

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, May 9, 2023
5:30 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 April 11, 2023 Minutes +
 - b) Acknowledgement of Bills Paid in April +
 - c) April 2023 Budget Status Report +
 - d) Q1 2023 Gifts and Grants Received +

Informational/Discussion (10 minutes)

4. Trustee & Council Liaison Information Sharing I+

Decisional (15 minutes)

5. Funding for Additional 2023 Building & Grounds Projects A+

Reports (20 minutes)

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

9. Public Commentary

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

10. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, May 8, 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
April 11, 2023
Minutes**

PRESENT: Burns, Hansen, Hollatz, Lockyear, Panciera, Simon, Council Liaison Collins

ABSENT: Hemer, Mathre, Weigman

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 7:03 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Hollatz moved. Simon second. Yes: Burns, Hansen, Hollatz, Lockyear, Panciera, Simon; No: None.

AGENDA ITEM 3: Consent Calendar

Motion to adopt consent calendar. Hansen moved. Panciera second. Yes: Burns, Hansen, Hollatz, Lockyear, Panciera, Simon; No: None.

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear thanked Simon for the library article on innovation.

Trustees discussed the National Library Week ideas provided by Weigman and decided on the nachos theme. Lockyear reported that Weigman will coordinate.

Collins provided an update to trustees about recent discussions at the City. He noted the preparations for possible flooding of the St. Croix River, the upcoming website and email domain change for the city on May 1, and the city's long-range financial management planning work.

Burns commented that he receives the digital Star Tribune and has seen an increase in the number of articles about library book challenges.

AGENDA ITEM 5: Report of Director Performance Evaluation

At the March board meeting, the trustees conducted a 6-month progress check during a closed session as part of the director performance evaluation process. President Lockyear provided a verbal summary that progress was excellent and that the trustees had a good discussion about how to support Troendle in his role.

AGENDA ITEM 6: Time Change on Board Meeting

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.

Motion to approve changing the board meeting time from 7:00 pm to 5:30 pm beginning with the May 2023 board meeting. Panciera moved. Hansen second. Yes: Burns, Hansen, Hollatz, Lockyear, Panciera, Simon; No: None.

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AGENDA ITEM 7: 2022 State Annual Report

Troendle directed trustees to the History of Library Usage and Activity document on page 30 of the board packet. While this was not submitted as part of the annual report, it is a summary of key library reporting measures historically based on data from the annual reports. Troendle noted that trends are looking positive with library usage up in multiple areas. It seems like the library is rebounding after the pandemic, and patrons are using the library more. Troendle did caution that the library can't expect to see record increases year after year. These will plateau due to resources and capacity.

Lockyear asked about the decline in registered users and any reasons for this. Troendle commented that this is a trend across libraries. The library would like to reverse the trend and increase the number of registered users. He noted that there is no one answer for this gradual decline over time, but one factor could be the introduction of the iPhone in 2007 – essentially allowing people to carry a computer in their pocket. Trustees discussed the cultural shifts in reading habits, attention span, and types of questions received by libraries.

Burns asked if we had statistics on use by demographics. For example, could we look at the age of users accessing e-materials versus physical materials? Troendle responded that Stillwater does not have the ability to do this. Washington County Library did have a subscription to a product that allowed some demographic analysis, but he is unsure if it could provide us with this level of analysis.

Simon noted that the annual report has good news. People are using the library and increasing their use. With rising prices, the library's free materials and programs may be very important. Troendle and Lockyear commented that the quality of the library's programming is also a draw.

Regarding the annual report, Lockyear inquired about the difference in the amount reported for R58) Total Capital Revenue of \$287,594 and EC01) Total Capital Expenditure of \$348,579. Goeltl explained that the Capital Expenditure Total reflects expenditures made in 2022. The Capital Revenue Total reflects new funds received in 2022 but does include prior year fund balances used to pay for 2022 expenditures as these funds were already accounted for in past annual reports at the time the revenue was received.

Motion to approve the 2022 Minnesota Public Library Annual Report. Burns moved. Hollatz second. Yes: Burns, Hansen, Hollatz, Lockyear, Panciera, Simon; No: None.

AGENDA ITEM 8: Director and Other Staff Reports

Troendle thanked the Board for approving the use of fund balance for building and grounds repairs at the March board meeting. Interior painting and exterior masonry are already underway. Interior work completed to date will be deducted from the final payment to the roofer and is not a fund balance expenditure. Troendle is working with contractors to review additional interior work, unrelated to roofing project, that may be more cost-efficient for them to do while already here.

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The exterior masonry work estimate is \$43,900. Now that a lift is onsite, the contractors will be able to assess other areas and determine if additional work is needed. We will also be receiving an estimate in near future for the terrace-side masonry repairs. We are still waiting to learn how and when the lawn will be restored. All of these projects should be covered within the \$100,000 allocated.

Hollatz commented on the good news from the Huelsmann Foundation regarding the signage project. Lockyear also noted that it is good news that the SPLF has approved the grant-funded, three-year youth services position.

Troendle reported that a magazine exchange will be launched next month. It will be located on the lower level of the library in the welcome area.

Simon asked about the enhanced security for new website. Troendle reported that a .gov site provides more security. This decision was made as part of an internal committee representing all city departments, IT, and a city council member. As this city is moving to this new domain, the library will as well.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet. The next meeting is May 1.
- c) Finance Committee: Did not meet.
- d) Library Advocacy Task Force: The Library Advocacy Task Force met on March 15 with the Outreach Subcommittee presenting. The materials from the discussion are included in the packet. Simon commented that one of the takeaways was organizing advocacy in a phased approach and not doing everything right away. Hansen reported that this is one of the items that the Sustainability Subcommittee will discuss during their presentation at the next task force meeting on April 17. The next meeting after that is May 22.

Troendle, a member of the Outreach Subcommittee, added that the presentation included potential options that were not necessarily things that should be done but rather ideas generated to spark discussion and see what is of interest. For example, the group included an idea of partnering with local businesses to offer a discount or free item if you showed your library card, but feedback from the task force indicated that businesses are tapped out from the pandemic and this might not be the best approach.

Hollatz highlighted the importance of the presentation's statement of "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."

AGENDA ITEM 10: Foundation & Friends Report

Reports are in packet. Lockyear noted that she attended the Friends meeting and was appreciative of their generous grant to the library for 2023.

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AGENDA ITEM 11: Public Commentary

No emails or public commentary.

AGENDA ITEM 12: Adjournment

Motion to adjourn meeting. Hollatz moved. Simon second. Yes: Burns, Hansen, Hollatz, Lockyear, Panciera, Simon; No: None.

Meeting adjourned at 7:56 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in April 2023				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of April 2023 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of April:				
April 2023 (2023 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 17,767.93	\$ 3,230.59	\$ 597.72	\$ 21,596.24
Capital Expenditures	\$ 13,853.00			\$ 13,853.00
Total	\$ 31,620.93	\$ 3,230.59	\$ 597.72	\$ 35,449.24
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: April 4, 2023 (\$11,215.79)</i></p> <ul style="list-style-type: none"> \$7,140 was paid to Xcel for gas and electric. <p><i>Bill Resolution: April 18, 2023 (\$24,233.45)</i></p> <ul style="list-style-type: none"> \$13,853.00 was paid to A&K Construction for punch list items related to the 2022 roof upgrade. This is covered under 2022 capital. These expenses will be deducted from the final payment to AllStar. \$5,273.80 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 4/4/2023 Bill Resolution 4/18/2023 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
706	3/31/2023	16 Wins	Website Maintenance - March	380.00	230-4230-3098-0000	Technology Support
IT9Q-T6YK-7MCJ	3/17/2023	Amazon Business	Programs - YA (SPLF HJA)	27.98	232-4232-2407-0000	SPLF - Programs
1NTP-RVJH-Q71R	3/27/2023	Amazon Business	Programs - Juv (SPLF HJA SRP)	166.98	232-4232-2407-0000	SPLF - Programs
1RY9-FXX9-R4KR	3/27/2023	Amazon Business	Supplies	80.27	230-4230-2101-0000	General Supplies
1RY9-FXX9-R4KR	3/27/2023	Amazon Business	Materials - Adult Fiction	4.99	230-4230-2401-0000	Adult Books - Fiction
1V67-YMKR-RTQN	3/27/2023	Amazon Business	Materials - Processing	112.48	230-4230-3404-0000	Processing Fee
1XRN-LCD6-PMTC	3/27/2023	Amazon Business	Janitorial Supplies	223.25	230-4231-2102-0000	Janitorial Supplies
2093947	3/23/2023	Blackstone Publishing	Materials - Audio (SAAB - Friends)	133.57	229-4229-2113-0000	Friends - Materials
9639544726	4/13/2023	Grainger	AED Electrodes & Fire Panel Batteries	303.01	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1	3/27/2023	Hedin Sue	Programs - Juv (SPLF Pelfrey)	350.00	232-4232-2407-0000	SPLF - Programs
20217461	3/28/2023	Huebsch Service	Towels & Rugs	229.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
ORDUS220664	3/20/2023	J.D. Power & Associates	Materials - Reference	272.00	230-4230-2113-0000	Reference
16693153	2/4/2023	KidCreate Studio/Get Messy	Programs - Juv (SPLF HJA 22)	300.00	232-4232-2407-0000	SPLF - Programs
17356641	3/28/2023	KidCreate Studio/Get Messy	Programs - Juv (SPLF HJA 22)	300.00	232-4232-2407-0000	SPLF - Programs
4309491	3/24/2023	Loffler Companies	Copier/Printer	659.83	230-4230-3707-0000	Maintenance Agreements
19757	3/16/2023	Menards	Janitorial Supplies	31.16	230-4231-2102-0000	Janitorial Supplies
1	3/23/2023	Schroer Steven Ronald	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Friends - Programs
5245	3/23/2023	Sustainable Safari	Programs - Juv (SPLF HJA 22)	400.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 4,075.26		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
821517235	3/27/2023	Xcel Energy	Gas	\$ 3,250.56	230-4231-3601-0000	Natural Gas
821517235	3/27/2023	Xcel Energy	Electric	\$ 3,889.97	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 7,140.53		
GRAND TOTAL				\$ 11,215.79		

These bills are submitted and approved for payment.

Mark Troendle 04/04/2023

Mark Troendle, Library Director

Craig Hansen 04/04/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
764	4/11/2023	A&K Construction	2022 Roof Upgrade (Capital 22-4231-934)	13853.00	120-4230-5200-0000	C/O & Improvements
16WX-RW1W-3PRM	3/30/2023	Amazon Business	Programs - Adult (HJA Tech)	473.25	232-4232-2407-0000	SPLF - Programs
117X-6KVR-RC6Y	4/3/2023	Amazon Business	Programs - Adult (SPLF)	487.38	232-4232-2407-0000	SPLF - Programs
17K7-6M6X-4R1Q	4/6/2023	Amazon Business	Programs - Adult (Friends)	228.00	229-4229-2407-0000	Friends - Programs
1176-TQML-LGLV	4/10/2023	Amazon Business	Supplies	152.41	230-4230-2101-0000	General Supplies
2095555	4/4/2023	Blackstone Publishing	Materials - Audio (SAAB Friends)	105.59	229-4229-2113-0000	Friends - Materials
4182023	4/18/2023	Brodart Co	Materials - Juv	1838.18	230-4230-2400-0000	Childrens Books
4182023	4/18/2023	Brodart Co	Materials - Adult Fiction	1262.24	230-4230-2401-0000	Adult Books - Fiction
4182023	4/18/2023	Brodart Co	Materials - Adult Nonfiction	1450.85	230-4230-2405-0000	Adult Books - Non Fiction
4182023	4/18/2023	Brodart Co	Materials - YA	318.37	230-4230-2406-0000	Teen Books
4182023	4/18/2023	Brodart Co	Materials - Processing Fee	373.60	230-4230-3404-0000	Processing Fee
4182023	4/18/2023	Brodart Co	Materials - Adult Nonfiction (235 Bell)	15.98	235-4235-2101-0000	Library Donations Materials
4182023	4/18/2023	Brodart Co	Materials - Adult Fiction (235 Bell)	14.58	235-4235-2101-0000	Library Donations Materials
170054221	4/1/2023	Comcast	Internet - April	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	3/31/2023	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
9653775776	3/27/2023	Grainger	Toilet Parts	183.66	230-4231-2202-0000	Building Repair Supplies
20220728	4/11/2023	Huebsch Service	Towels & Rugs	136.91	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
20230405MGH	4/5/2023	Madden Galanter Hansen LLP	Attorney Fees 3/1/23 - 3/31/23	60.00	230-4230-3099-0000	Other Professional Services
20230406MTV	4/6/2023	Music Together in the Valley	Programs- JUV (SPLF Pelfrey)*	100.00	232-4232-2407-0000	SPLF - Programs
20230406MTV	4/6/2023	Music Together in the Valley	Programs- JUV (SPLF HJA 22)	600.00	232-4232-2407-0000	SPLF - Programs
210554	4/4/2023	NAC Mechanical and Electrical Services	Alerton Annual System Maintenance	1882.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
			INVOICES SUBTOTAL	\$ 23,781.30		
LIBRARY CREDIT CARD						
O1944151205	2/28/2023	US Postal Service	Postage Stamps	128.20	230-4230-3102-0000	Postage
42812	2/28/2023	Valley Bookseller	Programs - Adult (SPLF)	25.00	232-4232-2407-0000	SPLF - Programs
2080386_230311	3/12/2023	Dream Host	Website Hosting	19.95	230-4230-3098-0000	Technology Support
I-251341254YSK	3/1/2023	Equally AI	Website Accessibility Tool	279.00	230-4230-3098-0000	Technology Support
			CREDIT CARD SUBTOTAL	\$ 452.15		
SPECIAL BILL PAYOUTS						
None						
			SPECIAL BILL PAYOUT SUBTOTAL	\$ -		
GRAND TOTAL				\$ 24,233.45		

These bills are submitted and approved for payment.

Mark Troendle

04/17/2023

Mark Troendle, Library Director

Craig Hansen

04/17/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: April 2023 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – April 30, 2023.</p> <p><u>120 Funds – Capital Projects:</u> The original capital budget for 2023 was \$100,000 using city, fund balance, and supplemental funds. Up to an additional \$40,000 in fund balance was approved in March, bringing the total capital budget to \$140,000.</p> <ul style="list-style-type: none"> • \$13,853 has been expended to date. This expenditure is part of the city capital outlay for 2022 and should be covered with rolled 2022 funds. • For the original 2023 budget, \$60,000 was planned for masonry, of which \$20,000 was to be funded by city capital and \$40,000 with fund balance. Up to an additional \$40,000 was approved in March from fund balance repairs for additional masonry work or adjacent repairs from the roofing project. • For the 2023 budget, \$40,000 is planned for signage, which is fully funded by a Foundation grant request. <p><u>230 Funds – Revenues:</u> 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.</p> <p><u>230-4230 Funds – Operating Expenditures:</u> Personnel Services: Personnel expenditures total \$323,810 to date.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> Finance will make journal entries to remove compensation for days worked in 2022 but paid in 2023 (\$37,230.28). • <i>Pending Journal Entry:</i> Finance will make journal entries to add in health insurance pre-payments made in 2022 for 2023 (\$7,008.19). <p>Materials: The city-funded materials budget is \$62,300. 2023 ordering began in mid-January and invoices lag behind ordering. \$11,044 has been expended to date.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$5,734.52 was pre-paid in 2022 to Ebsco Publishing for the purchase of 2023 magazine and newspaper subscriptions. Finance will transfer \$2,707.25 to periodicals (230-4230-2403-0000), \$572.93 to subscriptions (230-4230-4001-0000), \$2,454.34 to SPLF-funded materials (232-4232-2113-0000). <p>Services and Charges: The budget for services and charges is \$58,195. \$7,500 has been expended to date. Based on the recent 2022 general insurance actuals, we are now projecting that 2023 operating insurance will be about \$2,000 over the 2023 budget. We also anticipate that professional service fees (primarily attorney fees) will be higher than budgeted.</p>	

- *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).

Miscellaneous: The budget for miscellaneous is \$3,035. \$374 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$37,288 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. \$3,970 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. \$26,211 has been expended to date. Energy costs are at \$20,338 to date, which is 40% of the total energy budget for the year. Natural gas usage will significantly decrease with warmer months ahead. Based on the 2022 general insurance actuals, we are now projecting that 2023 plant 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 \$1,449 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, a total of \$80,000 has been approved to date from fund balance reserves for masonry and other building/grounds repairs.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2023 April Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 5/3/2023 - 2:40 PM
 Period: 1 to 4, 2023



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	100,000.00	13,853.00	13,853.00	86,147.00	0.00	86,147.00	86.15
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	100,000.00	13,853.00	13,853.00	86,147.00	0.00	86,147.00	86.15
	Expense Sub Totals:	100,000.00	13,853.00	13,853.00	86,147.00	0.00	86,147.00	86.15
	Dept 4230 Sub Totals:	100,000.00	13,853.00	13,853.00	86,147.00	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: 5/3/2023 - 2:44 PM
 Period: 1 to 4, 2023



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	1,700.00	482.50	482.50	1,217.50	0.00	1,217.50	71.62
230-0000-3520-0100	Copier/Printer Sales	3,500.00	1,124.15	1,124.15	2,375.85	0.00	2,375.85	67.88
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	2.00	2.00	198.00	0.00	198.00	99.00
	R25 Sub Totals:	5,900.00	1,608.65	1,608.65	4,291.35	0.00	4,291.35	72.73
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3810-0210	Unrealized Gains/Losses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3820-0100	Gifts	1,500.00	165.00	165.00	1,335.00	0.00	1,335.00	89.00
230-0000-3820-0110	In Kind Gifts	17,167.00	0.00	0.00	17,167.00	0.00	17,167.00	100.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0020	Library Card Fees	420.00	60.00	60.00	360.00	0.00	360.00	85.71
230-0000-3880-0030	Lost Materials	2,000.00	109.94	109.94	1,890.06	0.00	1,890.06	94.50
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	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	22,587.00	334.94	334.94	22,252.06	0.00	22,252.06	98.52
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,500,177.00	500,059.00	500,059.00	1,000,118.00	0.00	1,000,118.00	66.67
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:	1,500,177.00	500,059.00	500,059.00	1,000,118.00	0.00	1,000,118.00	66.67
	Revenue Sub Totals:	1,528,664.00	502,002.59	502,002.59	1,026,661.41	0.00	1,026,661.41	67.16
	Dept 0000 Sub Totals:	-1,528,664.00	-502,002.59	-502,002.59	-1,026,661.41	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	224,199.50	62,687.95	62,687.95	161,511.55	0.00	161,511.55	72.04
230-4230-1100-0000	Overtime - Full Time	0.00	92.96	92.96	-92.96	0.00	-92.96	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	5,343.70	5,343.70	-5,343.70	0.00	-5,343.70	0.00
230-4230-1113-0000	Vacation Pay	0.00	11,284.10	11,284.10	-11,284.10	0.00	-11,284.10	0.00
230-4230-1200-0000	Part Time Salaries	653,655.89	178,407.71	178,407.71	475,248.18	0.00	475,248.18	72.71
230-4230-1210-0000	Part Time Salaries - In Kind	17,167.00	0.00	0.00	17,167.00	0.00	17,167.00	100.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	65,839.50	18,460.05	18,460.05	47,379.45	0.00	47,379.45	71.96
230-4230-1420-0000	FICA/Medicare	67,156.61	19,665.67	19,665.67	47,490.94	0.00	47,490.94	70.72
230-4230-1500-0000	Hospital / Medical	88,458.96	26,512.22	26,512.22	61,946.74	0.00	61,946.74	70.03
230-4230-1520-0000	Dental Insurance	4,294.80	1,175.78	1,175.78	3,119.02	0.00	3,119.02	72.62
230-4230-1540-0000	Life Insurance	769.00	180.11	180.11	588.89	0.00	588.89	76.58
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	1,121,541.26	323,810.25	323,810.25	797,731.01	0.00	797,731.01	71.13
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	3,000.00	593.11	593.11	2,406.89	0.00	2,406.89	80.23
230-4230-2113-0000	Reference	1,200.00	272.00	272.00	928.00	0.00	928.00	77.33
230-4230-2114-0000	Data Base Searching	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4230-2302-0000	Other Minor Equipment	1,200.00	221.99	221.99	978.01	0.00	978.01	81.50
230-4230-2303-0000	Minor Computer Equipment	20,600.00	2,211.93	2,211.93	18,388.07	0.00	18,388.07	89.26
230-4230-2400-0000	Childrens Books	14,500.00	4,396.70	4,396.70	10,103.30	0.00	10,103.30	69.68
230-4230-2401-0000	Adult Books - Fiction	15,500.00	2,458.55	2,458.55	13,041.45	0.00	13,041.45	84.14
230-4230-2402-0000	Audio	1,900.00	0.00	0.00	1,900.00	0.00	1,900.00	100.00
230-4230-2403-0000	Periodicals	3,000.00	149.61	149.61	2,850.39	0.00	2,850.39	95.01
230-4230-2405-0000	Adult Books - Non Fiction	10,700.00	2,972.37	2,972.37	7,727.63	0.00	7,727.63	72.22
230-4230-2406-0000	Teen Books - Materials	3,500.00	795.00	795.00	2,705.00	0.00	2,705.00	77.29
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	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	100.00
230-4230-2409-0000	Electronic Materials	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	100.00
230-4230-2499-0000	Collection Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	457.45	457.45	1,042.55	0.00	1,042.55	69.50
	E10 Sub Totals:	88,600.00	14,528.71	14,528.71	74,071.29	0.00	74,071.29	83.60
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	9,500.00	3,376.25	3,376.25	6,123.75	0.00	6,123.75	64.46
230-4230-3099-0000	Other Professional Services	5,000.00	2,524.00	2,524.00	2,476.00	0.00	2,476.00	49.52
230-4230-3100-0000	Circulation System	6,400.00	0.00	0.00	6,400.00	0.00	6,400.00	100.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3200-0000	Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	500.00	0.00	0.00	500.00	0.00	500.00	100.00
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	11,000.00	864.10	864.10	10,135.90	0.00	10,135.90	92.14
230-4230-3500-0000	General Insurance	1,595.00	0.00	0.00	1,595.00	0.00	1,595.00	100.00
230-4230-3707-0000	Maintenance Agreements	3,000.00	659.83	659.83	2,340.17	0.00	2,340.17	78.01
230-4230-3713-0000	Computer Maintenance/Licenses	21,000.00	0.00	0.00	21,000.00	0.00	21,000.00	100.00
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	200.00	75.98	75.98	124.02	0.00	124.02	62.01
	E15 Sub Totals:	58,195.00	7,500.16	7,500.16	50,694.84	0.00	50,694.84	87.11

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	500.00	230.00	230.00	270.00	0.00	270.00	54.00
230-4230-4001-0000	Subscriptions	535.94	0.00	0.00	535.94	0.00	535.94	100.00
230-4230-4093-0000	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	2,000.00	144.10	144.10	1,855.90	0.00	1,855.90	92.80
	E20 Sub Totals:	3,035.94	374.10	374.10	2,661.84	0.00	2,661.84	87.68
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	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,271,372.20	346,213.22	346,213.22	925,158.98	0.00	925,158.98	72.77
	Dept 230-4231							
	Dept 4230 Sub Totals:	1,271,372.20	346,213.22	346,213.22	925,158.98	0.00		
E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	69,836.50	20,574.11	20,574.11	49,262.39	0.00	49,262.39	70.54
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	505.23	505.23	-505.23	0.00	-505.23	0.00
230-4231-1113-0000	Vacation Pay	0.00	505.21	505.21	-505.21	0.00	-505.21	0.00
230-4231-1200-0000	Part Time Salaries	27,388.45	7,294.26	7,294.26	20,094.19	0.00	20,094.19	73.37
230-4231-1410-0000	PERA	7,234.50	2,118.86	2,118.86	5,115.64	0.00	5,115.64	70.71
230-4231-1420-0000	FICA/Medicare	7,437.71	2,245.07	2,245.07	5,192.64	0.00	5,192.64	69.82
230-4231-1500-0000	Hospital / Medical	11,518.44	3,848.48	3,848.48	7,669.96	0.00	7,669.96	66.59
230-4231-1520-0000	Dental Insurance	505.20	168.40	168.40	336.80	0.00	336.80	66.67
230-4231-1540-0000	Life Insurance	116.00	28.80	28.80	87.20	0.00	87.20	75.17
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	124,036.80	37,288.42	37,288.42	86,748.38	0.00	86,748.38	69.94
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	200.00	378.28	378.28	-178.28	0.00	-178.28	0.00
230-4231-2102-0000	Janitorial Supplies	4,000.00	2,107.46	2,107.46	1,892.54	0.00	1,892.54	47.31
230-4231-2202-0000	Building Repair Supplies	1,500.00	426.59	426.59	1,073.41	0.00	1,073.41	71.56
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	1,057.82	1,057.82	-257.82	0.00	-257.82	0.00
	E10 Sub Totals:	6,500.00	3,970.15	3,970.15	2,529.85	0.00	2,529.85	38.92
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	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	296.70	296.70	1,403.30	0.00	1,403.30	82.55
230-4231-3500-0000	General Insurance	34,955.00	0.00	0.00	34,955.00	0.00	34,955.00	100.00
230-4231-3600-0000	Electricity	48,000.00	10,469.68	10,469.68	37,530.32	0.00	37,530.32	78.19

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-3601-0000	Natural Gas	21,000.00	9,868.56	9,868.56	11,131.44	0.00	11,131.44	53.01
230-4231-3703-0000	Building Repair Charges	9,000.00	400.82	400.82	8,599.18	0.00	8,599.18	95.55
230-4231-3707-0000	Maintenance Agreements	10,000.00	5,185.36	5,185.36	4,814.64	0.00	4,814.64	48.15
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	125,655.00	26,221.12	26,221.12	99,433.88	0.00	99,433.88	79.13
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,449.62	1,449.62	-349.62	0.00	-349.62	0.00
	E20 Sub Totals:	1,100.00	1,449.62	1,449.62	-349.62	0.00	-349.62	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
	E40 Sub Totals:	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
	Expense Sub Totals:	297,291.80	68,929.31	68,929.31	228,362.49	0.00	228,362.49	76.81
	Dept 4231 Sub Totals:	297,291.80	68,929.31	68,929.31	228,362.49	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:	1,528,664.00	502,002.59	502,002.59	1,026,661.41	0.00	1,026,661.41	67.16
	Fund Expense Sub Totals:	1,568,664.00	415,142.53	415,142.53	1,153,521.47	0.00	1,153,521.47	73.54
	Fund 230 Sub Totals:	40,000.00	-86,860.06	-86,860.06	126,860.06	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 1 of 2023.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – March 31, 2023.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 3/31/23	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2023 GIFTS & GRANTS RECEIVED (January 1 - March 31, 2023)
Updated 5/4/2023

2023 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/26/2023	Unrestricted donation	\$300	None	235-0000-3820-0100	TBD	For board review and approval 5/9/23
G2	2/22/2023	In-kind donation of 10 new copies of the title "Can't We Talk About Something More Pleasant?" by Roz Chast have been added to the collection. These books were distributed by ArtReach St. Croix and paid for with NEA grant funding.	In-Kind	Books placed in circulating collection	N/A	N/A	For board review and approval 5/9/23
G3	2/22/2023	Unrestricted donation	\$100	None	235-0000-3820-0100	TBD	For board review and approval 5/9/23
G4	2/28/2023	Unrestricted donation	\$500	None	235-0000-3820-0100	TBD	For board review and approval 5/9/23
G5	2/28/2023	Tribute gift in honor of Spike Carlsen	\$90	Book purchase	230-0000-3820-0100	Expend in 2023	For board review and approval 5/9/23
			\$990				

2023: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)

ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	3/24/2023	SPLF 2023-03 DR HJA Summer Explorers	\$17,500	Juv Summer Reading Programming	232-0000-3820-0320	Expend in 2023	For board review and approval 5/9/23
SPLF2	3/24/2023	SPLF 2023-03 DR HJA EL & School Age Programming	\$6,200	Early Literacy & School Age Programming	232-0000-3820-0320	Expend in 2023	For board review and approval 5/9/23
SPLF3	3/24/2023	SPLF 2023-03 DR HJA Adult Programming	\$7,200	Adult Arts Programming & Tech	232-0000-3820-0320	Expend in 2023	For board review and approval 5/9/23
SPLF4	3/24/2023	SPLF 2023-03 DR Huelsmann Signage	\$20,000	Signage Project	232-0000-3820-0315	Expend in 2023	For board review and approval 5/9/23
SPLF5	3/24/2023	SPLF 2023-03 Materials	\$14,300	Circulating materials	232-0000-3820-0310	Expend in 2023	For board review and approval 5/9/23
SPLF6	3/24/2023	SPLF 2023-03 Sunday Hours	\$16,300	Sunday Hours	232-0000-3820-0100	Expend in 2023	For board review and approval 5/9/23
SPLF7	3/24/2023	SPLF 2023-03 YS Support	\$23,000	YS Support Hours	232-0000-3820-0100	Expend in 2023	For board review and approval 5/9/23
			\$104,500				

2023: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)

ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2023	Volunteer Coordinator Contract	\$1,388.89				For board review and approval 5/9/23
SPLF In Kind 2	2/25/2023	Volunteer Coordinator Contract	\$1,388.89				For board review and approval 5/9/23
SPLF In Kind 3	3/25/2023	Volunteer Coordinator Contract	\$1,388.89				For board review and approval 5/9/23
SPLF In Kind 4	3/29/2023	Volunteer Coordinator Backpay	\$1,437.50				For board review and approval 5/9/23
			\$5,604.17				

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:	
<p>BACKGROUND/CONTEXT:</p> <p>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.</p> <p>A huge thank you to Dana Weigman for organizing the gift basket of treats for staff during National Library Week, which had a theme of “nachos average library team.” And thanks to all the trustees for contributing to the purchase of the gift basket. Staff truly appreciated your thoughtfulness. We also extend our thanks to the Foundation for providing patrons (and staff) with free coffee and tea during the week.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Funding for Additional 2023 Building & Grounds Projects</p>	
<p>OWNER: Facilities Committee</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve release of up to \$24,000 in fund balance.</p>	
<p>BACKGROUND/CONTEXT:</p> <p>The 2022 ending fund balance for the library was \$206,000. The Library Board previously approved drawing down that balance by \$80,000 for building and grounds work in 2023, which would bring the fund balance to \$126,000 if the approved funds were all spent.</p> <p>As of the April board meeting, it was believed that \$100,000 (comprised of \$80,000 in fund balance plus \$20,000 in city capital) would be sufficient to complete this year’s work. However, on April 28, it was learned that the cost to caulk and tuckpoint the two terrace-facing walls will be \$57,650, which is more than originally projected due to the extent and intricacy of work involved. If the full scope of this work were to be authorized, approximately \$18,150 of the terrace project would exceed the previously-approved threshold. To that, also add amounts for the 4th Street lawn restoration (\$2,538) and installing a protective cap over an expansion joint in the gallery, potentially including some tile repair (not to exceed \$2,500). Altogether, these items total \$23,188 above and beyond the \$100,000 previously-approved allocation. If these projects are authorized, the fund balance would have approximately \$102,000 to \$103,000 remaining for contingencies after completion of these items.</p> <p>The Facilities Committee discussed options on how to approach these projects, including whether to finish work on the terrace walls this year or parcel out the masonry work across two years to stay within the dollar amount previously approved. After weighing considerations, the committee believes the most cost-effective, prudent approach is to finish the masonry work on the terrace walls this year.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Major Accomplishments

- The Friends of Stillwater Public Library, with the assistance of Volunteer Coordinator Susie Danielson, held a successful spring book sale. Changes implemented for this sale included a one-day book collection event, instead of two, and moving the donations directly to the Margaret Rivers Room, which was made possible by reserving the room for a week. These modifications made for a more efficient process in getting ready for the event, and this year's revenue was higher compared to last year's spring sale. Mary Ann Sandeen, the President of the Friends group, said, "Thank you to everyone who helped, shopped, or both!"
- More than a year ago, the library began to be involved in discussions to digitize and make searchable more than 85,000 pages of the Stillwater Gazette (1870-1926) and the Stillwater Messenger (1911-1926). The collective effort is called the Stillwater Area Historic Newspaper Initiative. Partners include the Stillwater Public Library, Stillwater Public Library Foundation, Stillwater Heritage Preservation Commission, and the Washington County Historical Society. Kudos to Matt Thueson of the Heritage Preservation Commission for championing this project. The first batch of 7,829 pages was uploaded on April 19 to the Minnesota Historical Society's Minnesota Digital Newspaper Hub at mnhs.org/newspapers/hub. Approximately 8,500 more pages will be digitized and added to the collection each month through January 2024. We're excited that so much history will be more easily accessible. A press release is forthcoming pending review by all the partners.
- The library's web address changed from stillwaterlibrary.org to library.stillwatermn.gov on April 26. The migration went smoothly due to the behind-the-scenes work of City IT staff and our web developer. Staff email addresses have also changed, but the previous email address extension will continue to work as well. For example, the email address for general inquiries is now splinfo@stillwatermn.gov instead of splinfo@ci.stillwater.mn.us.
- Staff visited Boutwells Landing on April 12 to give a presentation covering various aspects of the library. From history, budget and governance to collections, programs and services, a lot of information was shared with the appreciative audience.
- The hiring process was completed for a vacant Library Associate position in Information Services.
- A substitute Custodian resigned in mid-April, and the offboarding process was completed.
- At the library's request, former trustee Spike Carlsen volunteered his time to repair two wood table tops that had split.
- City crews cleaned up and removed the tree debris that resulted from the April 1 storm.
- The punch list of repairs stemming from the reroofing project were completed in April. The City's Facilities Manager completed a walkthrough with the contractor on May 1 to close out the project.
- Interior dry wall repairs and painting on three levels of the library that were not related to the reroofing project, but instead were the result of prior water damage due to other reasons and general wear and tear on the building, were completed in April. Other areas of need were identified for future work, either by maintenance staff or a contractor.
- A public notice was published in the Stillwater Gazette regarding the Library Board's meeting time change. This was done to fulfill the legal requirement to inform the public. The change was also mentioned to City Council in the director's report and is reflected on the City's calendar of meetings, and it will be communicated in other ways too.

Heads-Up

- The Library Foundation's Impact Report is being finalized and will be printed in May.
- The library will be closed on Monday, May 29 in observance of Memorial Day. The library will also be closed on Sundays from Memorial Day weekend through Labor Day weekend.

Near-Term Future Focus

- Budget and grants
- Advocacy Task Force
- Refining the signage proposal
- Recruitment for the grant-funded Youth Services position, Shelves, and an Event Prep Worker to help with the Summer Reading Program

Adult Programs

- **Book Clubs**
 - Romance Book Club: Four attendees discussed Romantic Comedies.
 - Connect through Books: One attendee joined the online discussion in April. Connect through Books will be on hiatus through the summer months and may return as a new book club in the fall.
 - Mystery Book Club: Ten attendees discussed their favorite reads from the past month.
- **Peonies in Tempura with Karen Chan:** Twenty-five attendees were inspired by peonies in April. Reference image used during class below.



- **Tech Help:** Six sessions were offered for 1:1 technology assistance with library associates. Library staff helped patrons with smart phones, laptops, and more.
- **Balanced Wellness Series: Super Foods for Super Seniors:** Ten attendees joined the first event in the new monthly wellness series for adults 55+. This series is presented by Liv 2 B Healthy and is scheduled for the 2nd Wednesday every month at 1pm.
- **NEA Big Read Events**
 - **NEA Big Read Discussions:** Two discussions were held, one on April 12 at the library and a second on April 27 at Family Means in Stillwater. Seventeen total attendees discussed aging, caregiving, and Roz Chast's book "Can't we talk about something more pleasant?".
 - **"Help! My Parents are getting older, what do I need to know?":** Family Means Educator Jenny West shared information about caring for aging parents. With sixteen attendees on Thursday, April 20.
 - **NEA Big Read Art Show:** The Library hosted a reception for the NEA Big Read Art Show on April 12. The art show featured work by aging and caregiving artists. Twenty-five attendees enjoyed meeting the artists. The event included live ukulele music and light refreshments.
 - **Photo Luminary or Pendant Craft:** Library staff hosted a "Make and Take" craft event to memorialize or celebrate a loved one. Thirteen attendees created pendants or luminaries using personal photos. Patron submitted images of pendants below.



Collection, Circulation, Displays, and Booklists

- Displays and booklists for the NEA Big Read selection, “Can’t we talk about something more pleasant?” by Roz Chast were available throughout the library and during events.

St. Croix Collection

- Former Library Associate Catherine returned as an SCC volunteer in April. Her first volunteer project will focus on the library’s history. She hopes to make an engaging and educational display for patrons to enjoy.

Reference Personnel

- New Library Associate Kaytee Estall joined the Stillwater Public Library team on April 24. Kaytee brings experience from Bayport Public Library, Dakota County Library, and Columbia Heights Library.

Report from the Youth Services Supervisor, Angela Petrie

April Children's Programs and Activities

- Two Special Guest Preschool Music and Movement (156)
- Seven Preschool Storytimes (402)
- Two Baby/Toddler Storytimes (107)
- One Building with Bricks LEGO Build (24)
- Exploring Poetry through Art with COMPAS (18)
- Family Bird Hike with the DNR (28)
- Circus Manduhai (86)
- Rainy Days Scavenger Hunt (485)
- Garden Center Family Discovery Room (3-month installation, March-May)

Upcoming Programs

- [Outdoor Play and Risk for parents and caregivers](#) with ECFE Family Educator – Tuesday, May 2
- [Music and Movement with Music Together in the Valley](#) – Wednesday, May 3
- [Make Your Own Corsage or Boutonniere for TEENS](#) – Saturday, May 6
- [Second Saturday Preschool Storytime](#) – Saturday, May 13
- [Building with Bricks \(LEGO Build\)](#) – Tuesday, May 16
- [TaikoArts Midwest – Japanese Drumming](#) – Thursday, May 18
- [Rainbow Felted Pin for Teens with Parcel Arts](#) – Thursday, June 8

Outreach / Community Engagement Programs and Visits

- Angie, Mark, Lori, and Sarah R. presented at Boutwell's. Angie talked about lesser-known audio formats for young readers, and programs, and offered a sneak peek at Owliver the summer ambassador.
- ECFE Earth Day Event Storytime at ECFE location (attendance estimate 150; see photos below)
- New Heights School – regular class visits to the Library continue – K-1 visits once a week; 2-5 visits every other week; middle school visits 2x per month; seniors on occasion. We continue to post Youth Services staff in the Children's Area during these visit times to facilitate as needed. Staff finalized the May end-of-year SRP promo visit with grades K-5 for May 23.
- Head Start (now located at New Heights) is still without staff or students though the space is ready for them.
- May end-of-year SRP promo visits with grade 3 are being finalized for Lily Lake, Stonebridge and Rutherford elementary schools (8 presentations total).

Collection

- The [Road to Decode collection](#) was expanded to include short chapter books and additional early reader titles. This brings the collection to 225 titles.
- [Wonderbooks](#) are coming to the Read Along collection. Similar in many ways to the [VOX books](#) introduced earlier this year, Wonderbooks include a learning feature that asks questions about the content which aids in the building of comprehension. There are more chapter books and nonfiction in this format. Additional VOX titles have been ordered as well. In total, once all are added to the catalog, the collection will contain 21 Wonderbooks and 28 VOX books. The cost for each runs between \$46-63/each. Funding for this unique collection is made possible with funding from the Friends of Stillwater Public Library.

Patron Feedback

- More messages of gratitude for the Discovery Room were submitted. Here are some highlights captured in April.
 - My daughter and I came in tonight as a special date night. She's 8 (almost 9, she'd like you to know!) so I thought she might be getting too old for the toys at the library. But you and your staff work so hard to keep things fresh that she had a great time. The discovery room is full of surprises at every turn. She practiced making change, used her pretending skills and played the eye spy game. We just wanted to thank you for being such a wonderful part of our community. We had a great date night and made memories together. We appreciate you and all the hard work you put into making the library so fun. Sara and Evalyn
 - The whole farmers market theme was brilliant. From planting and harvesting; to the garden center registers. Very interactive and educational.
 - We loved it all! I wish every library had this. We're visiting from St. Louis Park and this library beats them all. Clean, organized and so much fun!! Love the emphasis on how our veggies grow! Thank you!! Garden theme - he loved it ALL. Particularly the fan with the scarves and flowers.
 - We've loved coming monthly to see what new ideas have been brought to the library. My 3 1/2 year old thinks it's amazing that we have this library by our house! ♡
 - We loved the Garden center! We enjoyed planting and harvesting veggies, playing with the cash register, and looking in the eye spy garden.
 - Thank you so much for making the space so accessible and easy for kids to be in. Such a great resource for parents and grandparents!
 - Wonderfully creative space. We always enjoy visiting—we see something new every time!
 - You did an A+ job on activities at this library. It's truly wonderful.



Music Together in the Valley with Mr. Guthrie

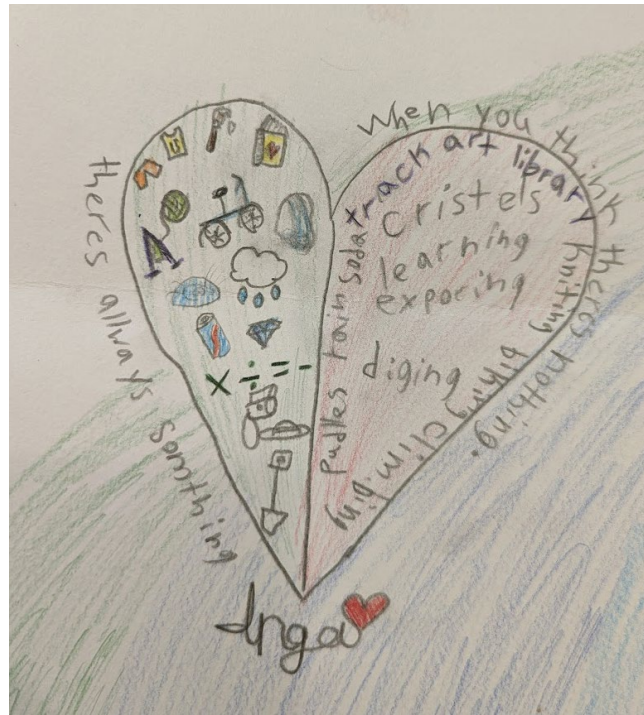


Family Bird Hike with Park Ranger Elizabeth

Circus Manduhai



Exploring Poetry through Art with COMPAS



ECFE Earth Day Event - Kim's Storytime



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Lockyear
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: Facilities Committee Meeting Notes May 1, 2023 Conference Room Present: Paula Hemer, Pat Lockyear, Ryan Mathre, Carrie Simon, Mark Troendle <ul style="list-style-type: none"> • Reviewed budget breakout of maintenance/repair & new development over past years. • Reviewed and discussed the 2022 – 2026 budgets. • Working on developing criteria for including projects in the CIP and how to put a structure and policy behind the planning process. <ul style="list-style-type: none"> ○ Mark to work on providing a recommendation for CIP to present to the board. ○ Committee to review prior to June to prioritize recommendation for the CIP. • Reviewed existing Facilities 101 presentation. <ul style="list-style-type: none"> ○ Committee to refresh the document for presentation in July to board meeting. <p>Next meeting</p> <ul style="list-style-type: none"> • June 2, 11AM • Agenda: <ul style="list-style-type: none"> ○ Review Mark’s recommendation ○ Finalize the CIP ○ Delegate who will present Facilities 101 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Task Force Report	
OWNER: Hansen, Simon	PRESENTER: Hansen, Simon
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>Library Advocacy Task Force April 17, 2023 Meeting Notes</p> <p>Present: Patricia Cowilder, Elaine Delavy, Judy Filipek, Keri Goeltl, Craig Hansen, Andy Kass, LeAnn Johnson, Kevin Sandstrom, Summer Seidenkranz, Carrie Simon, Mark Troendle</p> <p>Library Advocacy Subcommittee Presentation: Sustainability The April meeting of the Advocacy Task Force was focused on sustainability and the ongoing communication and coordination of advocacy efforts. Craig Hansen, Andy Kass, and Summer Seidenkranz presented and reviewed the following areas:</p> <ul style="list-style-type: none"> • Goals <ul style="list-style-type: none"> ▪ Create an effective, ongoing communication methodology for stakeholders (Friends, Foundation, Staff, Trustees) ▪ Recommend secure and accessible storage of advocacy documents ▪ Recommend a future-focused structure to ensure measurable and sustainable ongoing advocacy efforts • 9 Recommendations <ul style="list-style-type: none"> ▪ Standing advocacy committee ▪ Regular reporting to Board of actions taken and results ▪ Representative from each group (Friends, Foundation, Board, Community) on standing committee ▪ Recruit a speaker bureau of volunteers ▪ Focus on non-patrons, city council/mayor, and greater community ▪ Recommendations be volunteer-led with an established budget ▪ Combination of library staff and volunteer time devoted to advocacy; power of advocacy by volunteers ▪ Trustees provide timeline for future plan by September 2023 and report back to Tash Force <p>Sustainability Discussion Task Force members discussed the information presented and provided the following suggestions for consideration:</p> <ul style="list-style-type: none"> • Speaker Bureau: Trained volunteers that represent library to community groups (e.g. Lions Club, Rotary) or events (Summer Tuesdays, Art Fair). There may be different types of speeches and training for different types of events and audiences. Staff develop menu of content and directly train speaker volunteers or train the trainer. Grow opportunities for contact and engagement over time by proactively identifying possible groups/events and making connections. Consider a feedback loop for when a speaker goes out to talk – what was 	

communicated to audience, what was response, etc. Ask people what they'd like to see at the library.

- Annual Report: Suggestion to make annual report information more accessible and useable for volunteers and advocacy. Troendle noted that the staff is already thinking about this in terms of the strategic plan and making this more publicly oriented.
- Document Storage: Documents and communication between a standing advocacy committee should follow open meeting rules and city procedures. Need to determine what system (google drive or other options) to share information would work between the various stakeholders.
- Budget: Wise and targeted spending on advocacy will be needed. While city funds may be limited, it might be wise to spend money (possibly supplemental funds) if it will further purpose.
- Staffing: Combination of library staff and volunteers as appropriate to pursue advocacy. Volunteers may be a very powerful asset in advocating for library and may be more influential than staff with certain groups. Staff time will be needed as well (developing messaging).
- Metrics and Accountability: Should some metrics be set for activities, such as the number of speaking engagements? Should we then measure the effect of the efforts? For example, has the number of people who know about the library increased?
- Celebrating: The library's building will be 125 years old in 2027. Mark this occasion.

Prioritization of Outreach and Messaging Recommendations

The Sustainability group then asked the other subcommittees for their thoughts on prioritizing work product and what is most important. The Outreach group reviewed their list of ideas and identified 5 ways to build support (not in a particular order):

- **Inform and enlist the support of current patrons:** Ideas include contacting patrons via direct mail. Patrons send postcards to their council members thanking them for their support of the library. Obtaining personal testimonials and sharing them with council members. Messages should be thankful and cheery.
- **Legacy planning resources:** Offer programs and resources on general estate planning and legacy giving. Develop materials about giving estate gifts to the Foundation (make it a simple process). Develop brochures that highlight library services, which could include a general brochure or targeted to specific audiences.
- **One-on-one relationship building:** Offer something extra to new donors and new library card registrants. For seniors, consider hosting a senior event.
- **Concerted efforts to document stories of how the library has benefited people's lives.**
- **Interns to help with PR and marketing.**
- **Presence at local community events:** Consider expanding outreach, including non-staff presence at events like Chamber's Community Showcase or Summer Tuesdays.

Future Meeting Dates

Date	Time	Location	Group Presenting
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:

Sustainability Presentation
Outreach Subcommittee 4-14-2023

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Communications & Coordination Committee (aka Sustainability)

Goals:

- ▶ Creating an effective, ongoing communication methodology for stakeholders:
 - Foundation
 - Friends
 - Staff
 - Trustees

- ▶ Document Storage & accessibility recommendations
 - Security
 - Accessibility

- ▶ Future-focused structure that ensures ongoing advocacy efforts
 - Measurable
 - Sustainable

Actionable – Achievable – Sustainable

-The Task Force’s plan to contain action steps from all three groups that fits the model above. Each group should review and prioritize from their findings. Each priority presented to contain a measurable component and be a good fit for the whole.

Recommendations:

1. Creation of a standing Advocacy Committee with regular reporting to The Full Board of Trustees. This committee to oversee the measurement and actionability process.
2. Each report to produce a written summary of actions taken and results reviewed.
3. All review and ongoing advocacy efforts to be maintained in line with open meeting laws and current City practice.
4. A representative from each group (Community-Friends-Foundation) be chosen to participate with the standing committee so that all partners are represented and communication remains open.
5. The standing committee will recruit a speakers bureau group of volunteers to advocate for the library under the auspices of the Trustees.
6. Focus on non-patrons/city council and mayor/greater community. here are many programs and opportunities at the library, but the audience they currently target is an insular one.
7. These recommendations be volunteer led and have an established budget, with identified sources.
8. A combination of library staff and volunteer time be devoted to the advocacy effort. This is for two reasons: staff is busy, and advocacy by volunteer stakeholders is far more powerful.
9. Trustees provide a timeline for the future plan by September 2023 and report back to the Task Force members.

Request of the Sustainability Subcommittee:

As a part of our discussion/presentation on April 17th, the Sustainability committee would like the other committees to think ahead on prioritizing their work product. Not necessarily in a specific written, bulleted list, but to think about what is most important. We recognize there is a ton of outstanding work that's been created, and want to discuss together our rankings for the Trustees as we hand the task force's results in, and believe it makes sense for the other two groups to be prepared to discuss.

Important overarching concepts that we think will make a difference include capturing real stories of how the library has impacted an individual or family, and relationship building in the community. These two things build on each other. Also, through our actions, we can demonstrate the level of personalization here that differentiates us from larger libraries or other organizations/businesses. We're thankful that our supporters care and we acknowledge them. Finally, we recognize that advocacy efforts will take time, so patience and consistent effort is needed. If efforts in certain areas are successful, we can continue and expand on those. If they're not, we'll refocus.

The charge of the Outreach Subcommittee is to 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

Ways in which to build support (not ranked in any particular order) include:

1. Inform and enlist the support of current patrons

- a. Contact all local patrons via direct mail and hold slips in materials as a means to provide information. Messaging TBD. Change hold slip messaging regularly.
- b. Make available pre-addressed post cards (pre-addressed to council members) and provide information to help residents find their ward so they can easily thank their councilmember. Postage paid by supplemental funds.
- c. Consider pinpointing supporters within clusters, such as senior living facilities, and provide information so they know who their councilmember is and offer talking points/scripted templates so they can email, phone or send a letter of support to their councilmember.
- d. Messages should be simple, thankful and cheery.
- e. Another approach is to ask supporters to express their personalized testimonials using an online form, and then the library could package up all the responses and provide these to councilmembers and the city administrator at a specific time annually, such as during the budget cycle.
- f. If councilmembers hear from their constituents the library is valued, they are more likely to be receptive to at least consider additional support.

2. Legacy planning resources

- a. Offer informational programs and resources about estate planning in general so that it's not just about giving to the library.
- b. Develop and provide information (print, web, in-person) that specifically explain how to include the Library Foundation in estate planning. Make the process easy.
- c. Create general library brochures that highlight library services, plus mention how to donate. Distribute these to senior living facilities. Should they be geared toward a more general audience beyond seniors and used in other settings or do we have different versions depending on the audience?

3. One-to-one relationship building

- a. For donors who are new and/or contribute over a certain amount, offer something extra, such as:
 - i. One-on-one meeting with the SPLF executive director, library director, or board president.
 - ii. Library tour.
- b. New card registrants
 - i. Offer a library tour, which could occur that day, schedule out for a future time, or offer on a recurring, designated time on a monthly or quarterly basis. Identify pool of staff who could be called on to provide tours.
- c. For seniors, consider hosting a senior event or going to senior living facilities with teen volunteers who can help them with their tech devices. The library offers one-on-one tech help so this is a different approach to build goodwill with a specific segment of the population, and may help with legacy efforts indirectly.

4. Concerted effort to document stories of how the library has benefited people's lives

- a. These stories will provide impactful examples that can be shared in other ways – annual reports, conversations with councilmembers, articles in newspapers, social media posts.
- b. Process TBD, but could include reaching out to people we know, scheduling a day where people are invited to come in and share, creating an online form, etc.
- c. Also demonstrates we care enough to ask.

5. Interns to help with PR and/or marketing

- a. Interns would help with messaging.
- b. Recognize there is work for staff on the front end to recruit and onboard interns.

6. Presence at local community events

- a. Consider expanding outreach to make people aware of our services. Currently, staff have a presence at local farmer's market and Da Vinci Fest.
- b. Consider having non-staff presence at events such as the Chamber's Community Showcase or Rivertown Art Festival, or Summer Tuesdays, Lumberjack Days or the Washington County Fair. We recognize this can be labor intensive. Would need to simplify our approach and recruit volunteers. Is there enough of a ROI?

Stillwater Public Library Foundation
Board Meeting –March Meeting – Held 3/24/23.
Virtual and in person

Members Present: Shawn Glaser, Paige Hoyle, Dustin Moeller(virtual), Mark Troendle, Summer Seidenkranz, Roger Funk, Kevin Sandstrom

1. Approval of the Minutes – February meeting minutes were approved. Shawn made a motion to approve. Kevin seconded, approved unanimously.

2. Reports for the monthly meeting.
 - a. President – Summer Seidenkranz
The library had 2 task force meetings. 3rd meeting will be April 17 at 5pm.

 - b. Library Director - Mark
Approved more work on the library.

 - c. Treasurer – Dustin
Aquib is stepping down as treasurer. Motion was made by Shawn to reelect Dustin as treasurer. Motion was seconded by Kevin. Dustin was reelected unanimously.
Budget report was presented.
Kevin made a motion to approve the budget. Shawn seconded the motion. Budget was approved unanimously.

 - d. Governance – Kevin
Talked about advocacy and its value to SPLF..
Discussed conflict of interest form. Requested all get their signed form in to him.

 - e. Events and Marketing – Elaine Delavy (interim Executive Director)
Discussed LAS being more family friendly. Discussed reduced ticket prices.
Discussed event logistics for LAS.

 - f. Interim Executive Report – Elaine Delavy
Discussed how to make Foundation more visible and explain how the foundation supports the library.
Discussed timeline and requirements for hiring Executive Director.
Job description will be forthcoming.

5. Other Business – None

6. Adjournment – Kevin motioned to adjourn; Roger seconded. Motion passed unanimously. The meeting was adjourned at 9:50am.

Respectfully submitted,
Paige Hoyle, Secretary



Friends of the Stillwater Public Library

March 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, Mary Ann Sandeen, Tracy Salvati, Laurie Burns
--

Agenda

**Friends of the Stillwater Public Library Meeting:
Monday, March 13, 2023
Location: Conference Room
Time: 6:30pm**

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma sent us info (absent)
5. Other: Book Sale planning. All
6. Update: Mark sent us info (absent)

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, Feb. 13. 2023 meeting minutes for review
 - Minutes approved.

Treasurer's report Jan Kilkelly

2/1/2023 – 2/28/2023

**Opening Balance: \$64,074.55
Total Receipts: \$3,650.69
Total Disbursements: \$35.00
Ending Balance: \$67,690.24**

Membership report Gemma Lockrem

89 memberships

Topics:

- Friends sent a “Thank You” to the Coop for the ‘Round Up Opportunity’
- Discussed itemizing membership list
 - Individual
 - Family
 - Patron

- **Spring Booksale details**
 - Used book drive dates: Saturday April 22 from 10:30-3:00
 - 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

- Susie Daniels will be sending out the volunteer sign up mid March

Update: Mark Troendle:

In lieu of me attending, here’s a brief written report:

1. Pleased to report Stan Burns is the library board’s newest trustee.
2. As a result of the roofing project last fall, there are some interior punch list items to complete involving repainting and plaster repair on the upper level. As the roofer declined to complete the repairs, the City Facilities Manager has identified another contractor to complete the work. A timeline has not yet been determined, but the work will not impact the Friends spring book sale.
3. The library board president and Mark will briefly speak at the March 14 Stillwater Township annual meeting, before returning for the library board meeting, which will start at 7:30pm to accommodate the Township presentation.
4. The library will be closed on Sunday, April 9.
5. Starting on the second Wednesday of each month from April through December this year, a Balanced Wellness Series of topics will be offered to adults ages 55+. The classes will be in the Margaret Rivers Room at 1:00 PM, and will include 45 minutes of education, plus a 15-minute chair fitness class. The first session on April 12 is called “Super Foods for Super Seniors.”

Meeting Adjourn at 7:23 pm

Next meeting will be on: Monday, April 10, 2023

**Friends of the Stillwater Public Library
2023 Financial Reports**

Period:	3/1/23 <u>3/31/2023</u>	Year-to-Date <u>3/31/2023</u>
Opening Balance	\$ 67,690.24	\$ 64,496.55
Receipts:		
Memberships	\$ 20.00	\$ 210.00
Donations		\$ 3,255.69
Ongoing Book Sales	\$ 387.00	\$ 1,010.00
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales	\$30.00	\$ 45.00
Total Receipts	\$ 437.00	\$ 4,520.69
Disbursements:		
Grants to Library		\$ -
Sponsorships		\$ -
Memberships		\$ 35.00
Postage		\$ -
Printing & Supplies		\$ -
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ -	\$ 890.00
Ending Balance	\$ 68,127.24	\$ 68,127.24

Outstanding Grants Due to Library:

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

Other:

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

Total \$20,001.92

Stillwater Public Library 2023 Calendar

<p>January 1: Library Closed, New Year's Day 10: Trustee Meeting, 7:00 pm 16: Library Closed, MLK Day 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 7:00 pm 20: Library Closed, Presidents' Day 24: SPLF Board Meeting, 8:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: Presentation at Stillwater Township, 7:00 pm 14: Trustee Meeting, 7:30 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 9: Library Closed, Easter 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 7:00 pm 23-29: National Library Week 28: SPLF Board Meeting, 8:30 am TBD: Friends Used Book Sale</p> <ul style="list-style-type: none"> • NEA Big Read in the St. Croix Valley 	<p>May 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 26: SPLF Board Meeting, 8:30 am 28: Library Closed on Sundays for Summer 29: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2024 budget prep 	<p>June 12: Friends Meeting, 6:30 pm 13: Trustee Board Meeting, 5:30 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2024 budget discussions • Finance 101 • Advocacy Task Force recommendations
<p>July 4: Library Closed, Independence Day 11: Trustee Meeting, 5:30 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2024 operating budget due and 2024-2028 CIP due • Facilities 101 	<p>August 8: Trustee Meeting, 5:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 4: Library Closed, Labor Day 10: Sunday Hours Resume 11: Friends Meeting, 6:30 pm 12: Trustee Meeting, 5:30 pm 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Director evaluation: annual review • Request 2023 health insurance info • Negotiate labor contract with union if due (Executive Committee)
<p>October 9: Friends Meeting, 6:30 pm 9: Library Closed Until 2 PM for Staff Training Day 10: Trustee Meeting, 5:30 pm 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • We Are Water Exhibit • Implement board self-assessment survey every 2-3 years (last done in 2021) • Strategic Plan revision/update 	<p>November 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 23: Library Closed, Thanksgiving Day TBD: Friends Used Book Sale</p> <ul style="list-style-type: none"> • Report on self-assessment results • Adopt holidays for succeeding year 	<p>December 1: SPLF Board Meeting, 8:30 am 12: Trustee Meeting, 5:30 pm 23: Library Closed, Christmas Eve Eve 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed

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
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2023 Committee Rosters:

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

Updated 3/1/2023