-2407-0000	SPLF - Programs
3072023	3/7/2023	Brodart Co	Materials - Juv	$ 624.28	230-4230-2400-0000	Childrens Books
3072023	3/7/2023	Brodart Co	Materials - Adult Fiction	$ 252.11	230-4230-2401-0000	Adult Books - Fiction
3072023	3/7/2023	Brodart Co	Materials - Adult Nonfiction	$ 528.41	230-4230-2405-0000	Adult Books - Non Fiction
3072023	3/7/2023	Brodart Co	Materials - Processing	$ 60.68	230-4230-3404-0000	Processing Fee
306-02444792-3	2/28/2023	Culligan of Stillwater	Water	$ 57.20	230-4230-4099-0000	Miscellaneous Charges
2302834	12/13/2022	Ebsco Publishing	2023 Subscription Discontinued	$ (20.39)	230-4230-2403-0000	Periodicals
1000202272-1	3/1/2023	Ebsco Publishing	LibraryAware	$ 1,145.00	230-4230-3098-0000	Technology Support
20210968	2/28/2023	Huebsch Service	Towels & Rugs	$ 229.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
4280385	2/20/2023	Loffler Companies	Firewall	$ 1,185.19	230-4230-2303-0000	Minor Computer Equipment
64210916	2/13/2023	Otis Elevator Company	Elevator Maint Agreement (Mar-May)	$ 638.34	230-4231-3707-0000	Maintenance Agreements - Lib Plant
			INVOICES SUBTOTAL	$ 5,777.43		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		$ -		
SPECIAL BILL PAYOUTS						
817627787	2/27/2023	Xcel Energy	Gas	$ 4,548.39	230-4231-3601-0000	Natural Gas
817627787	2/27/2023	Xcel Energy	Electric	$ 3,799.04	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		$ 8,347.43		
		GRAND TOTAL		$ 14,124.86		

These bills are submitted and approved for payment.

Mark Troendle   03/07/2023

Mark Troendle, Library Director

Craig Hansen   03/07/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

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2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1G4M-7W49-6FPF	3/3/2023	Amazon Business	Supplies	79.96	230-4230-2101-0000	General Supplies
1RV4-DKDY-JRQQ	3/5/2023	Amazon Business	Supplies	6.99	230-4230-2101-0000	General Supplies
1RV4-DKDY-JRQQ	3/5/2023	Amazon Business	Materials - Laptops (SPLF)	49.63	232-4232-2113-0000	SPLF - Materials
1RX9-6LFL-16WC	3/6/2023	Amazon Business	Materials - Juv	10.20	230-4230-2400-0000	Childrens Books
1RX9-6LFL-16WC	3/6/2023	Amazon Business	Equipment - JUV (SPLF WB)	14.38	232-4232-2302-0000	SPLF - Minor Equipment
1RX9-6LFL-16WC	3/6/2023	Amazon Business	Programs - JUV (Legos - SPLF HJA ELSA)	31.66	232-4232-2407-0000	SPLF - Programs
1JHV-MD1K-34QC	3/8/2023	Amazon Business	Materials - Nature Backpacks (Friends)	38.87	229-4229-2113-0000	Friends - Materials
1XDW-T6KY-1GGR	3/8/2023	Amazon Business	Materials - Nature Backpacks (Friends)	75.15	229-4229-2113-0000	Friends - Materials
2087978	2/22/2023	Blackstone Publishing	Materials - Audio SAAB (Friends)	169.58	229-4229-2113-0000	Friends - Materials
3212023	3/21/2023	Brodart Co	Materials - Juv	1743.19	230-4230-2400-0000	Childrens Books
3212023	3/21/2023	Brodart Co	Materials - Adult Fiction	939.21	230-4230-2401-0000	Adult Books - Fiction
3212023	3/21/2023	Brodart Co	Materials - Adult Nonfiction	993.11	230-4230-2405-0000	Adult Books - Non Fiction
3212023	3/21/2023	Brodart Co	Materials - YA	476.63	230-4230-2406-0000	Teen Books
3212023	3/21/2023	Brodart Co	Materials - Processing	141.34	230-4230-3404-0000	Processing Fee
WS031023	3/10/2023	Chan Karen	Programs - Adult (SPLF)	780.00	232-4232-2407-0000	SPLF - Programs
167780135	3/1/2023	Comcast	Internet - March	188.10	230-4230-3098-0000	Technology Support
20214220	3/14/2023	Huebsch Service	Towels & Rugs	136.91	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
19029	2/27/2023	Menards	Janitorial Supplies	78.92	230-4231-2102-0000	Janitorial Supplies
19079	2/28/2023	Menards	Janitorial Supplies	63.88	230-4231-2102-0000	Janitorial Supplies
W23020593	3/13/2023	Office of MN IT Services	Phone - February	148.35	230-4231-3101-0000	Telephone
798882	2/28/2023	Star Equipment Inc.	Delivery Lift Repairs	400.82	230-4231-3703-0000	Building Repair Charges
			INVOICES SUBTOTAL	$ 6,566.88		
LIBRARY CREDIT CARD						
2080386_230211	2/12/2023	Dream Host	Website Hosting	19.95	230-4230-3098-0000	Technology Support
300004659	2/14/2023	MN Library Assoc.	Membership - MLA (Troendle)	230.00	230-4230-4000-0000	Memberships and Dues
425911	1/25/2023	Valley Bookseller	Programs - Adult (235)	50.00	235-4236-4099-0000	Library Donations Programs
			CREDIT CARD SUBTOTAL	$ 299.95		
SPECIAL BILL PAYOUTS						
2282023	2/28/2023	Postmaster	Bulk Postage - March City Newsletter	$ 329.25	230-4230-3102-0000	Postage
			SPECIAL BILL PAYOUT SUBTOTAL	$ 329.25		
			GRAND TOTAL	$ 7,196.08		

These bills are submitted and approved for payment.

Mark Troendle   03/21/2023

Mark Troendle, Library Director

Craig Hansen   03/21/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

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Stillwater
Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 11, 2023
Agenda Item: 3c

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	**PRESENTER:** Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	**IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?**
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	

BACKGROUND/CONTEXT:

Attached is a budget status report for the period of January 1 – December 31, 2022. City Finance will be working with the auditors throughout April to review year-end figures.

120 Funds – Capital Projects:

Capital projects were initially budgeted at $579,000 for 2022. Expenditures total $344,228 to date.

- $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.
- $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&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.
- $22,000 was budgeted for 2 network switches. $16,434 was expended and will be paid with fund balance.
- *Pending Journal Entry:* Remove $56,634.52 from the fund balance for the 2022 capital projects of masonry and network switches.

230 Funds – Revenues:

The total revenue budget is $1,465,097. This consists of $1,435,610 from the transfer in from the general fund and $29,487 in library-generated revenues. $1,453,831 has been received. All of the city transfer in was received, but we only generated $18,231 in library revenues. This is a shortfall of $11,255.

As part of library-generated revenues, Finance recently added in year-end numbers for interest earnings and unrealized gains/losses.

- Interest earnings are accrued on the average cash balance for the year and booked as revenue in the year earned. In 2022, the interest earnings were $6,287 and increased revenues.
- Unrealized gains and losses show if the value of the asset (the cash balance in this instance) has increased or decreased. It is considered unrealized because the asset has not been sold. Although it is a paper change, the fund balance at year-end will be adjusted accordingly (increased for gains and decreased for losses). In 2022, the unrealized loss of $12,969 will reduce the fund balance by $12,969.

230-4230 Funds – Operating Expenditures:

Personnel Services: The library's 2022 personnel budget is $1,052,116. Personnel expenditures total $1,048,224. This is under budget by $3,892.

Stillwater

Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 11, 2023
Agenda Item: 3c

Supplies & Materials: The city budget is $102,982. Expenditures total $103,238. This is over budget by $256.

Services and Charges: The city budget is $59,547. Expenditures total $62,623. This is over budget by $3,076. General insurance numbers for operations were recently added by the city and came in $2,104 over budget.

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

Other Financing Sources: The city recently entered a $56,324 expenditure to reflect the capital outlay for the network switch and masonry that will be taken from the operating fund balance.

Total library operations expenditures are $1,274,266 or $55,401 over 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: The plant supplies budget is $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 with expenditures totaling $147,752 or $34,311 over budget. Energy costs account for $17,214 of this overage, and plant insurance costs account for $14,872 of the overage.

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 $284,064.

230 Estimated Year-End Projection
Revenue: $1,453,841.11
Expenditure: $1,558,327.51
Difference: $104,486.40

Fund Balance Summary

2022 Starting Fund Balance	**296,793.11**	
Transfer In From Compensated Absences	14,052.32	
Unrealized loss	-12,969.29	
Capital Outlay Expenditures	-56,634.52	104,486.40
Operating Expenditures	-34,882.59	
2022 Ending Fund Balance	**206,359.03**	

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
2022 Budget Status Report
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE:

General Ledger

Budget Status

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	557,000.00	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	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
Printed: 4/6/2023 - 12:57 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	6,287.51	6,287.51	-5,287.51	0.00	-5,287.51	0.00
230-0000-3810-0210	Unrealized Gains/Losses	0.00	-12,969.29	-12,969.29	12,969.29	0.00	12,969.29	0.00
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	16,667.00	16,667.00	500.00	0.00	500.00	2.91
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	12,783.18	12,783.18	10,803.82	0.00	10,803.82	45.80
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	1,453,841.11	1,453,841.11	11,255.89	0.00	11,255.89	0.77
	Dept 0000 Sub Totals:	-1,465,097.00	-1,453,841.11	-1,453,841.11	-11,255.89	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

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-1112-0000	Sick Pay	0.00	19,625.96	19,625.96	-19,625.96	0.00	-19,625.96	0.00
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	16,667.00	16,667.00	500.00	0.00	500.00	2.91
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
	E05 Sub Totals:	1,052,116.66	1,048,224.80	1,048,224.80	3,891.86	0.00	3,891.86	0.37
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	3,500.00	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
	E10 Sub Totals:	102,982.08	103,238.54	103,238.54	-256.46	0.00	-256.46	0.00
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	11,405.07	11,405.07	-6,405.07	0.00	-6,405.07	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	2,209.59	2,209.59	2,790.41	0.00	2,790.41	55.81
230-4230-3100-0000	Circulation System	6,129.12	6,499.59	6,499.59	-370.47	0.00	-370.47	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3200-0000	Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	3,622.62	3,622.62	-2,104.62	0.00	-2,104.62	0.00
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	240.43	240.43	159.57	0.00	159.57	39.89
	E15 Sub Totals:	59,547.12	62,623.75	62,623.75	-3,076.63	0.00	-3,076.63	0.00
E20	MISCELLANEOUS							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-4000-0000	Memberships and Dues	594.01	420.00	420.00	174.01	0.00	174.01	29.29
230-4230-4001-0000	Subscriptions	625.00	1,081.72	1,081.72	-456.72	0.00	-456.72	0.00
230-4230-4093-0000	COVID-19	0.00	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
E40	OTHER FINANCING USES							
230-4230-9120-0000	Transfer Out-Capital Outlay	0.00	56,634.52	56,634.52	-56,634.52	0.00	-56,634.52	0.00
	E40 Sub Totals:	0.00	56,634.52	56,634.52	-56,634.52	0.00	-56,634.52	0.00
	Expense Sub Totals:	1,218,864.87	1,274,266.77	1,274,266.77	-55,401.90	0.00	-55,401.90	0.00
	Dept 4230 Sub Totals:	1,218,864.87	1,274,266.77	1,274,266.77	-55,401.90	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	41,113.51	41,113.51	-14,872.51	0.00	-14,872.51	0.00
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	147,752.09	147,752.09	-34,311.09	0.00	-34,311.09	0.00
E20	MISCELLANEOUS							
230-4231-4099-0000	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	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	164,000.00	0.00	0.00	164,000.00	0.00	164,000.00	100.00
	E40 Sub Totals:	164,000.00	0.00	0.00	164,000.00	0.00	164,000.00	100.00
	Expense Sub Totals:	410,232.13	284,060.74	284,060.74	126,171.39	0.00	126,171.39	30.76
	Dept 4231 Sub Totals:	410,232.13	284,060.74	284,060.74	126,171.39	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,465,097.00	1,453,841.11	1,453,841.11	11,255.89	0.00	11,255.89	0.77
	Fund Expense Sub Totals:	1,629,097.00	1,558,327.51	1,558,327.51	70,769.49	0.00	70,769.49	4.34
	Fund 230 Sub Totals:	164,000.00	104,486.40	104,486.40	59,513.60	0.00		

Stillwater
Public Library

Agenda Item Cover Sheet

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: March 2023 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	

BACKGROUND/CONTEXT:

Attached is a budget status report for the period of January 1 – March 31, 2023.

120 Funds – Capital Projects:

The capital budget for 2023 is $100,000. There are no capital expenditures to date.

- $60,000 is planned for masonry with $20,000 to be funded by city capital and $40,000 with fund balance. Up to an additional $40,000 is approved from fund balance reserves as a contingency for building and grounds repairs for additional masonry work or adjacent repairs from the roofing project.
- $40,000 is planned for signage, with hopes of this being fully funded by a pending grant request.

230 Funds – Revenues:

The budget for library-generated revenues is $28,487. Over half of this total reflects an anticipated in-kind gift from the Foundation for funding the volunteer coordinator.

230-4230 Funds – Operating Expenditures:

Personnel Services: Personnel expenditures total $243,684 to date.

- *Pending Journal Entry*: Finance will make journal entries to remove compensation for days worked in 2022 but paid in 2023 ($37,230.28).
- *Pending Journal Entry*: Finance will make journal entries to add in health insurance pre-payments made in 2022 for 2023 ($7,008.19).

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.

- *Pending Journal Entry:* $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).

Services and Charges: The budget for services and charges is $58,195. $968 has been expended to date. Based on the recent 2022 general insurance actuals, we are now projecting that 2023 insurance will be about $2,000 over the 2023 budget.

- *Pending Journal Entry:* $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).
- *Pending Journal Entry:* $384 was pre-paid in 2022 to Survey Monkey for 2023 license. Finance will transfer this to tech support (230-4230-3098-0000).

Stillwater

Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 11, 2023
Agenda Item: 3d

Miscellaneous: The budget for miscellaneous is $3,035. $401 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is $124,036. $28,120 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. $3,229 has been expended to date, including $809 to restock cleaning items for the year under janitorial supplies and $711 in snow thrower batteries under the minor equipment category.

Plant – Services and Charges: The plant services and charges budget is $125,655. $17,198 has been expended to date. Energy costs are at $13,197 to date. Based on the recent 2022 general insurance actuals, we are now projecting that 2023 insurance will be about $6,000 over the 2023 budget.

- *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 $1,028 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.

2023 Fund Balance

We anticipate beginning 2023 with a fund balance of $206,359. For 2023, $40,000 has been approved from fund balance reserves for masonry work with up to an additional $40,000 as a contingency for additional building and grounds repairs.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
2023 March Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

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

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	112.50
230-0000-3520-0100	Copier/Printer Sales	3,500.00	790.15
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	902.65
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	54.94
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	144.94
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

Account Number	Description	Budget Amount	Period Amount
	Revenue Sub Totals:	1,528,664.00	1,047.59
	Dept 0000 Sub Totals:	-1,528,664.00	-1,047.59
Dept 230-4230	LIBRARY OPERATIONS		
E05	PERSONNEL SERVICES		
230-4230-1000-0000	Full Time Salaries	224,199.50	47,560.95
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	3,643.04
230-4230-1113-0000	Vacation Pay	0.00	8,277.51
230-4230-1200-0000	Part Time Salaries	653,655.89	134,437.79
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	13,889.07
230-4230-1420-0000	FICA/Medicare	67,156.61	14,781.36
230-4230-1500-0000	Hospital / Medical	88,458.96	20,069.27
230-4230-1520-0000	Dental Insurance	4,294.80	888.26
230-4230-1540-0000	Life Insurance	769.00	136.98
230-4230-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	1,121,541.26	243,684.23
E10	SUPPLIES		
230-4230-2000-0000	Office Supplies	0.00	0.00
230-4230-2101-0000	General Supplies	3,000.00	360.43
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	2,211.93
230-4230-2400-0000	Childrens Books	14,500.00	2,558.52
230-4230-2401-0000	Adult Books - Fiction	15,500.00	1,191.32
230-4230-2402-0000	Audio	1,900.00	0.00
230-4230-2403-0000	Periodicals	3,000.00	149.61
230-4230-2405-0000	Adult Books - Non Fiction	10,700.00	1,521.52
230-4230-2406-0000	Teen Books - Materials	3,500.00	476.63
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	329.25
	E10 Sub Totals:	88,600.00	9,021.20
E15	SERVICES AND CHARGES		
230-4230-3098-0000	Technology Support	9,500.00	2,509.20
230-4230-3099-0000	Other Professional Services	5,000.00	0.00
230-4230-3100-0000	Circulation System	6,400.00	0.00

Account Number	Description	Budget Amount	Period Amount
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	378.02
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	68.90
	E15 Sub Totals:	58,195.00	2,956.12
E20	MISCELLANEOUS		
230-4230-4000-0000	Memberships and Dues	500.00	230.00
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	171.60
	E20 Sub Totals:	3,035.94	401.60
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	256,063.15
	Dept 4230 Sub Totals:	1,271,372.20	256,063.15
Dept 230-4231	LIBRARY PLANT		
E05	PERSONNEL SERVICES		
230-4231-1000-0000	Full Time Salaries	69,836.50	15,284.47
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	471.96
230-4231-1113-0000	Vacation Pay	0.00	505.21
230-4231-1200-0000	Part Time Salaries	27,388.45	5,538.23

Account Number	Description	Budget Amount	Period Amount
230-4231-1410-0000	PERA	7,234.50	1,590.24
230-4231-1420-0000	FICA/Medicare	7,437.71	1,694.57
230-4231-1500-0000	Hospital / Medical	11,518.44	2,887.80
230-4231-1520-0000	Dental Insurance	505.20	126.30
230-4231-1540-0000	Life Insurance	116.00	21.60
230-4231-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	124,036.80	28,120.38
E10	SUPPLIES		
230-4231-2101-0000	General Supplies	200.00	378.28
230-4231-2102-0000	Janitorial Supplies	4,000.00	1,853.05
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	3,229.07
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	296.70
230-4231-3500-0000	General Insurance	34,955.00	0.00
230-4231-3600-0000	Electricity	48,000.00	6,579.71
230-4231-3601-0000	Natural Gas	21,000.00	6,618.00
230-4231-3703-0000	Building Repair Charges	9,000.00	400.82
230-4231-3707-0000	Maintenance Agreements	10,000.00	3,303.36
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00
	E15 Sub Totals:	125,655.00	17,198.59
E20	MISCELLANEOUS		
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,082.97
	E20 Sub Totals:	1,100.00	1,082.97
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	49,631.01
	Dept 4231 Sub Totals:	297,291.80	49,631.01
Dept 230-4900	IMPROVEMENT PROJECTS		
E15	SERVICES AND CHARGES		
230-4900-3099-0000	Other Professional Services	0.00	0.00

Account Number	Description	Budget Amount	Period Amount
	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	1,047.59
	Fund Expense Sub Totals:	1,568,664.00	305,694.16
	Fund 230 Sub Totals:	40,000.00	304,646.57

Stillwater
Public Library

Agenda Item Cover Sheet

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:

BACKGROUND/CONTEXT:
This standing agenda item allows Trustees and the Council Liaison to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.

4/6/2023: On the request of Simon, Troendle shared an article about library innovation for caregivers and parents of young kids. https://www-insider-com.cdn.ampproject.org/c/s/www.insider.com/working-parents-viral-desk-librarian-single-mom-2023-3?amp

National Library Week: National Library Week staff recognition will be organized by Weigman. She asks trustees to select one of the following suggestions or suggest a different idea.
- A beverage gift basket with coffee for the Keurig, hot chocolate, tea, cookies, snacks, flavorings, and creamers.
- Alternatively, a nacho basket theme — "Nachos average library team" with chips, salsas, guacamole, limeade, cute napkins, and plates.

Flowers for the service desk would be provided in either case.

Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

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Agenda Item Cover Sheet

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:
Report of Director Performance Evaluation: 6-Month Progress Check

OWNER:	PRESENTER:
Lockyear, President	Lockyear, President

REQUESTED AGENDA TYPE (A, I, D):	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
I	

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:

BACKGROUND/CONTEXT:
At the March board meeting, the trustees conducted a 6-month progress check in closed session as part of the director performance evaluation process. President Lockyear will provide a verbal summary at the April meeting.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

REVIEWED BY COMMITTEE?:

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Agenda Item Cover Sheet

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Time Change on Board Meeting	

OWNER:	PRESENTER:
Lockyear, President	Lockyear, President

REQUESTED AGENDA TYPE (A, I, D):	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
A	

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:
Approve changing the board meeting time from 7:00 pm to 5:30 pm beginning with the May 2023 board meeting.

BACKGROUND/CONTEXT:
At the March board meeting, trustees discussed the possibility of changing the meeting time for future board meetings. After considering the impact of a time change, it was generally agreed that an earlier meeting time would benefit staff and trustees.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

REVIEWED BY COMMITTEE?:

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Agenda Item Cover Sheet

BOARD MEETING DATE:
April 11, 2023
Agenda Item 7

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2022	

OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2022 Minnesota Public Library Annual Report.

BACKGROUND/CONTEXT:

Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. The Department of Education is required by Law (Minnesota Statutes 134.31, Subd. 4) to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state. Statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projections and planning related to developing strategic or technology plans, budgeting, or expansion projects; and historical research.

This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collect this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and shared widely at local, state and national levels. Researchers, consultants, journalists and legislators also use the data to analyze and compare the nation's public libraries.

Please note:
- As in past years, the financial segment of the report is based on unaudited data. The City of Stillwater is still reconciling fiscal year 2022, and final numbers are not yet available.
- Public internet computer sessions and wireless sessions data are generated from reports run by City IT. Wireless sessions increased by 140% because the library was open for almost 1,000 additional hours of public service and welcomed more visitors as compared to 2021, which are outcomes of the waning impact of the pandemic.
- The number of website visits is derived from Google Analytics. The redesigned website launched in February 2022, and web traffic to our site increased by 6% compared to the prior year.
- In-person visits increased by nearly 51% as compared to 2021 as more people resumed pre-pandemic activities; however, foot traffic has not fully rebounded to pre-pandemic levels. Still, the trajectory is encouraging.
- Contactless visits refer to scheduled use of the library locker service.
- Use of the collection is at record levels. Borrowing of physical items increased by 17.5%, while digital lending increased by nearly 24%. Total circulation increased by 18.5%.
- In collections, the term "Other Physical Materials" refers to our Library of Things, which are items like hotspots, laptops, telescope kits, DVD players, nature backpacks, etc.
- The number of library programs held steady, with 228 in 2022 and 226 in 2021. Total participation, though, surged 50% to 16,965 people, which is also a record high. The increase is really evident when looking at children's program attendance. Moving storytimes from the children's area to the outdoors and the Margaret Rivers Room allows larger audiences to

Stillwater

Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 11, 2023
Agenda Item 7

attend. It also means more work for staff to transport props and equipment, particularly when the program is on the lawn.

- In summary, positive trends include an increasing number of visitors, plus record circulation numbers and program attendance. One area to continue to work on is the effort to increase the number of registered users.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

History of Library Usage and Activity

2022 Annual Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Full report reviewed by Weigman.

Stillwater
Public Library

History of Library Usage and Activity

	2015	2016	2017	2018	2019	2020	2021	2022
Patrons & Visits:								
Population of the Legal Service Area	18,892	19,754	19,693	19,748	19,915	19,767	19,394	19,464
Registered Users - Residents	12,674	12,312	11,252	10,453	10,399	9,789	9,543	9,435
Registered Users - Reciprocal	8,565	8,456	7,550	7,267	7,044	6,850	6,600	6,570
Total Registered Users	21,239	20,768	18,802	17,720	17,443	16,639	16,143	16,005
In-Person Visits	146,643	149,618	146,574	146,249	143,844	37,365	73,282	110,553
Contactless Visits	N/A	N/A	N/A	N/A	N/A	9,208	2,597	458
Collection & Circulation:								
Collection Size (Physical Materials)	102,089	106,030	92,081	88,684	89,014	87,900	91,780	93,188
Total Physical Circulation	304,892	299,863	311,150	298,213	332,141	210,304	293,219	344,718
Total Downloadable Circulation	16,029	24,047	26,477	25,663	40,342*	36,860	52,140	64,564
Total Circulation	320,921	323,910	337,627	323,876	372,483	247,164	345,359	409,282
Programming:								
Children's Programs & Activities	213	233	248	280	301	214	117	105
Teen Programs & Activities	37	38	32	54	49	31	19	15
Adult Programs & Activities	33	42	49	54	50	50	86	104
All Ages Programs & Activities	N/A	N/A	N/A	N/A	N/A	N/A	4	4
Total Programs	283	313	329	388	400	295	226	228
Children's Program Participation	7,575	7,769	7,548	9,680	10,617	7,595	7,522	12,961
Teen Program Participation	474	441	273	464	167	424	432	165
Adult Program Participation	688	819	1,548	1,816	2,137	2,334	3,085	3,611
All Ages Program Participation	N/A	N/A	N/A	N/A	N/A	N/A	207	228
Total Participation	8,737	9,029	9,369	11,960	12,921	10,353	11,246	16,965

∗ The total downloadable circulation was 30,653 for 2019 and not 40,342. An incorrect count for downloadable e-books was provided by Washington County Library. The State has been alerted to this reporting error.

Source: Data is from Stillwater Public Library's annual reports to the Minnesota Department of Education. Stillwater Public Library annual reports, as well as reports from other libraries across Minnesota, may be found at https://education.mn.gov/MDE/dse/Lib/sls/stat/.

Public Library Survey   2022
STILLWATER PUBLIC LIBRARY

INSTRUCTIONS

The survey is divided into sections, viewable from the left sidebar. You don't have to complete the sections in any particular order; LibPAS saves as you enter data. Select the chevron (>>) to open the navigation sidebar, or select Hide to close it and allow more room for data input. Use the left sidebar to skip from section to section. Use the section titles to display a particular section, or click the blue section heading to collapse or expand each section.

Key Terms:
Data Element - Each question on this survey is called a data element. To see a definition, click on the light blue number next to the data element name. You can see all data element definitions in the 2022 Guide to Data Elements.

Not Known - Check the "not known" box if your library doesn't collect data about a particular service that you offer. If you don't offer the service, enter zero (0).

Outlet - An outlet is a branch or central library, or bookmobile. Data elements for outlet-level information are indicated by an "m" in the name (as in P06m Visits).

Administrative Entity - The administrative entity is the library system or headquarters. A single-building library is both an administrative entity and an outlet. If you are completing the report for a single-location library, enter your information at the outlet level where possible, and it will be "rolled up" to the administrative entity level.

When you are finished entering data, click **Verify**. LibPAS will look for any discrepancies, and you can either correct them or add a note to resolve the error messages. When the error messages are resolved, click **Submit/Lock**.

For further instructions on using LibPAS, refer to 2022 Minnesota Public Library Annual Report Instructions.

CONTACT INFORMATION

G01)	Library Name	Stillwater Public Library
G02)	Regional System/Sequence Number	M1040
G03)	Regional Public Library System	MELSA
G05)	Location is a change from previous year	No
G04)	Street Address	224 Third Street North
G06)	City	Stillwater
G07)	Zip Code	55082
G11)	County	Washington
G08)	Mailing Address	224 Third Street North
G09)	City	Stillwater
G10)	Zip Code	55082
G12)	Phone	651-275-4338
G13)	Library Web Address	stillwaterlibrary.org

Director

G14)	Director's Name	Mark Troendle
G15)	Director's Phone	651-430-8753
G16)	Director's Extension	none
G17)	Director's Email Address	mtroendle@ci.stillwater.mn.us

Report Filer

G18)	Report Filer Name	Keri Goeltl
G19)	Report Filer Phone	651-430-8755
G20)	Report Filer Email Address	kgoeltl@ci.stillwater.mn.us

IMLS Administrative Entity Codes

G21)	Interlibrary Relationship Code	Member of a Federation or Cooperative
G22)	Legal Basis Code	Municipal Government (city, town or village)
G23)	Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet

| **G25)** Geographic Code | Municipal Government (city, town or village) (exactly) |
| **G26)** Did the legal service area boundary change? | No |

Contact Information: Outlet

Outlet Name and System

G01m) Library Name	**G02m)** Regional System/Sequence Number	**G03m)** Regional Public Library System
Stillwater Public Library	M1040	MELSA

Street Address

G05m) Change from previous year?	**G04m)** Street Address	**G06m)** City	**G07m)** ZIP	***G12m)** Phone
No	224 Third Street North	Stillwater	55082	651-275-4338

Mailing Address

G08m) Mailing Address	**G09m)** City	**G10m)** ZIP	**G11m)** County
224 Third Street North	Stillwater	55082	Washington

COVID-19 RESPONSE

Facilities During Pandemic

| **V01)** In 2022, were any of the library's outlets physically closed to the public for any period of time due to the pandemic? | No |

Wi-Fi Access

V02) In 2022, did the library add or increase the number of mobile hotspots for circulation?	Yes
V03) In 2022, did the library add or increase distribution of mobile hotspots?	No
V05) In 2022, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes
V06) In 2022, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	No

Services During Pandemic

V07) In 2022, did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?	Building did not close
V08) In 2022, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?	Building did not close
V09) In 2022, did the library provide 'outside' service for circulation of physical materials at one or more outlets?	Yes
V14) In 2022, did the library allow users to complete remote registration for library cards?	Yes

Staffing During Pandemic

V15) In 2022, did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?	No
V16) Did any library staff work remotely in 2022 due to the pandemic?	Yes
V17) Were library staff placed on paid or administrative leave in 2022 due to the pandemic?	No
V18) Did any library staff work a reduced number of hours in 2022, whether by choice or by necessity, due to the pandemic?	No
V19) Were any library staff furloughed in 2022 due to the pandemic?	No
V20) Were any library staff laid off in 2022 due to the pandemic?	No
V21) Did any library staff quit or choose early retirement in 2022 due to the pandemic?	No
V22) Was a hiring freeze instituted at any time in 2022 due to the pandemic?	No

| **V23)** | Were any vacant library positions eliminated from the 2022 budget due to the pandemic? | No |

Comments

What else would you like to report about how your library experienced or responded to the pandemic in 2022?

| **V24)** | Comments on COVID Response |

Population

Enter the number of people who live in the geographic area that your library was established to serve and from which (or on behalf of which) it derives revenue. Include the population of any additional areas that are served under contract. Please use the most recent estimate from **Minnesota State Demographic Center-Our Estimates** using the tabs for County Data or City & Township Data.

Population: Outlet

| | 19,464 |

Population Totals

| **P01)** | Population of the Legal Service Area | 19,464 |

Unduplicated Population

This section is experimental and will not appear on your library's official MPLAR report.

In order to more accurately create per-capita analyses by region and library in the future, State Library Services is collecting information about the boundaries of each library's legal service area.

As a first step, State Library Services matched each city or township in Minnesota with the nearest library locations. **See the list of cities and townships matched to each library.**

| **P126)** | Legal Service Area (SLS guess) [1] | Includes Stillwater city, Stillwater township |
| **P127)** | Population Served (Unduplicated) | 21,320 |

LSA_LST_CONFIRM

Please review the list of places in P126) and compare it to the geographic area your library was established to serve and from which it derives revenue.
--Are there any places listed from which your library does not derive revenue, or that your library does not serve under contract?
--Are there any places missing from this list?

| **P128)** | Does the list of places in P126 match your library's legal service area? | No |

Registered Users

A registered user is a library user who has applied for and received an identification number (e.g., barcode) or card from your library. Include registrations for temporary or electronic-only cards (for example, Overdrive Instant Digital cards).

| **P05)** | Year in Which Registered User Records Were Last Purged | 2022 |

Registered Users: Outlet

P02m) Registered Users - Residents	**P03m)** Registered Users - Reciprocal	***P04m)** Total Registered Users
9,435	6,570	16,005

Registered User Totals

| **P02)** | Registered Users - Residents | 9,435 |
| **P03)** | Registered Users - Reciprocal | 6,570 |

P04)	Total Registered Users	16,005

Visits and Reference

Visits and Reference: Outlet

	P06m) Visits	**P07m)** Reference Transactions	**P59m)** Contactless Visits
	110,553	4,687	458

Visits and Reference Totals

P06)	Visits	110,553
P07)	Reference Transactions	4,687
P59)	Contactless Visits	458

Reporting Methods

P60)	Visits Reporting Method	Annual Count
P61)	Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)

Public Internet

Public Internet: Outlet

	P08m) Public Internet Computer Sessions	**P09m)** Public Internet Computer - Usage Type
	--Select-- 6,232	P08m tallies other computer usage in addition to Internet

Public Internet Totals

P08)	Public Internet Computer Sessions	6,232
P09)	Public Internet Computer - Usage Type	P08 tallies other computer usage in addition to Internet
P62)	Public Computer Sessions Reporting Method	Annual Count

Wireless Sessions

Wireless Sessions: Outlet

	*P10m) Wireless Sessions
	[2]25,420

Wireless Session Totals

P10)	Wireless Sessions	25,420
P63)	Wireless Sessions Reporting Method	Annual Estimate Based on Typical Week(s)

Website Visits

Enter the number of visits to the library's website during the year. Usage of library social media accounts such as Facebook or Twitter should not be reported here.

If your library does not have a website, leave this field blank and choose "not applicable" from the drop-down to the right of the field.

If you do have a website, but did not count visits, please choose "not known" from the drop-down.

P32)	Website Visits	--Select--	87,692

CIRCULATION

Physical Circulation

Report the total annual circulation including renewals of all physical library materials of all types. Count all physical materials in all formats that are loaned for use outside the library. Include tools, cookware, sports equipment, realia, mobile devices, mobile hotspots and other physical items available for loan. Include interlibrary loan transactions if items were borrowed by library users.

Do not include interlibrary loan items loaned to another library, returns/check-ins, or tax forms.

Physical Item Circulation: Outlet

P13m Designated: Children	**P14m** Designated: Adult	**P15m** No Age Designated	**P16m** Total
211,061	122,302	11,355	344,718

Physical Item Circulation Totals

P13) Children's Circulation	211,061	
P14) Adult Circulation	122,302	
P15) Physical Circulation - No Age Designation	11,355	
P16) Total Physical Circulation	344,718	

Physical Circulation - Not Print or Audiovisual

P69) Physical Circulation – Not Print or Audiovisual	748

Downloadable Circulation

Electronic materials are distributed digitally online and accessed by computer, the internet, or a portable device such as an e-book reader. Electronic materials include e-books and downloadable electronic audio and video files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use, for example, a reading device loaded with multiple e-book titles. Include circulation only for items that require a user authentication and have a limited period of use (due date).

P17) Downloadable E-books and E-serials Circulation	41,414
P18) Downloadable Audio and Video Circulation	23,150
P19) Total Downloadable Circulation	64,564

Total Physical and Downloadable Circulation

P20) Total Circulation	409,282

Collection Use Including Electronic Collections

Information from electronic collections is the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to users from online library resources that require user authentication but do not have a loan period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed.

For more guidance, refer to Successful Retrieval of Information from Electronic Collections on the documentation page.

P29) Number of Information Retrievals from Electronic Collections	16,935
P30) Electronic Content Use	81,499
P31) Total Collection Use	426,217

Interlibrary Loan

P11 ILL Provided to Other Libraries	36,993
P12 ILL Received from Other Libraries	27,258

PROGRAMS, RECORDINGS, ACTIVITIES

Programs

A program is any planned event which introduces the group attending to any library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship; and book discussions.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Include all programs, whether held on or off site, which are sponsored or co-sponsored by the library. Do not include programs sponsored by

other groups that use library facilities.

Note: Do not include library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities. One-on-one services provided by library staff may be counted as reference in P07/P07m.

If your library did not offer these services, enter zero where needed. If you did offer these services but did not or could not keep count, check the "not known" box.

In-Person Programs Offered (Onsite)

An in-person onsite program session is any planned event that includes an in-person attendance option and takes place at library facilities. Examples include, but are not limited to, a job skills class in the library or a nature program on the library grounds.

Include in-person program sessions that also have a virtual attendance option and count them as a single program session.

P70m Ages 0-5	**P71m** Ages 6-11	**P72m** YA	**P73m** Adult	**P74m** All Ages	**P75m** Total
50	30	8	54	2	144

In-Person Programs Offered (Offsite)

An in-person offsite program session is any planned event that includes an in-person attendance option and takes place somewhere other than the library or the library grounds. Examples include, but are not limited to, facilitating a book club at a local nursing home, hosting a storytime at a local farmer's market, or visiting a school to present about library services.

P76m Ages 0-5	**P77m** Ages 6-11	**P78m** YA	**P79m** Adult	**P80m** All Ages	**P81m** Total
0	0	0	4	2	6

In-Person Program Totals

P82) In-Person Programs for Ages 0-5	50	
P83) In-Person Programs for Ages 6-11	30	
P84) In-Person Programs for Young Adults	8	
P85) In-Person Programs for Adults	58	
P86) In-Person Programs for All Ages	4	
P75) Total Onsite In-Person Programs	144	
P81) Total Offsite In-Person Programs	6	

AE Program stats retired in 2020

Live Virtual Programs

Enter the number of live, virtual programs during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. Count each instance of a virtual program as one program.

If your library creates a virtual program that is recorded (not live) and can be viewed at any time, do not count it as a live virtual program. Instead, report it under Recorded Programs.

If you hold a hybrid program that has a partial live in-person audience and a partial live online audience, count it as one in-person program in the target age range. Do count both the in-person attendance as well as the live virtual attendance.

P87) Live Virtual Programs Intended for Ages 0-5	0	
P88) Live Virtual Programs Intended for Ages 6-11	1	
P34) Live Virtual Programs Intended for Young Adults	4	
P35) Live Virtual Programs Intended for Adults	31	
P89) Live Virtual Programs Intended for All Ages	0	
P36) Total Live Virtual Programs	36	

Total Programs (In-Person and Live Virtual)

P90) Total Programs for Ages 0-5	50	
P91) Total Programs for Ages 6-11	31	
P52) Total Programs for Young Adults	12	
P53) Total Programs for Adults	89	
P92) Total Programs for All Ages [3]	4	

P54) Total Programs	186

Program Attendance

Report the total attendance at all programs held during the year, regardless of attendees' ages.

Include attendance any programs that are sponsored or co-sponsored by the library. Do not include attendance at programs sponsored by other groups that use library facilities.

Regardless of the number of formats (onsite, offsite, or virtual) in which a program session is offered, each attendee should only be counted once. Each attendee should be counted in the format category in which they attended the program session.

In-Person Program Attendance (Onsite)

Report in-person attendance at program sessions that take place at library facilities.

For in-person onsite programs that also have a virtual component, exclude virtual attendance; this should be counted under Live Virtual Views of Programs.

P93m Ages 0-5	**P94m** Ages 6-11	**P95m** YA	**P96m** Adult	**P97m** All Ages	**P98m** Total
2,778	2,166	49	796	52	5,841

In-Person Program Attendance (Offsite)

Report in-person attendance at program sessions that take place somewhere other than the library.

P99m Ages 0-5	**P100m** Age6-11	**P101m** YA	**P102m** Adult	**P103m** All Ages	**P104m** Total
0	0	0	113	176	289

In-Person Program Attendance Totals

P105) Attendees at In-Person Programs for Ages 0-5	2,778
P106) Attendees at In-Person Programs for Ages 6-11	2,166
P107) Attendees at In-Person Programs for Young Adults	49
P108) Attendees at In-Person Programs for Adults	909
P109) Attendees at In-Person Programs for All Ages	228
P98) Total Onsite Attendance	5,841
P104) Total Offsite Attendance	289

AE Program Attendance stats retired in 2020

Live Virtual Attendance

To report attendance at live virtual programs, enter the number of unique views, or peak live views.

P110) Live Virtual Views of Programs for Ages 0-5	0
P111) Live Virtual Views of Programs for Ages 6-11	16
P38) Live Virtual Views of Programs for Young Adults	34
P39) Live Virtual Views of Programs for Adults	359
P112) Live Virtual Views of Programs for All Ages	0
P40) Total Attendance at Live Virtual Programs	409

Total Program Attendance (In-person and Live Virtual)

P113) Total Attendance at Programs for Ages 0-5	2,778
P114) Total Attendance at Programs for Ages 6-11 [4]	2,182
P56) Total Attendance at Programs for Young Adults	83
P57) Total Attendance at Programs for Adults	1,268
P115) Total Attendance at Programs for All Ages	228

P58) Total Program Attendance	6,539

Recorded Programs

This section includes video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or listen to on-demand. Do not include promotional or marketing content.

Recorded Programs

P116) Recorded Programs for Ages 0-5	0
P117) Recorded Programs for Ages 6-11	0
P42) Recorded Programs for Young Adults	0
P43) Recorded Programs for Adults	0
P118) Recorded Programs for All Ages	0
P44) Total Recorded Programs	0

Views of Recorded Programs

P119) On-Demand Views of Recorded Programs for Ages 0-5	0
P120) On-Demand Views of Recorded Programs for Ages 6-11	0
P121) On-Demand Views of Recorded Programs for Ages 12-18	0
P122) On-Demand Views of Recorded Programs for Adults	0
P123) On-Demand Views of Recorded Programs for All Ages	0
P124) Total On-Demand Views of Recorded Programs	0

Self-Directed Activities

Self-directed activities, like programs, may require staff resources to plan and prepare, design or distribute, and they make take place on or off-site. They differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered to a group at a set time.

Examples of self-directed activities include story walks, take-and-make activity kits, and online reading challenges.

Self-Directed Activities: Outlet

P49m) Self-Directed Activities	**P50m)** Participation in Self-Directed Activities
42	10,426

Self-Directed Activities Totals

P49) Self-Directed Activities Total	42
P50) Participation in Self-Directed Activities	10,426

SUMMER LEARNING PROGRAM

U01) What type(s) of summer learning programs did this library offer for youth?	Both reading and learning programs

Summer Learning Age Groups

If the library does offer a Summer Learning Program, provide the intended age-groups for the program. Select all that apply.

U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes

| U04) | Young adults, 12 to 18 years old | Yes |

STAFFING

Please report full time equivalent (FTE) figures as of the last day of the reporting period (December 31). Include all positions funded in the library's budget whether those positions are filled or not. For hours not listed below, divide hours worked by 40 and calculate to two decimal points. Note that data entered into library outlet fields automatically "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Common FTE include
5 hours per 40-hour work week =.12 FTE
8 hours per 40-hour work week = .20 FTE
10 hours per 40-hour work week = .25 FTE
12 hours per 40-hour work week = .30 FTE
16 hours per 40-hour work week = .40 FTE
20 hours per 40-hour work week = .50 FTE
25 hours per 40-hour work week = .62 FTE
30 hours per 40-hour work week = .75 FTE
35 hours per 40-hour work week = .87 FTE
40 hours per 40-hour work week = 1.00 FTE

Staff Full-Time Equivalents

Full-Time Equivalents: Outlet

S01m) ALA/MLS Librarian FTE	**S02m)** Other Librarian FTE	**S03m)** Total Librarian FTE	**S04m)** Other Staff FTE	**S05m)** Total Paid Employee FTE
3.40	0.00	3.40	11.74	15.14

Full-Time Equivalents Totals

S01)	Total ALA/MLS Librarian FTE	3.40
S02)	Total Other Librarian FTE	0.00
S03)	Total Librarian FTE	3.40
S04)	Total Other Staff FTE	11.74
S05)	Total Paid Employee FTE	15.14

Selected Salary Schedule

Please provide the hourly pay range for all funded positions, including vacant positions. For example, if the pay rate at your library for an entry-level reference librarian is $15.20 per hour, and the rate for a reference librarian at the highest step is $21.00 per hour, enter $15.20 in the Low column of the Other Librarian row, and $21.00 in the High column.

If no salary schedule is available, list the current hourly pay rate in the Hourly Rate-High column and leave the Hourly Rate-Low column blank.

	Low	High
Regional Director		
Library Director	$46.34	$62.28
Assistant Director		
Branch Manager		
Central Library Manager		
Department Head	$38.00	$51.08
Other Librarian	$32.53	$43.72
Technology Support	$29.85	$40.11
Library Support Staff	$19.40	$40.11
Administrative Support Staff	$29.85	$40.11

Shelver/page	$12.00	$12.00

Union

Please indicate if there is one or more legally recognized organizations representing your employees for the purpose of collective bargaining.

S17) Do Any Library Staff Belong to a Union?   Yes

HOURS/WEEKS OF SERVICE

Building Closed

Building Closed: Outlet

H13m Weeks Closed Due to COVID-19

0

Number of Weeks Open to the Public

Weeks Open to the Public: Outlet

H15m) Weeks of Regular Service	***H14m** Weeks of Limited Service	***H11m)** Weeks Library was Open
52	0	52

Weekly Hours Open to the Public

Weekly Hours Open: Outlet

H08m) Weekly Hours of Regular Service	**H16m)** Weekly Hours of Limited Service
58.00	0.00

Total Weekly Hours Open to the Public

H08) Weekly Hours of Regular Service	58.00	
H16) Weekly Hours of Limited Service	0.00	

Annual Hours Open to the Public

Annual Public Service Hours: Outlet

***H12m)** Annual Public Service Hours: Outlet

2,868

Annual Public Service Hours Totals

H12) Total Public Service Hours Per Year   2,868

Curbside Service

Use this section to report hours in which patrons visited the library premises to access the collection or printed items. Similar terms could include curbside, lobby, vestibule, or porch pickups, delivery (mail or drop-off), drive-thru windows, etc. - any contactless or minimal contact provision of items.

Include weeks and hours of this service was offered **regardless of whether the building was open or closed to the public.**

Curbside Service: Outlet

H17m) Number of Weeks of Curbside Service	**H18m)** Weekly Hours of Curbside Service

52	58.00

Total Weekly Hours of Curbside Service

H18) Weekly Hours of Curbside Service   58.00

COLLECTIONS

Report items the library has acquired and catalogued as part of the collection that have been purchased, donated, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Include items that are accessed with a library card or at a library location. Items do not have to be included in the catalog. Count items that have a loan period. Do not include items that are retained by the user and not returned to the library.

Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. Do not include microforms, loose sheet music, maps, and pictures.

Physical Materials

Report the number of physical items such as books, CDs, DVDs, and tools or equipment in the library's collection. Count only those items that are available for public use. Include the number of volumes if available. Items which are packaged together as a unit such as two compact discs or two DVDs and intended to be checked out as a unit should be counted as one physical item. Please count items that include two formats such as a book/CD combination in only one category—Print, Audio or Multi-format. If your library is not able to distinguish the physical format of items, please enter the total number of items in C05/C05m) Other Physical Materials. Note that data entered into library outlet fields automatically "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Note: Please do not include e-books, e-serials, and downloadable audio and video.

Physical Materials - Outlet

C01m) Print Materials	**C02m)** Audio Materials, Physical	**C03m)** Video Materials, Physical	**C04m)** Multi-format Materials	**C05m)** Other Physical Materials	**C06m)** Total Physical Materials
81,240	6,256	4,939	268	485	93,188

Physical Materials Totals

C01) Print Materials	81,240
C02) Audio Materials, Physical	6,256
C03) Video Materials, Physical	4,939
C04) Multi-format Materials	268
C05) Other Physical Materials	485
C06) Total Physical Materials	93,188

Print Serial Subscriptions: Outlet

C07m) Print Serial Subscriptions
118

Print Serial Subscriptions Total

C07) Print Serial Subscriptions   118

Electronic Materials

Electronic materials include downloadable materials distributed digitally and accessed via a computer, the internet or mobile device (e-readers, tablets, etc.). Types of electronic materials include e-books and electronic video and audio files. Electronic materials include only items that the library has selected as part of its collection. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in a catalog. Do not include electronic materials that are in the public domain or not copyrighted.

Note: Please do not include resources that are available for unlimited use or are kept by the user and not returned to the library. Those resources are counted in Electronic Collections.

Electronic Serial Subscriptions

E-serials are online content-based materials produced on a regular schedule that are readable on computers or other electronic devices. They may have comparable print versions or be available only in digital format. Items must have a loan period and require a library card or

user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog.

Note: Do not include e-serials that are not loaned or that users get to keep the issues rather than return them to the library such as Zinio. Zinio is considered an electronic collection rather than electronic material.

C08)	Electronic Serial Subscriptions, Licensed Locally, Downloadable	0
C09)	Electronic Serial Subscriptions, Licensed Regionally, Downloadable	3,680
C10)	Total Electronic Serial Subscriptions	3,680

Electronic Books (e-books)

An e-book is a book-length publication in digital form that consists of text and/or images and is readable on computers or other electronic devices (e-readers, tablets, smartphones, etc.) Please include e-books that are stored locally or at a vendor site for which permanent or temporary access rights have been acquired. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. E-books that are packaged together as a unit such as multiple titles on a single e-book reader and checked out as a unit are counted as one.

Note: Do not include e-books that are in the public domain or non-copyrighted e-books with unlimited availability or items available through content aggregators such as Freading. Freading is considered an electronic collection.

C11)	Electronic Books Licensed Locally	1,740
C12)	Electronic Books Licensed Regionally	73,340
C13)	Electronic Books Licensed Statewide	9,265
C14)	Total Electronic Books	84,345

Audio Downloadable Units

Downloadable audio are electronic files on which only sounds are stored (recorded) on a library or vendor server that are played back electronically. Audio files are downloaded on portable or electronic devices. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. Include only items that the library has selected as part of its collection.

Note: Do not include audio files that are in the public domain or non-copyrighted audio files with unlimited availability or are not returned to the library such as Freegal. Freegal is considered an electronic collection.

C15)	Audio - Downloadable Units, Licensed Locally	1,304
C16)	Audio - Downloadable Units, Licensed Regionally	40,691
C17)	Total Audio - Downloadable Units	41,995

Video Downloadable Units

Downloadable video are electronic files on which moving pictures are recorded, with or without sound, that are stored on a library or vendor's server. Electronic playback uses a television receiver, computer monitor or mobile device. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. Include only items that the library has selected as part of its collection. Report the number of units the library has acquired, including duplicates. Content obtained through a vendor on a temporary basis is considered part of the collection.

Note: Please do not include video files that are in the public domain or non-copyrighted video files with unlimited availability.

C18)	Video - Downloadable Units, Licensed Locally	0
C19)	Video - Downloadable Units, Licensed Regionally	0
C20)	Total Video - Downloadable Units	0

Electronic Collections

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. Electronic collections do not have a circulation period, and search results may be retained by the user. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog. The library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Information databases are electronic collections. Platforms with downloadable media may or may not be an electronic collection. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State. Your library may have multiple electronic collections through one vendor interface. Count each electronic collection separately.

Note: Count each electronic collection individually even if it is available through more than one vendor. Do not include resources that are provided by third parties and freely linked to on the Internet.

C21)	Electronic Collections Licensed Locally	0
C22)	Electronic Collections Licensed Regionally	18
C24)	Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement	18
C25)	Electronic Collections Licensed Statewide (State Govt or State Library Agency)	57
C26)	Total Electronic Collections	75

FACILITIES

F01)	Central Libraries	1
F02)	Branch Libraries	0
F03)	Bookmobiles	0
F04)	Supplementary Services	1

Outlet Types

F05m) Outlet Type Code	**F06m)** Number of Bookmobiles
Central Library	0

Buildings

F07m) Facility Type	**F08m)** Square Feet	**F09m)** Year Built	**F10m)** Latest Year Remodeled	**F11m)** Previous Years Remodeled:
L	38,680	1902	2016	1973, 1987, 2006

Computers

Report the number of the library's Internet computers (desktops, laptops and mobile devices), whether purchased, leased or donated, used by the staff or public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g., solely to access an OPAC or specific database).

Computers - Outlet

F12m) Staff Internet Terminals	**F13m)** Public Internet Terminals	**F14m)** Mobile Internet Devices for On-site Use	**F15m)** Total Number of Public Internet Computers/Devices
32	22	1	23

Computer Totals

F12)	Staff Internet Computers	32
F13)	Public Internet Stationary Computers	22
F14)	Public Internet Mobile Devices for On-site Use	1
F15)	Total Public Internet Computers/Devices	23

Fiber Optic Connections

F16m) Fiber Optic to Library Building	**F17m)** Category 6 or Better Wiring within Library
Yes	Category 6

Public Internet Speeds

An Internet speed test measures broadband connection parameters by sending a small file from the server and measuring the time it takes to download and then upload the file back to the server. Please test the upload and download speeds for your public computers using Ookla's Speedtest (www.speedtest.net/).

Test using a public computer when all or most of the library's Internet computers are in use.

F19m) Typical Internet Download Speed for Public Computers	**F21m)** Typical Internet Upload Speed for Public Computers

50.1 Mbps - 100 Mbps   15.1 Mbps - 20.0 Mbps

Wi-Fi Availability

Wi-Fi is a wireless networking technology that allows public Internet access using mobile devices. Pre-filled with the number of outlets that offer public access Wi-Fi service—Please review and update as needed. Wi-Fi is a wireless networking technology that allows public Internet access using mobile devices.

Wi-Fi Availability - Outlet

F22m) Wi-Fi Available to Public

Yes

Wi-Fi Availability Totals

F22) Outlets with Wi-Fi Available to Public   1

Meeting Rooms

A meeting room is a separate space in a library building set aside for meetings. The library may or may not charge a fee for the use of the room.

Meeting Rooms - Outlet

F23m) Meeting Room Available for Public Use

Yes

Meeting Room Totals

F23) Outlets with a Meeting Room   1

Non-Library Events

Non-Library Events - Outlet

F24m) Non-Library Sponsored Events

346

Non-Library Event Totals

F24) Non-Library Sponsored Events   346

POLICIES/PLANS

Libraries have written policies for service, collection, personnel and operations. Plans state the library's role, vision for the future, and services to be implemented or changed. Policies and plans set standards and guide staff members in making day-to-day decisions. The following are typical public library policies and plans. Enter the year, for example "2016", that your library most recently updated each policy or plan. Enter "NONE" if your library does not have a particular policy or plan.

D01)	Strategic Plan	2019
D02)	Disaster Plan	2020
D03)	Policy Manual	2022
D04)	Records Retention Schedule	2014
D05)	Building Accessibility Plan	2006
D06)	Technology Plan	2020
D07)	Internet Acceptable Use Policy	2021

Overdue Fine Policy

Answer Yes or No to the following question: as of the end of the reporting period (Dec 31 of last year), does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

NOTE: Overdue fines are monetary penalties that typically increase according to the number of days the materials are overdue. Overdue fines are not replacement costs for lost or damaged materials.

D08) Overdue Fine Policy	No

COMMUNITY ENGAGEMENT

Outreach Services

Report Yes if your library provides outreach services to organization types listed below. Outreach refers to library services provided to community groups or organizations or work with another agency to deliver services. Outreach may involve, but does not require, library staff visits to a location outside the library. If the pre-filled answer is incorrect, please correct.

Adult Basic Education	No
Adult Literacy Organization	No
Arts Organization	Yes
Correctional Facility	Yes
Cultural Communities	Yes
Disability Organization	No
Early Childhood Organization	Yes
Homeschool Organizations	Yes
School (K12)	Yes
Senior-Centered Organization	Yes
Social Services Organizations	Yes
Service to Homebound	Yes
Veterans Organization	No
Workforce Development	Yes
Youth Development Organization	Yes
Other	Yes: Business Organizations, Other Community Groups

Community Partnerships

Community engagement depends upon partnerships with diverse stakeholders from public and private spheres. The library establishes partnerships to enhance the library's capacity, impact and ability to address community needs such as homelessness, immigration, poverty, racial equity, public safety, economic development, public health, and environmental sustainability.

When two or more organizations create a partnership, they can engage with one another to varying degrees.

- Partners communicate information by attending meetings, distributing promotional materials, setting up displays, making presentations, etc. in order to raise awareness of community needs.

- Partners provide mutual assistance in working toward a common goal by sponsoring activities or recruiting volunteers to address community needs.

- Partners work together to jointly develop and deliver a program or service by sharing staff, resources, and costs for the benefit of participants.

O12) Does this library partner with one or more community organizations or groups in order to address a community need?	Yes

Level of Engagement

If the library engages with multiple partners, select any or all of the degrees of engagement that the library has with any of its partners. Select Yes if the library engages with partners at this engagement level. Click on the data element code, e.g. O13a, to read the definition of that engagement level.

O13a) Communicative	Yes
O13b) Cooperative	Yes
O13c) Collaborative	Yes

O14) Does this library measure the impact on the community due to the partnership's efforts?	No

Volunteers

Volunteers are individuals who perform a service willingly and without pay. Volunteers can be any age but are usually 14 years of age or older. Volunteer tasks in the library include, but are not limited to, creating library displays, maintaining the condition of physical materials, assisting with annual book sales, making library customers' visits welcoming and successful, assisting with library programs, assisting customers with computer applications, and returning materials to library shelves. Do not include court-mandated community service or internships. You may use sampling to determine the number of volunteer hours.

Note: Please select "not known" if your library does not count the number of volunteers or volunteer hours. If your library does not track teen volunteers and hours separately, report the total number of volunteers and hours under the adult categories.

O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes

Volunteers--Outlet

Note: Please select "not known" if your library does not count the number of volunteers or volunteer hours. If your library does not track teen volunteers and hours separately, report the total number of volunteers and hours under the adult categories.

O16m) Teen Volunteers	**O17m)** Adult Volunteers	**O18m)** Teen Volunteer Hours	**O19m)** Adult Volunteer Hours	**O20m)** Total Volunteers	**O21m)** Total Volunteer Hours
45	35	220	2,026	80	2,246

Volunteers--Total

O20) Total Number of Volunteers	80
O21) Total Number of Volunteer Hours	2,246

BOARD, FOUNDATION, FRIENDS

Board of Trustees

I01) Does this library have a board of trustees?	Yes
I02) Are this library's trustees appointed or elected officials?	Appointed
I03) Is this library's Board of Trustees the advisory or governing authority?	Governing

Library Foundation

A foundation is a non-profit organization with funds managed by its own trustees that provide a stable source of income for a library through investments of the principle.

I04) Does this library have a foundation?	Yes
I05) Foundation Name	Stillwater Public Library Foundation

Friends Group

A Friends group is an organized group that supports a library through financial contributions for specific projects, volunteers and/or advocacy.

I06) Does this library have a Friends Group?	Yes
I07) Friends Group Name	Friends of the Stillwater Public Library

Friends Group - Outlet

I06m) Does this library have a Friends Group?	**I07m)** Friends Group Name

Yes	Friends of the Stillwater Public Library

FINANCIAL DATA

This report collects detailed information on operating revenue and expenditures and capital revenue and expenditures. Financial information is categorized as direct, indirect and in-kind. Please report all operating revenue and expenditures in the first section, all capital revenue and expenditures in the following section, and in-kind contributions to the library in the last section. Reported revenue sources include but are not limited to state, federal, city and/or county governments. Round all entries to the nearest whole dollar.

If there is no amount for any category, enter "0" zero.

Note: See Operating Revenue Line Items to determine how to report specific financial information.

Operating Revenue

Report direct (funds received by your library) and indirect (expenses paid on behalf of your library) for operating purposes as operating revenue. Operating revenues pay for staff salaries/benefits, collections, building maintenance, some types of equipment, and other recurring costs needed to support the delivery of library services. Do not include revenue received for major capital expenditures, revenue passed through to another agency (e.g. fines), or funds unspent in the previous fiscal year (i.e. carryover).

Note: Funds transferred from one public library to another public library are only reported by one of the public libraries. Please contact State Library Services to determine if your library should report transferred funds.

Local Government Operating Revenue

Report all funds distributed by local government to the public library for operating expenses.

R01)	Local Government Operating Revenue - City Direct	$1,435,610
R02)	Local Government Operating Revenue - City Indirect	$0
R03)	Local Government Operating Revenue - City Total	$1,435,610
R04)	Local Government Operating Revenue - County Direct	$0
R05)	Local Government Operating Revenue - County Indirect	$0
R06)	Local Government Operating Revenue - County Total	$0
R07)	Local Government Operating Revenue - Other Local Government Direct	$5,000
R08)	Local Government Operating Revenue - Other Local Government Indirect	$0
R09)	Local Government Operating Revenue - Other Local Government Total	$5,000
R10)	Total Local Government Operating Revenue	$1,440,610

State Government Operating Revenue

Report all funds distributed by state government to a public library for operating expenses. Include funds from sources such as penal fines, license fees, mineral rights, and funds from consolidated taxes authorized by state legislation (revenue may be from multiple sources). Do not include federal funds passed through a state agency, grant fiscal agent, regional public library system, or multicounty, multitype library system.

Note: R11, R12, and R13 are reported only by the offices of regional public library systems (ALS, ECRL, GRRL, LARL, MELSA, PCLS, PLS, SELCO, TDS, VLS). If you are completing this report for a member library, enter zero in R11, R12, and R13.

R11)	State Government Operating Revenue - Arts & Cultural Heritage Fund	$0
R12)	State Government Operating Revenue - Regional Library Basic System Support	$0
R13)	State Government Operating Revenue - Regional Library Telecommunications Aid	$0
R14)	State Government Operating Revenue - State Other	$0
R15)	Total State Government Operating Revenue	$0

Federal Government Operating Revenue

Report all funds distributed by the federal government to a public library for operating expenses. Include federal funds distributed by the state such as a Library Services and Technology Act (LSTA) grants.

Note: E-rate reimbursements and e-rate discounts are not federal funds. Report E-rate amounts in Other Operating Revenue.

R67)	Did your library receive ARPA funding in 2022?	No
R16)	Federal Operating Revenue-Federal Library Services & Technology Act	$0

R17) Federal Operating Revenue-Federal Direct	$0
R18) Federal Operating Revenue-Federal Indirect	$0
R19) Total Federal Operating Revenue	$0

Regional System Operating Revenue

Report all funds distributed by the regional public library system to the public library for operating expenses.

R20) Other Operating Revenue - Regional System Direct	$1,176
R21) Other Operating Revenue - Regional System Indirect	$1,830
R22) Other Operating Revenue - Regional System Total	$3,006

Multicounty, Multitype Operating Revenue

Report all funds distributed by the multitype, multicounty library system to the public library for operating expenses.

R23) Other Operating Revenue - Multicounty, Multitype Direct	$0
R24) Other Operating Revenue - Multicounty, Multitype Indirect	$0
R25) Other Operating Revenue - Multicounty, Multitype Total	$0

Other Operating Revenue

Report all funds distributed by any source other than the city, county, state, and federal government as well as the regional public library and multitype, multicounty library systems to the public library for operating expenses.

R26) Other Operating Revenue - Other Direct	$93,329
R27) Other Operating Revenue - Other Indirect	$0
R28) Other Operating Revenue - Other Total	$93,329
R29) Total All Other Operating Revenue	$96,335

Total Operating Revenue

| **R30)** Total Operating Revenue | $1,536,945 |

Operating Expenditures

Operating expenditures are the costs of operating a library and providing library service on a day-to-day basis. Payments are made from direct revenue sources as well as indirect payments made on behalf of your library by other government agencies. Do not report estimated or in-kind payments.

Personnel Expenditures

Report the amount spent for library employees including salaries and benefits.

E01) Salaries & Wages	$949,529
E02) Employee Benefits	$227,842
E03) Total Personnel Costs	$1,177,371

Collection Expenditures

Report the amount spent for each collection format. If your library does not track expenses by format, enter the total expenditures for print books, audio, video, and other materials in a physical format in E10) Collection Expenditures - Other Materials - Other Physical Materials.

Print Materials Expenditures

| **E04)** Collection Expenditures - Print Materials | $91,919 |

Electronic Materials and Collections Expenditures

E05) Collection Expenditures - Electronic Materials - Electronic Books	$4,437
E06) Collection Expenditures - Electronic Collections	$0
E07) Collection Expenditures - Other Electronic Materials	$5,034

Other Materials Expenditures

E09)	Collection Expenditures - Other Materials - Audio & Visual Physical Materials	$11,576
E10)	Collection Expenditures - Other Materials - Other Physical Materials	$3,250
E11)	Collection Expenditures - Other Materials	$14,826

Total Collection Expenditures

E16)	Collection Expenditures - Physical Materials Total	$106,745
E08)	Collection Expenditures - Electronic Materials Total	$9,471
E12)	Total Collection Expenditures	$116,216

Other Operating Expenditures

Please include all expenditures not already reported as personnel or collection, such as expenses for supplies, repair or replacement of existing furnishings and equipment; and cost of computer hardware and software, broadband access, contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

E13)	Other Operating Expenditures	$291,819

Total Operating Expenditures

E14)	Total Operating Expenditures [5]	$1,585,406
E15)	Expenditures (E14) equal to or less than Income (R30)?	No

Capital Revenue

Report all revenue received for major capital expenses by source. Include funds received for construction projects (site acquisition, additions, renovations, new buildings); furnishings, equipment, and initial collections for new buildings, additions, or renovations; computer hardware and software; and vehicles. Do not include revenue received for replacement and repair of furnishings and equipment or investments for capital appreciation.

Note: Local accounting practices determine whether a specific item is a capital expense or an operating expense.

Local Government Capital Revenue

Report all funds distributed by a city, county or other government agency to the public library for capital expenses.

R31)	Local Government Capital Revenue - City Direct	$287,594
R32)	Local Government Capital Revenue - City Indirect	$0
R33)	Local Government Capital Revenue - City Total	$287,594
R34)	Local Government Capital Revenue - County Direct	$0
R35)	Local Government Capital Revenue - County Indirect	$0
R36)	Local Government Capital Revenue - County Total	$0
R37)	Local Government Capital Revenue - Other Local Government Direct	$0
R38)	Local Government Capital Revenue - Other Local Government Indirect	$0
R39)	Local Government Capital Revenue - Other Local Government Total	$0
R40)	Total Local Government Capital Revenue	$287,594

State Government Capital Revenue

Report all funds distributed by the state to the public library for capital expenses.

R41)	State Government Capital Revenue - Library Construction Grants	$0
R42)	State Government Capital Revenue - State Other	$0
R43)	Total State Government Capital Revenue	$0

Federal Government Capital Revenue

Report all funds distributed by the federal government to the public library for capital expenses.

R44)	Federal Government Capital Revenue - Federal Library Services & Technology Act	$0
R45)	Federal Government Capital Revenue - Other Federal Direct	$0
R46)	Federal Government Capital Revenue - Other Federal Indirect	$0

R47)	Total Federal Government Capital Revenue	$0

Regional System Capital Revenue

Report all funds distributed by a regional library system to the public library for capital expenses.

R48)	Other Capital Revenue - Regional System Direct	$0
R49)	Other Capital Revenue - Regional System Indirect	$0
R50)	Other Capital Revenue - Regional System Total	$0

Other Capital Revenue

Report all funds distributed by an agency other than a city, county, state, federal agency, or regional library system to the public library for capital expenses. Other agencies might include foundations, businesses or private donors.

R54)	Other Capital Revenue - Other Direct	$0
R55)	Other Capital Revenue - Other Indirect	$0
R56)	Other Capital Revenue - Other Total	$0

Total Capital Revenue

R57)	Total Regional System and Other Capital Revenue	$0
R58)	Total Capital Revenue	$287,594

Capital Expenditures

Report all expenses paid for major capital projects including construction projects (site acquisition, additions, renovations, new buildings); furnishings, equipment, initial collections for new buildings, additions and renovations; computer hardware and software; and vehicles. Do not include expenses for replacement and repair of furnishings and equipment or investments for capital appreciation.

EC01)	Total Capital Expenditures	$348,579

In-Kind Contributions

In-kind revenue is payment given in the form of goods or services rather than money. In-kind contributions include services or the value of any non-monetary gifts and donations. Examples are the value of volunteer hours, donated materials, when a grantor paid a program presenter directly, an artist donated a work of art, a book collector gave the library a set of books, or a library received coupons from a local business offering free merchandise or discounts for library reading program participants. Estimate the monetary value based on what the actual cost would be.

In-Kind Operating Contributions

R59)	In-Kind Operating Contributions - City	$0
R60)	In-Kind Operating Contributions - County	$0
R61)	In-Kind Operating Contributions - All Other	$84,149
R62)	Total In-Kind Operating Contributions	$84,149

In-Kind Contributions by Expenditure Area

Report the value of in-kind contributions for the following operating expenses. Estimate the monetary value based on what the actual cost would be.

EKA01)	Personnel	$83,904
EKA02)	Collection	$36
EKA03)	All Other Operating Expenditures	$209
EKA04)	Total In-Kind Operating Contributions	$84,149

In-Kind Capital Contributions

Report the estimated value of in-kind contributions for capital expenses by the source. Estimate the monetary value based on what the actual cost would be.

R63)	In-Kind Capital Contributions - City	$0
R64)	In-Kind Capital Contributions - County	$0
R65)	In-Kind Capital Contributions - All Other	$0

R66) Total In-Kind Capital Contributions	$0

Deprecated -

Deprecated - Phone

Deprecated - Foundation Information

Deprecated - Friends Group Information

Deprecated - Friends Group Name

[1], **P126)** Stillwater Public Library is an independent city library with a legal service area of the City of Stillwater. While patrons from Stillwater Township use our library, Township residents are not assessed a tax for Stillwater Public Library services. Instead, the Township has historically made an annual donation to the Stillwater Public Library. (*0-2023-03-29*)

[2], ***P10m)** This is an estimate of the total number of unique users (not sessions) per day using MAC address. (*0-2023-03-29*)

[3], **P92)** In 2021 and 2022, the total number of programs for all ages were equal. There were 3 Farmer's Markets and 1 Birding Festival in 2021 and 2 Farmer's Markets and 2 telescope programs in 2022. (*0-2023-04-06*)

[4], **P114)** In 2022, we were able to offer in-person programming for ages 6-11 with high attendance at our weekly outdoor summer reading events. For 2021, our in-person programming was more limited due to COVID. (*0-2023-03-21*)

[5], **E14)** 2022 Financial data is not yet finalized or audited. There will be changes to financials after 4/1/2023 with final numbers expected on or before 6/30/2023. (*0-2023-03-29*)

Major Accomplishments

- A significant amount of staff time was needed to complete the Minnesota Public Library Annual Report. Business and Communications Manager Keri Goeltl diligently compiled statistics and other information from various people, including library supervisors, Volunteer Coordinator Susie Danielson, City IT and Finance staff, and Washington County Library, in order to accurately complete the required report given available information.
- The library board president and director were invited to Stillwater Township's annual meeting on March 14. Highlights of library services, collections and programs were presented, and the residents were thanked for their support.
- New trustee Stan Burns was provided with a library tour on March 16.
- The Stillwater Public Library Foundation approved the library's budget request in full at their March 24 board meeting. As one of the approved items is a grant-funded, prorated-benefited position, the library is in communication with its labor attorney to ensure due diligence is being addressed before recruitment begins.
- The Huelsmann Foundation approved the signage grant request!
- Mark enjoyed being part of a two-person panel discussion at the March 13 meeting of the AAUW St. Croix Valley branch to discuss the topic of intellectual freedom.
- The Outreach Subcommittee of the Library Advocacy Task Force gave its community engagement presentation on March 15.
- Items on the interior punch list stemming from last year's reroofing project (noted in last month's report) began to be addressed on March 27. The first week focused on the gallery, upper level restrooms, and an area by the spiral staircase. During the week of April 3, work shifted to the Administration office area and the mystery collection.
- Exterior recaulking and tuckpointing began on March 27 along the west and south sides of the library. A lift will be brought in later to assess and address areas beyond the reach of a ladder.
- Mark wrote a letter of gratitude to donors for the Library Foundation's annual Impact Report.
- Information Services Supervisor Sarah Rosten and Mark interviewed candidates for a part-time Library Associate position.

Heads-Up

- The library's underlying website address (or URL) is likely to change next month to library.stillwatermn.gov to enable enhanced security; however, our understanding is that the current web address (stillwaterlibrary.org) can continue to be used as it will automatically redirect visitors to the new address for as long as we support the .org domain name. While it should be seamless, the new URL will appear in the address bar after the redirection occurs, and the library will take steps to communicate the change to the public. Staff email address extensions will also change, but current City email addresses can continue to be used as they will be redirected as well.
- After the blizzard that ended April 1, damage was observed to the library's large green ash tree on the 4th Street lawn, two crab apple trees by the surface lot, and a shrub on the terrace. The City's Natural Resources Technician was notified. After investigating, he said the larger apple tree will need to be removed and more time is needed to determine whether the ash tree can be preserved.
- The Friends of the Stillwater Public Library will hold a used book drive on Saturday, April 22, from 10:30 AM–3:00 PM. The spring book sale will occur the following week, April 26–29.
- Spike Carlsen has volunteered his services to help repair cracks in wood table tops and other potential woodworking projects.
- The library was invited to give a presentation to Boutwells Landing residents on April 12.

- The Library will be closed on Sunday, April 9.

Near-Term Future Focus
- Budget and grants
- Advocacy Task Force
- Refining the signage proposal
- Recruitment for the grant-funded Youth Services position

Below are two photos of punch list repairs occurring in the mystery collection.

The recent blizzard damaged many trees in the area, including the green ash tree on the library's lawn.

Adult Programs
- **Karen Chan:** Sunny Window Seat in Acrylic, 44 attendees (2 virtual events). Images included at the end of this report.
- **Exploring the Arts: Audrey Hepburn**, 20 attendees learned about Audrey Hepburn's career and her biography from Steve Schroer, retired professor of arts and humanities.
- **Fluid Painting:** 14 patrons learned about the fluid painting technique using alcohol and ink. Example of resulting artwork below.
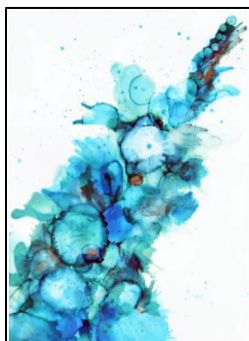
- **Block Printing Spring Robin**: 15 expected, but 7 actual attendees during a storm. Learned about blocking printing and created a set of cards to use. Example of resulting artwork below.

- **Tech 1:1,** two sessions offered in March
- **Book Clubs:**
  - **Mystery Book Club**, 9 attendees discussed their current mystery selections.
  - **Connect through Books**, 3 attendees discussed their current reads.
  - **Romance Book Club**, 4 attendees discussed Sporty Romances.

Collection, Circulation, Displays, and Booklists
- Nonfiction display and book list for Women's History Month.
- Nonfiction display incorporating themes of caregiving, aging, death, and dying.
- Booklists for NEA Big Read focusing on caregiving, aging, death, and dying.

St. Croix Collection
- Reference staff transferring SCC usage data from paper records to a digital record.
- This work will help staff document and evaluate how the collection is used.

Reference Personnel
- Interviews for Library Associate complete and final candidates are being considered.

"Heard Around the Library"
- Reference librarians have a new document camera to use for art programming and are excited to test it out in April.
- The library experienced a busy spring break in March! A lot of families enjoyed using the space.

Upcoming:
- NEA Big Read Events:
  - Make & Take Craft Night: Memorial luminary or photo pendant, April 13, 6pm
  - "Can't we Talk about Something More Pleasant?" Book discussion, April 12, 6:30pm
  - Caregiver and Aging Artist Gallery Reception April 12, 6:00pm
  - "Help! My parents are getting older, what do I need to know?" presented by Family Means, April 20, 6pm
  - Off-site: "Can't we Talk about Something More Pleasant?" Book discussion, April 27, 1pm at Family Means in Stillwater

Karen Chan Sunny Window Seat: Reference Image (above).

Attendee submitted images of finished art following class (below). 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
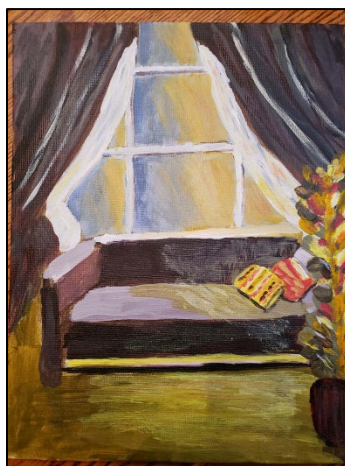
March Children's Programs and Activities
- Two Special Guest Preschool Music and Movement (124)
- Nine Preschool Storytimes (573)
- Two Baby/Toddler Storytimes (114)
- One Petite Concert with MacPhail Center for Music (25)
- One Clay Boxes with Silly Millies (28)
- One Building with Bricks LEGO Build (34)
- Sustainable Safari Wildlife Show (179)
- Baby Animals Scavenger Hunt (487)
- Garden Center Family Discovery Room (3-month installation, March-May)
- Library Card Design Contest (75)

March Teen Programs and Activities
- "Learn to Cross-Stitch" (7) – spring break program
- "She Speaks" Women's History display and booklist and, Let's Travel display
- Collaborative Coloring project completed
- Coloring Corner coloring sheets printed for women's history and spring themes

Outreach / Community Engagement Programs and Visits
- A mother whose family is new to the area called Angie to say that she hears others in her homeschool group talk about the friendly and helpful library staff and that she wanted her children to get to know the library and the staff better. Kim and Angie gave the family of six a special tour of both the children's and teen spaces, discussing physical and e-materials. Angie reviewed the databases, especially focusing on how to find the ones geared toward homework. She showed the older kids some tips and tricks for using the catalog and had them each look something up and then we went to find it. It was a positive experience for all of us!
- From January through the end of March the library hosted a Library Card Contest which was introduced at DaVinci Fest. The entries displayed impressive creativity. As expected, it was a challenge to choose only one. An image of the selected design is on the last page. It will be reproduced as a limited edition library card, available beginning on Sunday, April 23 – the start of National Library Week. All submitted entries will be displayed during National Library Week (April 23-29).
- New Heights Middle Schoolers who visit the library twice monthly came with a library scavenger hunt that included asking staff for help finding materials. It was a fun way to promote engagement for this age who can be less than enthusiastic about anything that looks 'uncool' like talking to adults.

Partnerships
- Youth Services Supervisor, Angie Petrie, met with Alexa Shelton who works at The Connect Center as the Youth Connections Coordinator and Outreach Worker. She left a basket of snacks and hygiene supplies that is in the teen space. Alexa offered her contact information for staff to share with young people (13-24) looking for shelter, showers, personal care items, help with finding work, and navigating resource applications. She invited staff to contact her with questions. We are exploring ways to increase library resource visibility and improve awareness of youth housing instability in Stillwater.

Program and Service Notes
- The Discovery Room has been offered for seven months and we wanted to hear from parents and caregivers. Angie hung a poster with a QR code inviting feedback. The form asks for what their child

most enjoyed and if there's anything else they'd like to share with Youth Services Staff. Here are some highlights captured in March.

- o My daughter enjoyed playing with the ice cream set as well as watching the scarves fly in the air machine. She was entertained for a long time
- o Our son loved playing with the pots and veggies and watering them. We as adults enjoyed the seeds display. Absolutely love how you change the themes for every season. Please keep doing what you're doing! And thank you!
- o Garden theme- he loved it ALL. Particularly the fan with the scarves and flowers.
- o Absolutely loved the Garden center. Same with last month's ice cream shop!!! Both imaginative play and the cash register were awesome!!!
- o Stillwater Library is fabulous. So many things to keep kids entertained and learning in a fun easy way. Thank you so much.
- o Thank you for the hard work that went into this room. It was enjoyed by everyone!
- o It is a gift to have a place that is age appropriate and fun for parents and kids- I love that there are loose ideas of what to do/how to play, but so much room for imagination.
- o We love this Library- such a big kids area and your programming (storytimes, concerts, etc) are wonderful! Keep it up :)
- o Please keep up your great work with this space! I can't wait to come back with my toddler! It's invaluable having access to these fun educational play spaces especially in the winter time! THANK YOU!
- In April 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 library again hosted Petite Concerts. Exposure to music is a powerful early literacy brain boost. Here's some feedback from the adult caregivers:
  - o Hearing classical music live in a supportive children's environment doesn't happen every day. I hope you continue to do these concerts!
  - o It was the first time my toddler saw live music.
  - o My grandson loved the music, seeing, feeling the sounds and touching the instruments.
  - o Hearing the musicians play and teach about the music and instruments, and provide space to dance and sing was so exciting for my daughter.
  - o Engaging, learning about instruments, beats, vibration of sound, learned about musicians and composers, and gentle music appreciation.
  - o Hearing the musicians play and teach about the music and instruments, and provide space to dance and sing was so exciting for my daughter.

Upcoming Programs
- Baby & Toddler Storytime - Tuesdays, April 4 and 18 at 10:30 AM
- Music & Movement with Special Guest *Music Together in the Valley* – Wednesday, April 5
- Exploring Poetry Through Art with COMPAS – Friday, April 7
- Family Bird Hike – Monday, April 10
- Preschool Storytime – Wednesdays, April 12, 19, 26 (10:30 & 11:30 AM) AND Saturday, April 8
- Building with Bricks – Tuesday, March 21 at 4 PM (Spring Break Program)
- Circus Manduhai – Mongolian Circus – Saturday, April 22
- Outdoor Play and Risk (for parents and caregivers) – Tuesday, May 2
- Make Your Own Corsage or Boutonniere for Teens – Saturday, May 6
- Second Saturday Storytime – Saturday, May 13

Favorite book characters at a garden party

I SPY with beginner and super challenger options

BABY BEAR is sprouting some pumpkin seeds in his sunny window!

1
Baby Bear lightly dampens a paper towel and places it in a Ziploc® plastic bag. Then he adds the pumpkin seeds and tapes the baggie onto a sunny window.

2
Baby Bear checks on his window garden every day for two weeks, and draws pictures of his observations in a Discovery Notebook.

3
Baby Bear is looking at the way his pumpkin seeds split open. The pumpkin sprouts grew UP toward the sun and the pumpkin roots grew DOWN into the soil.

4
Look at the pumpkin sprout's root network! These are the parts of the plant that will grow in the soil beneath the ground.

5
Baby Bear has planted his two pumpkin sprouts in a flowerpot filled with soil. When it is warm enough outside, he will transplant them into his garden!

Baby Bear and the science behind germination

Kids can grow vegetables

"Flower" gears and magnetic scene elements

Kids can plant flowers

Flower themed flight lab elements

One of many displayed examples of seeds and what they grow into!
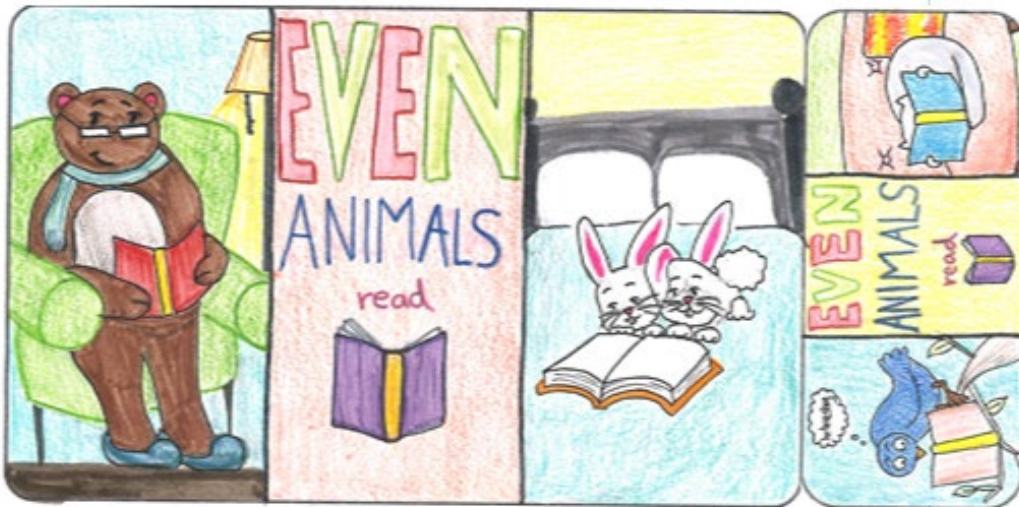
The selected limited edition card design
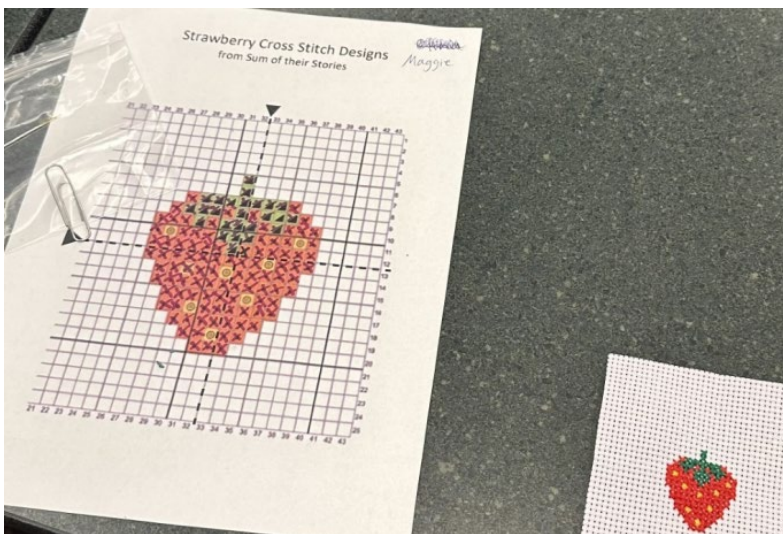
Teen cross stitch project

Collaborative Coloring Page for Teens

Stillwater
Public Library

Agenda Item Cover Sheet

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Library Advocacy Task Force Report	

OWNER:	PRESENTER:
Hansen, Simon	Hansen, Simon

REQUESTED AGENDA TYPE (A, I, D):	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
I	

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:

BACKGROUND/CONTEXT:

Library Advocacy Task Force
March 15, 2023
Meeting Notes

Present: Patricia Cowilder, Elaine Delavy, Judy Filipek, Keri Goeltl, Craig Hansen, Andy Kass, LeAnn Johnson, Summer Seidenkranz, Carrie Simon, Mark Troendle; Absent: Kevin Sandstrom

Library Advocacy Sub-Committee Presentation: Messaging
The March meeting of the Advocacy Task Force was focused on messaging. Patricia Cowilder, LeAnn Johnson, and Mark Troendle gave a PowerPoint presentation and reviewed the following areas:

- Balancing Opportunities with Resources
- Charge of the Outreach Subcommittee
- Initial Steps
- Ideas Organized Around 4 General Areas
    1. Internal-Facing Resources
    2. External-Facing Opportunities
    3. City Council and Administration
    4. Funders
- Strategy Overview
    1. Key Concepts
    2. Existing Engagement and Outreach Efforts
    3. Ideas for Building Community Relationships
    4. Assets
    5. Challenges
- Benchmarks for Measuring Efficacy

Task Force members discussed the information presented and provided the following suggestions for consideration:

- A library card discount program may not be well-received by retailers. Retailers may be managing a number of promotional efforts and this could add another one to coordinate, may increase confusion for customers, and reduce already slim margins.
- Flyers/signage at Little Free Libraries should focus on the positive. Need more books? Check out the library.
- For social media, encourage and recruit advocates to post about the library on their own page and to like, share, and engage with library posts.
- Have advocates reach out to council members with positive messages about the library, such as "Thank you for funding the valuable services at the library – we appreciate it." Council hears a lot of negative messages. Positivity may be a welcome contrast.

Stillwater
Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 11, 2023
Agenda Item: 9d

- Focus on legacy planning for Foundation. Host a legacy planning program at the library. Understand that other local nonprofits are also competing for legacy funds. Convey that the library/Foundation is a good steward of funds and demonstrate the value of giving to the library in will or estate.
- Look at creating videos to promote the library. Possibly reach out to the University of St. Thomas for interns or class assignments.
- Emphasize the benefits that volunteers bring to the library in providing service and in saving money for the city. Communicate what volunteers do and their impact.
- Reach out to senior housing communities.
- Implement a phased approach to outreach – crawl, walk, run – with leadership from the Board of Trustees.

Future Meeting Dates

Date	Time	Location	Group Presenting
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:
Outreach Presentation
Outreach and Community Engagement Examples

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Source:
https://sustainingcommunity.wordpress.com/2011/03/21/what-is-community-engagement/

Stillwater Public Library Advocacy Action Plan

Outreach / Community Relationships

Stillwater Public Library Advocacy Task Force
Outreach Subcommittee
3/15/2023

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Balancing Opportunities With Resources

In life, there is no such thing as impossible; it's always possible.

    – Venus Williams

Set realistic goals, keep re-evaluating, and be consistent.

    – also Venus Williams

Charge of the Outreach Subcommittee

Community Relationships

Create strategies to:

- continue positive relationships with the City Council, City administration and staff

- build relationships in the community

- engage the community in support of the library

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Initial Steps

- Reviewed Library Partners and Current Outreach Efforts
- Brainstormed
  - Ways to connect with existing patrons
  - Options to promote awareness with non-users
  - Opportunities to financially support the library
  - How to build relationships with City leaders

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Ideas Organized Around 4 General Areas

#1 Internal-Facing Resources

- 110,553 visitors in 2022 *(more than 325 people each day)*
- Patrons (readers, borrowers, program attendees)
- Meeting room users
- Staff
- Volunteers
- Trustees, Friends, Library Foundation

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#2 External-Facing Opportunities

- Outreach events (DaVinci Fest, farmer's market)

- Networking (Chamber of Commerce, City Council, seniors, young families, Community Thread, and other boards and groups)

- Residents who aren't using the library

- Residents who haven't used the library in a while

#3 City Council and Administration

- 7 key individuals

    - The City Administrator and Finance Director who shape budget requests

    - The 5 Councilmembers who approve budget requests

#4 Funders

- The City is our primary funding source

  - Acknowledge and thank City leaders and community

- Supplemental funding opportunities

  - Grants

  - Individual donors

  - Legacy planning

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Strategy Overview

Maintaining and strengthening relationships between Stillwater Public Library (SPL) and the community is critical to increasing library support.

How do we develop a plan that can be implemented to enhance library support through community engagement?

Before diving into specifics, let's review the overarching concepts of what we believe are necessary ingredients for a successful plan, many of which are already being pursued as resources allow.

Concepts

A. Identify Key Community Stakeholders

    a. Identify key community groups in SPL's service area, including schools, local businesses, community organizations, and senior centers that could be impactful.

    b. Determine how to engage with best prospects.

B. Create a Communication Plan

    a. Develop a plan that includes how to reach out to the various groups.

C. Participate in Community Events

    a. Have a library presence at community events with a *local* focus.

    b. Consider simplifying current approach; rely on supporters who aren't staff to assist.

D. Community Programming at the Library

    a. Continue to provide programs of interest.

    b. Partner with community groups aligned with the library's values and strategic plan needs.

E. Offer Off-site Outreach Programs/Services

    a. Support ongoing outreach programs (e.g., Doorstep Delivery) that bring the library's resources to those who are unable to visit the library.

F. Maintain and Enhance Relationships With Local Government

G. Gather Community Feedback

    a. Feedback helps us to understand community needs and how the library can best serve them.

H. Celebrate Community Success

    a. Share stories through social media, website, newsletter, and articles of how SPL has enhanced the economic, educational and social well-being of patrons.

Existing Engagement & Outreach Efforts

These are covered in detail in the following document:

- Outreach & Community Engagement Examples

Before moving on to possible ideas for broadening our reach, are there questions?

Ideas for Building Community Relationships

1. <u>Internal-Facing Resources (existing patrons and supporters):</u>

   a. Meeting room users are not all traditional library users; therefore, they may not be aware of the variety of services and programs offered by the library.

      i. Locate pamphlets and/or signage within the meeting rooms or in a kiosk in the gallery highlighting library services and programs, as well as information on how to support the library (e.g., volunteer, financial donations, etc.).

      ii. Advertise community group meetings within library meeting room spaces. Idea is to make users aware of the diversity of groups who rely on the library, and maybe they'll find some new groups to join.

      iii. When groups reserve a meeting room, ask if we can send them information about the library and/or send them a link to ShelfLife if they're not signed up for it.

b.   Consider more programs or donor events that focus on the history of Stillwater.

c.   Promote career assistance now that SPL has a new CareerForce Career Corner with resources.

d.   Provide our ambassadors (Trustees, staff, volunteers, Friends and Foundation board members) with information and talking points they can use, whether formally or casually. Invite people to view our website, sign up for ShelfLife, visit the library.

e.   Promotion around the Library Foundation hosting free coffee and tea on the first Wednesday of each month from 10 AM to Noon. Coffee is also provided during National Library Week.

   i.   *Note: A coffee shop briefly operated in the gallery in 2007. It was replaced with three vending machines in 2008, but that didn't pan out and the equipment was removed. Another coffee shop vendor resumed service in 2012, but it was not successful and ceased operation within a short time.*

f. Previously explored, without success, is how to configure check-out receipts to show patrons how much they save by borrowing materials instead of purchasing the items. Some libraries also have a value calculator on their website. These could be reexamined.

g. Put Youth Services storytime materials on website for parents to use at home.

h. Different generations communicate in different ways. Consider making selfie boothe/corner with a library background and props available. Example: "This is the best book I've read" as a theme and then encourage them to post to social media. Also, sponsor contest for cardholders to create one or more backdrop themes.

i. Put bookmarks or flyers promoting SPL directly into reserved materials on the hold shelves.

j. To reach inactive library patrons, SPL could consider running a report of patrons who haven't used their library card within "x" amount of years and mailing library information to these individuals, inviting them to check us out again. Note: This could be an internal or external opportunity as they could still be using library resources, just in different ways without their card.

2. <u>External-Facing Opportunities (reaching non-library users):</u>

   a. Forge a closer relationship with the River Market Co-op. Offer to provide information to their staff so they can talk up the library as a resource when their customers have questions within our scope of expertise. Post flyers on their bulletin board. Identify other businesses that may be a good fit (e.g., Len's Family Foods) for this type of approach.

   b. Chamber of Commerce promotion and networking.

      i. Ask Chamber members to provide packets of library information to their employees and encourage them to register for library cards. Or create welcome video.

      ii. Have a booth at the Chamber's Community Showcase and Rivertown Fall Art Festival.

      iii. Develop a library card discount program: show your card at participating businesses and receive a discount on purchases. Or partner with Washington County Library on theirs.

   c. Have a presence at locally-focused events, specifically Summer Tuesdays and Lumberjack Days. Consider simplifying what participation looks like as compared to the Farmers Market. Also consider a table at the Washington County Fair for one or more days.

d.   Explore putting library promotional materials in a display window downtown. Also, explore putting library signage or flyers by downtown sculptures (e.g., Linus by Candyland).

e.   Put an ad in the Community Education mailer to bring attention to the library.

f.   Forge closer connection with Lakeview/Health Partners. A version of books for babies?

g.   Create list of Trustees, Friends and Foundation board members or other library supporters who are interested in joining business or service organizations as board members to strengthen mutually beneficial ties. With finite resources, which partnerships might provide the best return on investment? Examples may include:

    i.   FamilyMeans

    ii.   Greater Stillwater Chamber of Commerce

    iii.   Lakeview Health Foundation

    iv.   St. Croix Valley Foundation

    v.   Stillwater Sunrise Rotary Club or Stillwater Noon Rotary Club

h.   Consider partnering with other entities to recognize and celebrate the successes of community members and groups. This may include showcasing their achievements in the library or providing space for a program that celebrates their achievement.

i.   Provide quarterly City newsletter to Stillwater Township for posting on their site.

j.   Stillwater School District uses PeachJar for communicating with parents and will not distribute paper handouts. Youth Services created a video message in 2021 for school staff to promote SPL's Summer Reading Program. In future, staff advise a more general video approach, if resources available.

k.   In-process is physical wellness programming, especially for our 50+ residents, which may appeal to current patrons and attract new users.

l.   Terrace cam that would provide a live web feed of the view from the terrace.

m. Virtual views/tours of the library's interior and exterior spaces.

n.   Create "welcome to the library" packets for association boards (e.g. Terra Springs, Settlers Glen, Liberty, Millbrook, etc.) and realtors to give to new residents. Or create a video tour instead of packets and push out the link in various ways (e.g., Chamber, etc.)

o.   Flyers or signage at Little Free Libraries. Example: "Can't find it here, check out Stillwater Library."

p.   Hire a marketing intern.

3. <u>City Council and Administration:</u>

    a. Invite Councilmembers and City Administrator to an informational event designed specifically for that audience. (A challenge with this approach is that it would need to be publicly noticed due to open meeting requirements.) Or limit the audience to the Mayor, Council Liaison and City Administrator. Or offer the opportunity of an individual tour.

    b. Alternately, extend invitations to some or all Councilmembers and City Administrator to attend existing events not specifically geared toward them, such as the Library Foundation's meet-n-greet events. This has been done occasionally. Consider making it routine.

    c. Better understand how communication flows from the library's Council Liaison to the City.

    d. Generate list of potential advocates (not staff) willing to speak at Council meetings or write their Councilmember in support of the library, and to thank them for their support. Provide menu of positive talking points. Do supporters (e.g., seniors in Stillwater community living facilities) know what ward they're in and who their Councilmember is?

    e. Director will continue to provide monthly updates to Council.

    f. Continue to offer summer programs on the 4th ST lawn to increase visibility.

    g. Continue to report how library services tie in with the City's strategic plan.

    h. Continue to collaborate with City staff on initiatives that help the City as a whole.

4. <u>Funders:</u>
    a. The City is the library's largest funding source.
        i.   There could be a formal effort to have library supporters (not staff) routinely acknowledge and thank City officials for their support.
        ii. Find new ways to highlight the economic value of libraries. A study published by the University of Minnesota Duluth found that for every $1 in public tax support for public libraries in Minnesota, the return on investment equaled $4.62.
            1. *Citation: Skurla, James A; Jacobson, Jean; Jaeschke, Josh; Jacobson, Jenna. (2011). Minnesota Public Libraries' Return on Investment. University of Minnesota Duluth. Retrieved from the University of Minnesota Digital Conservancy, https://conservancy.umn.edu/handle/11299/203309.*

    b. Develop and make available legacy planning resources.
        i.   The Library Foundation seems best positioned to assist in this area.
        ii. Develop printed and online information promoting legacy giving as an option. Make it as convenient as possible. Determine how to best make this option known.
        iii. Host programs with an estate planning attorney.

    c. Library Foundation has discussed possibility of facilitating more grant writing through outsourcing.

Assets - The Library Is Better Than Free

- Known for personalized service and programming excellence
- Collections and programming tailored to our community (e.g., leverage local history)
- Trusted and committed to accuracy and privacy
- Information that is accessible and findable
- Unique building and art that is destination worthy
- Dedicated, caring staff, Trustees, Friends and Foundation members
- Valuable community partnerships
- Money can't buy patron word-of-mouth plaudits (document their stories)

Challenges

- Time & Money

- Existing staff resources are at or beyond sustainable capacity

- New initiatives require new ways of thinking, reprioritized goals and/or more resources

Benchmarks for Measuring Efficacy

- If we're making a concerted effort to strengthen ties with identified organizations, we can consider measuring qualitative and quantitative factors such as are they:

    - Helping us communicate our messaging?

    - Using library resources more compared to before the partnership/campaign?

    - Providing the library with connections to new resources such as grant opportunities or program providers?

    - Donating at a higher level, volunteering, or expanding the pool of future board candidates?

Benchmark Ideas Continued...

- Community feedback through surveys, focus groups, listening sessions, and other mechanisms.

- Is the number of registered cardholders or ShelfLife users increasing? Can we tie it to a specific campaign? When registering, ask how they found us.

- Is the City-allocated operating budget increasing more than "x"?

- Include advocacy and actionable goals with SPL's revised strategic plan.

- Convene focus group(s) to assess efficacy of messaging and where to direct community engagement efforts.

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Comments/Questions

- The final plan will require an assessment of what's realistic and sustainable given current resources so that priorities can be determined. As resources increase, expanded efforts can be phased in.

- With the outpouring of great ideas, the use of volunteers in various areas would make a great impact!

- Programing is developed and implemented by staff. We serve everyone, though our highest-volume patrons tend to be young families and retirees.

- What comments, questions or other ideas do you have?

Summary of Supplemental Materials & Links

- PDF: Outreach & Community Engagement Examples

- Link: ALA Community Engagement and Outreach Resources

- Link: Outreach Ideas from South Central Library System (WI)

- Link: Webjunction Outreach Brainstorm

Examples of Stillwater Public Library Outreach Services and Community Engagement Partnerships
(The organization types listed in the Area column come from the Minnesota Public Library Report, and examples are from 2017 – Present)

Area	Organizations	Descriptions
Adult Basic Education	Stillwater Adult Basic Education, SAPS	Public Services has an ongoing relationship with Stillwater Adult Basic Education. Stillwater Public Library (SPL) has presented at their site during formal workforce training sessions for help in creating resumes, navigating job searches, completing job forms, and finding language resources.
Adult Literacy Organization		This is not a distinct adult literacy organization in Stillwater. Literacy efforts would likely happen through ABE, but SPL has not been involved. ABE instructors advise their students they can borrow children's books from public libraries to help improve their reading comprehension.
Arts Organization (visual)	ArtReach Art Start Clay Squared COMPAS e.HOLT.art The Loft MN Textile Center Parcel Arts, Phipps Center for the Arts, Z Puppets The Zephyr Theatre *(Plus individual artists SPL contracts with directly)*	SPL's biggest collaboration is with ArtReach in partnership on bringing the NEA Big Read to the St. Croix Valley. This effort brings together residents in the valley around a common book with a variety of literary, visual and performing arts opportunities centered on themes in the book. SPL partners with a variety of arts organizations to provide art classes to patrons of all ages. SPL features a different visual artist every two months in its gallery. The exhibit includes a "meet-the-artist" reception. SPL Staff partnered with the Phipps for Art in the Park at Pioneer Park to celebrate the Art Bench. Library staff presented storytime and assisted with a book giveaway and nature scavenger hunt.

1

Arts Organization (performance)	MacPhail Center for Music "Petite Concerts	SPL also partners with a variety of performance-based arts and cultural organizations to provide unique opportunities to patrons of all ages.
	TaikoArts Midwest (Japanese drumming)	
	Circus Manduhai (Mongolian family circus)	
	Siama Matuzungidi (African music)	
Early Childhood	Head Start ECFE DNR Help Me Grow	Before COVID, Youth Services hosted Head Start once a month at SPL for their own special storytime, and periodically traveled to Head Start to present storytimes there. SPL has provided Head Start with donated books. The Stillwater Head Start is currently closed.

In 2017 and prior, Early Childhood Family Education (ECFE) and SPL worked closely together on a number of storytimes and library card registrations. Since then, ECFE has decreased outreach due to staffing/funding. In April 2023, Youth Services will attend an ECFE event and host a family storytime to give families an idea of what a library storytime looks like at SPL.

In 2023, a local DNR Naturalist will offer nature programming around a variety of themes including birding, micro invertebrates, mussels, and dragonflies.

Help Me Grow (an interagency initiative of the State of MN) provides materials on childhood development and growth and early intervention. These along with library-provided storytime information, logo egg shakers, scarves and a booklist were included in 500 FREE Early Literacy Outreach Kits. |

Correctional Facility	Stillwater Correctional Facility	Inmates contact SPL for resources, and staff guide them to appropriate channels. Stillwater serves as the location for correctional facility staff to pick up requested ILL materials for inmates.
	Washington County Sentence to Service	SPL's Volunteer Coordinator works with Washington County's Sentence to Service (STS), a jail alternative program, to identify and coordinate library-related work projects using STS participants.
Cultural Communities	Stillwater Native American Parent Advisory Committee	SPL hosted a program on 10/4/2022 involving NAPAC called "Our Home: Native American Initiatives at the MN Historical Society." The Native American Student Alliance of Stillwater Area High School (NASA) demonstrated educational trunks of artifacts, cultural, and historical information created by the Native American Parent Advisory Council of ISD #834 (NAPAC) for use in elementary classrooms, and videos showing the work of these two groups were presented.
Disability Organization		SPL does not have a direct collaboration with an organization with a primary focus of providing disability services. In 2018, the library installed hearing loops in the Conference Room, and in the Storytime Room in 2019. The library also has screen magnifiers, accessible workstations, etc. The library is also a certifying authority for patrons to receive services through the MN Braille and Talking Book Library program. In 2019, the Mobility Coordinator for Washington County met with staff for a workshop on the topic of public and alternate transportation options in this area and the wider Washington County area.
Homeschool Organization	Christian Homeschools Tree of Life Homeschool	Several homeschool groups meet at the library on a regular basis, and SPL serves as one of the groups' key meeting places for large meetings. Library staff have worked with groups to accommodate project reports, book report days, and more. Staff have provided special library database workshops for parents and students. Behind-the-scenes library tours have been given to the homeschool groups. Staff provided customized assistance with book reports/project assignments to the group as a whole.

3

Service to Homebound	SPL	SPL offers a Doorstep Delivery service. SPL delivers books and other materials free of charge to residents of the City of Stillwater who are temporarily or permanently unable to get to the library due to illness or physical limitation.
School K-12	SAPS - All located in Stillwater + SAHS St. Croix Prep St. Croix Catholic New Heights Preschool Centers Adventure Club	Before COVID, classroom visits were made throughout the year (mostly in the spring or other times as requested) to local elementary schools, middle schools (not since 2017), high schools (only to meet with the media specialist who left shortly after), preschool centers, and Adventure Club (we've never visited Adventure Club but we offered last summer). Special book talks and topic area visits provided as requested to classrooms (ex: Caldecott, Newbury visits). Youth Services offered visits to local elementary schools in 2022, but no responses were received. During COVID when the schools weren't allowing visitors, we sent a staff-created promotional video for the summer reading program. New Heights School still visits regularly as they are within walking distance. Other schools visit periodically, and we provide tours and the opportunity to check out materials. SPL has a booth at DaVinci Fest, a special science and art event coordinated by the district's Partnership Plan.
Senior-Centered Organizations	Boutwells Landing The Lakes Trellis (Metropolitan Area Agency on Aging)	SPL has worked with Boutwells Landing regarding programming, booklists, etc. Tours and donated books have been provided to The Lakes. Staff have previously collaborated with Trellis (formerly the Metropolitan Area Agency on Aging) to host computer classes at the library designed for older patrons.

4

Social Service Organizations	Community Thread ECFE Family Means The Connect Center Head Start Washington County Housing Resource	SPL participates in Washington County Housing Resource's homeless count throughout year. Staff refer patrons to agency if they are looking for reduced rate housing. SPL has worked with Family Means to promote November as "Caregivers" month. Display Family Means materials and resources. Create special book display for patrons with caregiving materials. Before COVID, SPL worked with the Family Resource Center's Youth Connection Program (now called The Connect Center), which included a teen drop-in center on Thursdays, targeted for homeless youth. SPL also provided advance reader copies and other donated books to the program, provided information about the program in the teen area, and Teen Advisory Board members posted information about Youth Connections at the school. In March 2023, Youth Services has a meeting scheduled with a new staff member at The Connect Center to talk about future collaborative opportunities. SPL's Volunteer Coordinator works with Community Thread to promote volunteer engagement opportunities at the library, offering meaningful work experiences at the library for community members of varied ages. In past years, SPL also collected new book donations for Holiday Hope program, but Community Thread only accepts donations of gift cards now. Head Start/ECFE: See Early Childhood.
Veterans Organization	Women's Veteran Initiative	SPL has previously provided meeting space for Stillwater Veteran's Memorial board members. In the Fall 2019, library staff worked with AAUW to host "You Don't Look Like a Veteran" program featuring Chris Magnusson, Sergeant, U.S. Marine Corps veteran to discuss the challenges women veterans face. In conjunction with the program, the library also hosted "I Am Not Invisible" exhibit honoring the service and sacrifice of MN women veterans.
Workforce Development	MN CareerForce Center	The MN CareerForce Center offices for this area are in Woodbury, Forest Lake and Cottage Grove. SPL does have a relationship with the centers, but limited services are provided in Stillwater. The CareerForce Center will provide on-site classes at their location for anyone (like resume-building), but more in-depth classes are only provided to registered clients meeting certain criteria and generally offered at their main office locations. They offer limited programs in Stillwater and do not offer classes at the library. SPL does refer patrons to the classes and programs they provide.

5

		In February 2023, SPL Information Services turned empty computer space across from the Print Release Station into a CareerForce Career Corner. Patrons can find employment-related resources in this area, including handouts, flash drives, pens, and sticky notes. These materials are intended for career seekers, but are available to anyone.
Youth Development Organization	Daisy Troops 4H The Connect Center	Youth Services staff have worked with Daisy troops, a division of Girl Scouts, to provide a service project opportunity for them. The troop did a Reader's Advisory activity for young readers and tidied shelves. Previously, Youth Services partnered with 4H clubs to incorporate their STEM kits into library programming, but this was discontinued due to a staffing shortage on their part. The Connect Center: See social service organization

Other SPL partnerships in various forms that aren't listed above or may go beyond the scope of state report categories include: AAUW, Carpenter Nature Center, Chamber of Commerce, Community Ed, Discover Stillwater, Don Empson, Farmer's Market, Friday Study Club, Friends of the Stillwater Public Library, Ivy Club, Minnesota Astronomical Society, Minnesota Digital Library, Minnesota Historical Society, Phipps Center for the Arts, Pollinator Friendly Alliance, St. Croix Valley Foundation, Science Museum of MN, Snake Discovery, Stillwater Lions Club, Stillwater Public Library Foundation, Stillwater Women's Reading Club, 3M Wizards, Valley Access TV, Valley Friendship Club, Valley Outreach, Washington County Historical Society, and numerous businesses (e.g., Darn Knit Anyway, Forge and Foundry Distillery, River Market Co-op, Valley Bookseller), etc.

The costs of partnerships for SPL are typically staff time and securing funding for programming.

Benefits to SPL may include: encouraging library use and literacy, financial support, programming, enhanced access to collections (e.g., digitization of materials), volunteers to care for plants, prizes used for reading incentives, increased library visibility, growing our potential patron and donor base, supporting like-minded organizations, professional development, networking and discovering new resources that may benefit the community we serve.

6

Stillwater Public Library Foundation
Board Meeting –February Meeting – Held 2/24/23
Virtual and in person

Members Present: Shawn Glaser, Paige Hoyle, Dustin Moeller, Mark Troendle, Summer Seidenkranz, Aquib Khan, Roger Funk, Kevin Sanstrom, Ryan Collier

1. Approval of the Minutes – January meeting minutes were approved.

2. Shawn introduced a prospective member, Drew Arnold. Drew described his qualifications for being a board member.

3. Reports for the monthly meeting

   a. President – Summer Seidenkranz
   Discussion was made about ending regular Executive Committee meetings.
   Shawn made a motion to meet on an as needed basis.
   Ryan seconded.
   Motion was approved by all.

   b. Finances - Dustin
   Gave Finance report.

   c. Events and marketing – Summer Seidenkranz
   Discussion about making events simple and high visibility for donors.

   d. Executive director – Elaine Delavy
   Led strategic planning for the Foundation moving forward/in our search for a new ED.

   5. Other Business – None

   6. Adjournment – Shawn motioned to adjourn; Ryan seconded. Motion passed unanimously. The meeting was adjourned at 10:17am.

Respectfully submitted,
        Paige Hoyle, Secretary

Friends of the Stillwater Public Library

Feb. 13, 2023 | 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	Tracy Salvati	

Attendees:
Jan Kilkelly, Mark Troendle, Mary Ann *Sandeen, Tracy Salvati, Gemma Lockrem, Lyndon Lockrem, Mary Glennon, Ed Fagerlund, Laurie Burns*

Agenda

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Book Sale planning. All
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

➢ Tracy distributed Monday, October 3. 2022 meeting minutes for review
   o Minutes approved

Treasurer's report Jan Kilkelly

11/1/2022-11/30/2022

12/1/2022 – 12/31/2022

1/1/2023 – 1/31/2023

Membership report Gemma Lockrem
89 memberships

Topics:

➤ MALF membership due. $35.00
  o Jan will mail a check to update our membership

➤ **Spring Booksale details**
  o Used book drive dates: Saturday April 22 from 10:30-3:00
  o Book sale will take place April 26—29,
    ▪ Wed., April 26 5:00 -7:30 pm Members-Only Preview
    ▪ Open to the General Public:
      • Thurs April 27 : 10:15 AM-7:30 PM
      • Friday, April 28   10:15 AM-4:30 PM
      • Saturday, April 29 10:15 AM-4:30 PM (Bag sale all day on Saturday!)
    ▪ Sign up to volunteer is online via Sign-up Genius

➤ Ed Fagerlund is resigning from the MALF board
  o There is an email blast sent from MALF, do we want to forward that on to our email list?

➤ Ed suggested the FRIENDS group buy new 'Book Sale' signage
  o FRIENDS group voted -- All in favor
  o We will look into options
➤ Co-op round-up for January 2023 was donated to the FRIENDS group. Total was $ 3,150.69

Update: Mark Troendle:

  • Mark reviewed background information on the library's 2023 budget request
    o Not requesting approval at this meeting
  • Staffing updates
    o Sarah Rosten was hired as the library's Information Services Supervisor, and she began onboarding December 5. Sarah earned a BA in English Literature from UM-Duluth and a master's degree in Library and Information Science from Syracuse University. Her library experience includes being a Youth Services Librarian with Washington County Library, managing the Hardwood Creek Library, and most recently overseeing three WCL branches.
    o Ellen Callet is our newest Library Assistant in Circulation. She came to us from Ramsey County Library where she had a similar role.
    o Currently, we're seeking applications for a part-time Library Associate position in Information Services as Catherine Bloomquist resigned to accept a full-time job with a previous employer.
  • Library board updates
    o Pat Lockyear is the new President of the Library Board of Trustees. Dana Weigman is the new Vice President. And Craig Hansen continues as the Secretary/Treasurer.
    o We welcomed Larry Panciera as our newest trustee. His first term began in January, after Maureen Bell termed off in December.

- o   Also, Spike Carlsen is stepping down from the board this month. Tomorrow, a Trustee Selection Committee will recommend a candidate to fill that vacancy, and the Library Board will vote on the recommendation. The name of the candidate approved by the Library Board will then go to City Council for approval and appointment.

- The Advocacy Task Force had its first meeting on Monday, January 23
  - o   The task force is comprised of representatives from the Library Board, Friends of the Library, Foundation, the community, and library staff. At this first meeting, there was a recap of a two-part workshop that occurred last summer, and members joined one of three subcommittees to work on either messaging, outreach or sustainability. Monthly meetings were scheduled through June, and each committee will meet outside of the regular monthly meetings to work on their specific area of focus.
- Our library card design contest is open to anyone 18 and under, as long as they have a Stillwater, Bayport, or Washington County Library card. All the rules and design requirements are viewable online. It runs through the end of February. Goal is to have a limited-edition print run of the cards available by National Library Week, which is April 23-29.
- The library is working on a signage proposal. We're seeking to keep the existing look and feel of the signage throughout the library, adding signs where helpful, updating outdated or replacing broken signage as needed, etc. The outcome is dependent on a grant request submitted last month.
- Free COVID test kits are still available. They are supplied by the MN Dept. of Health.
- The library was invited to speak at Stillwater Township's annual meeting again this year.
- On Feb. 15, the Library Foundation will offer complimentary coffee and chocolates in the welcome area from 10-noon.
- The library will be closed on Presidents' Day, Monday, Feb. 20.

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Meeting Adjourn at 7:30pm

Next meeting will be on: Monday, March 13, 2023.

Friends of the Stillwater Public Library
2023 Financial Reports

Period:	2/1/23 - 2/28/2023	Year-to-Date 2/28/2023
Opening Balance	$ 64,074.55	$ 64,496.55
Receipts:		
Memberships	$ 50.00	$ 190.00
Donations	$ 3,215.69	$ 3,255.69
Ongoing Book Sales	$ 370.00	$ 623.00
Semi-Annual Book Sales		$ -
Scanner Fees		$ -
Book Bag Sales	$ 15.00	$ 15.00
Total Receipts	$ 3,650.69	$ 4,083.69
Disbursements:		
Grants to Library		
Sponsorships		$ -
Memberships	$ 35.00	$ 35.00
Postage		$ -
Printing & Supplies		$ -
Sales Tax		$ 855.00
Fees		$ -
Misc.		$ -
Total Disbursements	$ 35.00	$ 890.00
Ending Balance	$ 67,690.24	$ 67,690.24

Outstanding Grants Due to Library:

Book Sale Nov. 2021	$4,535.50
Book Sale Nov. 2022	$3,748.00
	$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	$4,475.00
	$11,718.42
Total	$20,001.92

Stillwater Public Library
2023 Calendar

January
1: Library Closed, New Year's Day
10: Trustee Meeting, 7:00 pm
16: Library Closed, MLK Day
27: SPLF Board Meeting, 8:30 am

- Board passes ratification of wages prepared by Director (if needed)
- Annual Meeting

February
13: Friends Meeting, 6:30 pm
14: Trustee Meeting, 7:00 pm
20: Library Closed, Presidents' Day
24: SPLF Board Meeting, 8:30 am

March
13: Friends Meeting, 6:30 pm
14: Presentation at Stillwater Township, 7:00 pm
14: Trustee Meeting, 7:30 pm
24: SPLF Board Meeting, 8:30 am

- Director evaluation: 6-month progress check

April
1: Annual Report to State Due
9: Library Closed, Easter
10: Friends Meeting, 6:30 pm
11: Trustee Meeting, 7:00 pm
23-29: National Library Week
28: SPLF Board Meeting, 8:30 am
TBD: Friends Used Book Sale

- NEA Big Read in the St. Croix Valley

May
8: Friends Meeting, 6:30 pm
9: Trustee Meeting, 7:00 pm
26: SPLF Board Meeting, 8:30 am
28: Library Closed on Sundays for Summer
29: Library Closed, Memorial Day

- Begin 2024 budget prep

June
12: Friends Meeting, 6:30 pm
13: Trustee Board Meeting, 7:00 pm
23: SPLF Board Meeting, 8:30 am

- 2024 budget discussions
- Finance 101
- Advocacy Task Force recommendations

July
4: Library Closed, Independence Day
11: Trustee Meeting, 7:00 pm
28: SPLF Board Meeting, 8:30 am

- 2024 operating budget due and 2024-2028 CIP due
- Facilities 101

August
8: Trustee Meeting, 7:00 pm
25: SPLF Board Meeting, 8:30 am

- City Council budget hearing
- Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)

September
4: Library Closed, Labor Day
10: Sunday Hours Resume
11: Friends Meeting, 6:30 pm
12: Trustee Meeting, 7:00 pm
22: SPLF Board Meeting, 8:30 am

- Council budget changes; Levy adopted
- Director evaluation: annual review
- Request 2023 health insurance info
- Negotiate labor contract with union if due (Executive Committee)

October
9: Friends Meeting, 6:30 pm
9: Library Closed Until 2 PM for Staff Training Day
10: Trustee Meeting, 7:00 pm
27: SPLF Board Meeting, 8:30 am

- We Are Water Exhibit
- Implement board self-assessment survey every 2-3 years (last done in 2021)
- Strategic Plan revision/update

November
13: Friends Meeting, 6:30 pm
14: Trustee Meeting, 7:00 pm
23: Library Closed, Thanksgiving Day
TBD: Friends Used Book Sale

- Report on self-assessment results
- Adopt holidays for succeeding year

December
1: SPLF Board Meeting, 8:30 am
12: Trustee Meeting, 7:00 pm
23: Library Closed, Christmas Eve Eve
24: Library Closed, Christmas Eve
25: Library Closed, Christmas Day
31: Library Closed, New Year's Eve
31: SPL Board Terms End
31: WCL/SPL Contract Ends

- Succeeding year budget adopted by Council
- Provide authorization for year-end expenditures if needed

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

Stillwater
Public Library

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

Council Liaison:
Ryan Collins   1

Library Director:
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