

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, June 13, 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 May 9, 2023 Minutes +
 - b) Acknowledgement of Bills Paid in May +
 - c) May 2023 Budget Status Report +

Informational/Discussion (90 minutes)

- | | |
|---|----|
| 4. Trustee & Council Liaison Information Sharing | I+ |
| 5. Library Advocacy Task Force Recommendations | D+ |
| 6. Library Finances 101 | I+ |
| 7. 2024 Operating Budget Planning | D+ |
| 8. Criteria for Capital Improvement Budget Planning | D+ |

Decisional (15 minutes)

- | | |
|--|----|
| 9. Board Bylaws Revision | A+ |
| 10. Juneteenth and Veterans Day Holidays | A+ |

Reports (30 minutes)

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

14. Public Commentary

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

15. 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, June 12, 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
May 9, 2023
Minutes

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear thanked Weigman for coordinating the National Library Week basket for staff.

Lockyear mentioned that there is an upcoming Boards & Commissions training on Monday, June 12 at 6 PM at City Hall. Please RSVP to Nancy Manos.

Lockyear visited the Dodge City Library in Texas. She reported that the building is a large, open square in design and was very busy. Hollatz visited the Williamsburg Library. They had a large display of popular titles with the catchy phrase of "Did you miss any of these?" Collins visited the Library of Congress with his students on their trip to Washington, D.C.

Collins updated trustees on recent work before the council. Discussions include downtown parking fees and the development of a 10-year plan for capital repairs with the related impact on the levy.

Weigman noted that she worked at the Teen Lit Con on April 29, a conference where young people are able to share their excitement for reading and connect with Minnesota authors.

AGENDA ITEM 5: Funding of Additional 2023 Building & Grounds Projects

Troendle reported that \$100,000 was approved for repair projects for the building and grounds this year. As masonry repair to the two exterior walls on the terrace came in higher than originally expected and the library would like to sod a portion of the Fourth Street lawn area in preparation for summer reading, the library is projecting up to \$24,000 in additional funds are needed. Another option is to postpone the masonry repairs on the terrace until next year and to plant seed on the high-traffic areas this year.

**STILLWATER PUBLIC LIBRARY
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Minutes**

Motion to approve the release of up to \$24,000 to cover additional costs. Weigman moved. Mathre second.

Hansen commented that a lawn is a desert in many ways and encouraged the trustees to consider doing sustainable landscaping that is more friendly to pollinators in the future. He understands the need for lawn for seating for library programs, but he believes that the library could look at incorporating landscaping in the beds and along perimeters. Lockyear suggested that the boundary between the library and the church property may work well for self-sustaining, low maintenance native plants.

Panciera asked if there was an organization that would be interested in funding or doing the transformative work. Hansen indicated that there are grants to do this type of work. Simons suggested reaching out to Sustainable Stillwater to learn about their similar work at Browns Creek. Collins noted that there are grants available through the Middle St. Croix Watershed.

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

AGENDA ITEM 6: Director and Other Staff Reports

Troendle reported that a press release was sent to media outlets today for the recent launch of the historical newspaper digitization initiative. Thanks to Matt Thueson, a separate website launched at <https://www.stillwaterareahistoricnewspapers.org> and Facebook page at <https://www.facebook.com/StillwaterNewspapers>). These are other avenues to make people aware of the resources and gather more financial support.

Lockyear noted that it was nice to get the comments from parents about the Discovery Room. Mathre agreed. Kudos to staff.

AGENDA ITEM 7: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Facilities meeting notes are in the packet.
- c) Finance Committee: Did not meet. Meeting is scheduled for May 18 at 1:30 PM.
- d) Library Advocacy Task Force: Hansen reported that the sustainability committee presented in April. The next meeting is on May 22. The task force is preparing a final report for the trustees.

AGENDA ITEM 8: Foundation & Friends Report

Reports are in packet. Lockyear noted that she attended the Friends meeting. They had the best book sale that they ever had, making over \$5,100. It was done differently this year and while there are some kinks to work out, it was a successful sale. She shared the story about a local bookseller who found a valuable book at the sale and returned to the sale to make a financial donation to the Friends.

AGENDA ITEM 9: Public Commentary

No emails or public commentary.

STILLWATER PUBLIC LIBRARY
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AGENDA ITEM 10: Adjournment

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

Meeting adjourned at 6:02 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in May 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 May 2023 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of May:				
May 2023 (2023 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 20,283.66	\$ 6,923.42	\$ 2,038.31	\$ 29,245.39
Capital Expenditures	\$ 33,853.00	\$ -	\$ 7,120.00	\$ 40,973.00
Total	\$ 54,136.66	\$ 6,923.42	\$ 9,158.31	\$ 70,218.39
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: May 2, 2023 (\$55,256.96)</i></p> <ul style="list-style-type: none"> • \$13,853 was paid to A&K for interior punch list items for the 2022 roofing project. This will be funded with city funds allocated to the 2022 project. • \$27,120 was paid to A&K for masonry work. \$20,000 will be funded with 2023 city capital and the remaining with fund balance. • \$7,543 was paid to Xcel for gas and electric. • \$2,464 was paid to Levander, Gillen & Miller for attorney fees related to the roofing project. <p><i>Bill Resolution: May 16, 2023 (\$14,961.43)</i></p> <ul style="list-style-type: none"> • \$6,174 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$3,447 was paid to Baker & Taylor for summer reading reward books, funded by the Foundation. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 5/2/2023 Bill Resolution 5/16/2023 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
767	4/18/2023	A&K Construction	Capital - 2022 Roofing (#22-4231-934)	\$ 13,853.00	120-4230-5200-0000	C/O & Improvements
768	4/24/2023	A&K Construction	Capital - Bldg & Grounds 2023 (#23-4231-962)	\$ 27,120.00	120-4230-5200-0000	C/O & Improvements
1DHL-6VMV-FCDQ	4/15/2023	Amazon Business	Programs - JUV (HJA SRP)	\$ 83.31	232-4232-2407-0000	SPLF - Programs
1JJH-KFY6-DFCF	4/22/2023	Amazon Business	Materials - Adult Fiction	\$ 13.91	230-4230-2401-0000	Adult Books - Fiction
1JJH-KFY6-DFCF	4/22/2023	Amazon Business	Materials - Adult NonFiction (235 Prent)	\$ 18.98	235-4235-2101-0000	Library Donations Materials
1N7R-661R-CNX7	4/22/2023	Amazon Business	Materials - JUV	\$ 36.71	230-4230-2400-0000	Childrens Books
SS0420023	4/24/2023	Chan Karen	Programs- Adult (SPLF HJA)	\$ 400.00	232-4232-2407-0000	SPLF - Programs
20224008	4/25/2023	Huebsch Service	Towels & Rugs	\$ 229.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
20230214KL	2/14/2023	Lentz Kristin	Programs - JUV (SPLF Pelfrey)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
5022023	5/2/2023	Midwest Tape	Materials - Video (SJV)	\$ 412.97	230-4230-2408-0000	Film/Video
5022023	5/2/2023	Midwest Tape	Materials - Processing Fee	\$ 91.48	230-4230-3404-0000	Processing Fee
W23030559	4/13/2023	Office of MN IT Services	Phone - March	\$ 148.35	230-4231-3101-0000	Telephone
315	3/14/2023	Parcel Arts LLC	Programs - Adult (Friends)	\$ 803.00	229-4229-2407-0000	Friends - Programs
20230414SR	4/14/2023	Rosten Sarah	Programs - Adult (Friends) Staff Reimbursement	\$ 51.46	229-4229-2407-0000	Friends - Programs
48530126	4/11/2023	Scholastic Inc	Programs - JUV Reward Books (HJA SRP BP)	\$ 148.75	232-4232-2407-0000	SPLF - Programs
48561975	4/12/2023	Scholastic Inc	Programs - JUV Reward Books (HJA SRP)	\$ 85.25	232-4232-2407-0000	SPLF - Programs
48565258	4/13/2023	Scholastic Inc	Programs - JUV Reward Books (SPLF HJA) (SPL)	\$ 984.50	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 44,521.41		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
14664895	4/14/2023	Backgroundchecks.com	Employment Background Checks	\$ 72.30	230-4230-4099-0000	Miscellaneous Charges
29861	4/12/2023	Heritage Printing	Spring 2023 Newsletter (SPLF)	\$ 655.43	232-4232-4099-0000	SPLF - Miscellaneous Charges
37000E	3/31/2023	Levander, Gillen & Miller, P.A.	Attorney Fees	\$ 2,464.00	230-4230-3099-0000	Other Professional Services
825636514	4/25/2023	Xcel Energy	Gas	\$ 2,191.96	230-4231-3601-0000	Natural Gas
825636514	4/25/2023	Xcel Energy	Electric	\$ 5,351.86	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 10,735.55		
		GRAND TOTAL		\$ 55,256.96		

These bills are submitted and approved for payment.

Mark Troendle

05/02/2023

Mark Troendle, Library Director

Craig Hansen

05/02/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
709	4/30/2023	16 Wins	Website Maintenance - April	380.00	230-4230-3098-0000	Technology Support
10225018	4/30/2023	Access Corp	Shredding	178.46	230-4230-4099-0000	Miscellaneous Charges
1JNL-1XL1-1GVM	5/1/2023	Amazon Business	Materials - Juv Credit Memo	-5.50	230-4230-2400-0000	Childrens Books
1DFY-GX1D-1XK7	5/3/2023	Amazon Business	Materials - Processing	25.68	230-4230-3404-0000	Processing Fee
1TXL-1YQX-1HNR	5/3/2023	Amazon Business	Supplies	460.58	230-4230-2101-0000	General Supplies
1PFR-3KPM-1TD1	5/8/2023	Amazon Business	Programs - Adult (Friends)	26.72	229-4229-2407-0000	Friends - Programs
16JX-4RNL-CDYL	5/9/2023	Amazon Business	Programs - JUV (SPLF HJA EL)	27.97	232-4232-2407-0000	SPLF - Programs
2037501151	5/8/2023	Baker and Taylor	Programs - JUV SRP Reward Books (SPLF HJA BA)	516.30	232-4232-2407-0000	SPLF - Programs
2037501153	5/8/2023	Baker and Taylor	Programs - JUV SRP Reward Books (SPLF HJA ST)	2524.72	232-4232-2407-0000	SPLF - Programs
2037518858	5/8/2023	Baker and Taylor	Programs - JUV SRP Reward Books (SPLF HJA ST)	315.80	232-4232-2407-0000	SPLF - Programs
2037518887	5/8/2023	Baker and Taylor	Programs - JUV SRP Reward Books (SPLF HJA BA)	90.70	232-4232-2407-0000	SPLF - Programs
5162023	5/16/2023	Brodart Co	Materials - Adult Fiction (Friends Wils)	58.32	229-4229-2113-0000	Friends - Materials
5162023	5/16/2023	Brodart Co	Materials - Juv	1628.13	230-4230-2400-0000	Childrens Books
5162023	5/16/2023	Brodart Co	Materials - Adult Fiction	1957.97	230-4230-2401-0000	Adult Books - Fiction
5162023	5/16/2023	Brodart Co	Materials - Adult Nonfiction	1625.59	230-4230-2405-0000	Adult Books - Non Fiction
5162023	5/16/2023	Brodart Co	Materials - Processing	904.57	230-4230-3404-0000	Processing Fee
10286630	4/28/2023	Cole Papers	Supplies	499.98	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	4/30/2023	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
944880	4/28/2023	ECM Publishers	Public Notice Bd Meeting Time Change	34.00	230-4230-3400-0000	Printing and Publishing
11408	5/2/2023	HealthPartners Occupational Medicine	New Hire Drug Screen	116.00	230-4230-4099-0000	Miscellaneous Charges
05022023JH	5/2/2023	Jenny Hanlon Consulting	Programs - JUV (Friends)	125.00	229-4229-2407-0000	Friends - Programs
05082023MGH	5/8/2023	Madden Galanter Hansen LLP	Attorney Fees 4/1/2023 - 4/30/2023	840.00	230-4230-3099-0000	Other Professional Services
21451	4/25/2023	Menards	Supplies	24.96	230-4231-2102-0000	Janitorial Supplies
05032023MTV	5/3/2023	Music Together in the Valley	Programs - JUV (HJA)	200.00	232-4232-2407-0000	SPLF - Programs
3041865	4/29/2023	Per Mar Security Services	Security Monitoring 5/2023 - 8/2023	202.08	230-4231-3707-0000	Maintenance Agreements - Lib Plant
428057	5/5/2023	Playaway Products	Materials - Audio (SJAB - Friends)	954.83	229-4229-2113-0000	Friends - Materials
213595	4/28/2023	Washington County Library	Q1 Overdue Notices	196.79	230-4230-3102-0000	Postage
213596	4/28/2023	Washington County Library	Q1 WCL Lost/Damaged	27.94	230-0000-3880-0030	Lost/Damaged Fees
			INVOICES SUBTOTAL	\$ 13,994.79		
LIBRARY CREDIT CARD						
MU0152697418	4/6/2023	Advanced Graphics	Programs - Juv (SPLF HJA SRP)	176.95	232-4232-2407-0000	SPLF - Programs
FFEBD208-0003	4/17/2023	Docsketch	Document signing application for bill resolution and d	96.00	230-4230-3098-0000	Technology Support
2080386 230411	4/11/2023	Dream Host	Website Hosting	19.95	230-4230-3098-0000	Technology Support
399164336	3/30/2023	Lakeshore Learning Materials	Children's Room Equipment	494.84	232-4232-2302-0000	SPLF - Minor Equipment
425513431	3/30/2023	Lakeshore Learning Materials	Children's Room Equipment	178.90	232-4232-2302-0000	SPLF - Minor Equipment
			CREDIT CARD SUBTOTAL	\$ 966.64		
SPECIAL BILL PAYOUTS						
None						
			SPECIAL BILL PAYOUT SUBTOTAL	\$ -		
GRAND TOTAL				\$ 14,961.43		

These bills are submitted and approved for payment.

Mark Troendle 05/16/2023

Mark Troendle, Library Director

Craig Hansen 05/16/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: May 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 – May 31, 2023.</p> <p>120 Funds – Capital: The original capital budget for 2023 was \$100,000 (consisting of city capital of \$20,000, \$40,000 from fund balance, and \$40,000 from supplemental funds). In March, an additional \$40,000 in fund balance was approved for potential capital expenditure. In May, another \$24,000 in fund balance expenditure was approved for potential capital expenditure, bringing the total capital budget to \$164,000. \$54,826 has been expended to date.</p> <ul style="list-style-type: none"> • \$27,706 is for interior painting and repairs as part of the city capital outlay for the 2022 roofing project and should be covered with rolled 2022 funds. • \$27,120 is for masonry. \$20,000 was funded by city capital. The remaining \$7,120 will be expended from fund balance. Additional masonry bills of \$77,650 are expected and will be expended from fund balance. • For the 2023 budget, \$40,000 is planned for signage, which is fully funded by a Foundation grant request. <p>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.</p> <p>230-4230 Funds – Operating Expenditures: Personnel Services: Personnel expenditures total \$444,521 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. \$16,714 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. \$9,914 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. \$728 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$50,483 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. \$4,495 has been expended to date.

Plant – Services and Charges: The plant services and charges budget is \$125,655. \$34,115 has been expended to date. Energy costs are at \$27,882 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 \$1,679 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 \$104,000 has been approved to date from fund balance reserves for masonry and other building/grounds repairs.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2023 May Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 6/7/2023 - 2:16 PM
 Period: 1 to 5, 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	54,826.00	54,826.00	45,174.00	0.00	45,174.00	45.17
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	54,826.00	54,826.00	45,174.00	0.00	45,174.00	45.17
	Expense Sub Totals:	100,000.00	54,826.00	54,826.00	45,174.00	0.00	45,174.00	45.17
	Dept 4230 Sub Totals:	100,000.00	54,826.00	54,826.00	45,174.00	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: 6/7/2023 - 2:18 PM
 Period: 1 to 5, 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	647.50	647.50	1,052.50	0.00	1,052.50	61.91
230-0000-3520-0100	Copier/Printer Sales	3,500.00	1,957.50	1,957.50	1,542.50	0.00	1,542.50	44.07
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	5.00	5.00	195.00	0.00	195.00	97.50
	R25 Sub Totals:	5,900.00	2,610.00	2,610.00	3,290.00	0.00	3,290.00	55.76
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	245.00	245.00	1,255.00	0.00	1,255.00	83.67
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	86.00	86.00	1,914.00	0.00	1,914.00	95.70
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	391.00	391.00	22,196.00	0.00	22,196.00	98.27
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	503,060.00	503,060.00	1,025,604.00	0.00	1,025,604.00	67.09
	Dept 0000 Sub Totals:	-1,528,664.00	-503,060.00	-503,060.00	-1,025,604.00	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	224,199.50	86,834.42	86,834.42	137,365.08	0.00	137,365.08	61.27
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	8,097.98	8,097.98	-8,097.98	0.00	-8,097.98	0.00
230-4230-1113-0000	Vacation Pay	0.00	13,627.34	13,627.34	-13,627.34	0.00	-13,627.34	0.00
230-4230-1200-0000	Part Time Salaries	653,655.89	248,316.27	248,316.27	405,339.62	0.00	405,339.62	62.01
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	25,466.26	25,466.26	40,373.24	0.00	40,373.24	61.32
230-4230-1420-0000	FICA/Medicare	67,156.61	27,255.18	27,255.18	39,901.43	0.00	39,901.43	59.42
230-4230-1500-0000	Hospital / Medical	88,458.96	33,139.03	33,139.03	55,319.93	0.00	55,319.93	62.54
230-4230-1520-0000	Dental Insurance	4,294.80	1,464.58	1,464.58	2,830.22	0.00	2,830.22	65.90
230-4230-1540-0000	Life Insurance	769.00	227.14	227.14	541.86	0.00	541.86	70.46
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	444,521.16	444,521.16	677,020.10	0.00	677,020.10	60.37
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	3,000.00	1,053.69	1,053.69	1,946.31	0.00	1,946.31	64.88
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	6,056.04	6,056.04	8,443.96	0.00	8,443.96	58.23
230-4230-2401-0000	Adult Books - Fiction	15,500.00	4,430.43	4,430.43	11,069.57	0.00	11,069.57	71.42
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	4,597.96	4,597.96	6,102.04	0.00	6,102.04	57.03
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	412.97	412.97	5,087.03	0.00	5,087.03	92.49
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	654.24	654.24	845.76	0.00	845.76	56.38
	E10 Sub Totals:	88,600.00	20,855.86	20,855.86	67,744.14	0.00	67,744.14	76.46
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	9,500.00	3,872.20	3,872.20	5,627.80	0.00	5,627.80	59.24
230-4230-3099-0000	Other Professional Services	5,000.00	3,364.00	3,364.00	1,636.00	0.00	1,636.00	32.72
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	34.00	34.00	466.00	0.00	466.00	93.20
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	1,885.83	1,885.83	9,114.17	0.00	9,114.17	82.86
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	98.93	98.93	101.07	0.00	101.07	50.54
	E15 Sub Totals:	58,195.00	9,914.79	9,914.79	48,280.21	0.00	48,280.21	82.96

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	498.20	498.20	1,501.80	0.00	1,501.80	75.09
	E20 Sub Totals:	3,035.94	728.20	728.20	2,307.74	0.00	2,307.74	76.01
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	476,020.01	476,020.01	795,352.19	0.00	795,352.19	62.56
	Dept 230-4231							
	Dept 4230 Sub Totals:	1,271,372.20	476,020.01	476,020.01	795,352.19	0.00		
E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	69,836.50	27,843.21	27,843.21	41,993.29	0.00	41,993.29	60.13
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	804.64	804.64	-804.64	0.00	-804.64	0.00
230-4231-1113-0000	Vacation Pay	0.00	921.07	921.07	-921.07	0.00	-921.07	0.00
230-4231-1200-0000	Part Time Salaries	27,388.45	9,882.42	9,882.42	17,506.03	0.00	17,506.03	63.92
230-4231-1410-0000	PERA	7,234.50	2,911.79	2,911.79	4,322.71	0.00	4,322.71	59.75
230-4231-1420-0000	FICA/Medicare	7,437.71	3,062.83	3,062.83	4,374.88	0.00	4,374.88	58.82
230-4231-1500-0000	Hospital / Medical	11,518.44	4,810.73	4,810.73	6,707.71	0.00	6,707.71	58.23
230-4231-1520-0000	Dental Insurance	505.20	210.50	210.50	294.70	0.00	294.70	58.33
230-4231-1540-0000	Life Insurance	116.00	36.00	36.00	80.00	0.00	80.00	68.97
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	50,483.19	50,483.19	73,553.61	0.00	73,553.61	59.30
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	2,632.40	2,632.40	1,367.60	0.00	1,367.60	34.19
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	4,495.09	4,495.09	2,004.91	0.00	2,004.91	30.84
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	445.05	445.05	1,254.95	0.00	1,254.95	73.82
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	15,821.54	15,821.54	32,178.46	0.00	32,178.46	67.04

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-3601-0000	Natural Gas	21,000.00	12,060.52	12,060.52	8,939.48	0.00	8,939.48	42.57
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	5,387.44	5,387.44	4,612.56	0.00	4,612.56	46.13
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	34,115.37	34,115.37	91,539.63	0.00	91,539.63	72.85
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,679.36	1,679.36	-579.36	0.00	-579.36	0.00
	E20 Sub Totals:	1,100.00	1,679.36	1,679.36	-579.36	0.00	-579.36	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	90,773.01	90,773.01	206,518.79	0.00	206,518.79	69.47
	Dept 4231 Sub Totals:	297,291.80	90,773.01	90,773.01	206,518.79	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	503,060.00	503,060.00	1,025,604.00	0.00	1,025,604.00	67.09
	Fund Expense Sub Totals:	1,568,664.00	566,793.02	566,793.02	1,001,870.98	0.00	1,001,870.98	63.87
	Fund 230 Sub Totals:	40,000.00	63,733.02	63,733.02	-23,733.02	0.00		

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>5/30/2023: On behalf of Craig and Pat, Mark shared an article about how Illinois is taking a legislative approach in support of libraries and intellectual freedom. https://www.theguardian.com/us-news/2023/may/30/illinois-book-bans-bill-libraries-schools?CMP=Share_iOSApp_Other</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?:	



ATTENTION

All City of Stillwater Boards and Commission members are invited to attend a training on

Monday, June 12, 2023

6 PM

at City Hall
Council Chambers

Presenter: Kori Land, City Attorney

****Attendance required if you have not had training in the past two years****
All others feel free to attend for a refresher on the rules.

DETAILS:

Time:	6 PM – 7 PM	7 PM – 9 PM
Attendees:	All Boards & Commissions	Heritage Preservation Commission & Planning Commission
Topics:	Conduct of Meetings Conflicts of Interest Data Practices Act/Social Media	Municipal Planning/Zoning Public Hearings

RSVP to Nancy Manos at nmanos@ci.stillwater.mn.us or 651-430-8803.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Task Force Recommendations	
OWNER: Hansen, Simon	PRESENTER: Hansen, Simon
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The Stillwater Library Advocacy Task Force resulted from a workshop held in Summer 2022. That workshop generated a considerable body of information and recommendations regarding enhancing library advocacy. One outcome was the creation of the Advocacy Task Force. The purpose of the task force was to analyze the results of the workshop and put forward actionable recommendations to the Board of Trustees. The Advocacy Task Force consisted of two trustees, two library staff members, two members of the community, and two representatives each from the Library Foundation and the Friends of the Library.</p> <p>The Board of Trustees identified three main areas in the charge given to the task force:</p> <ul style="list-style-type: none"> • Messaging: what are the messages the library should convey as part of its advocacy efforts? • Outreach: who are the target audiences for library advocacy? • Sustainability: how can we make advocacy efforts clear, measurable, and sustainable over time? <p>To this end, the task force divided into three subcommittees, with each subcommittee addressing one of these target areas. Subcommittees reviewed the results of the summer workshop and then generated more additional detailed content. This content expanded the workshop results and suggested actions to move these efforts forward. Each subcommittee presented their results to the task force. During those meetings, the task force had opportunities to discuss the work of the subcommittee and suggest revisions.</p> <p>The task force combined these subcommittee reports into an overall recommendation for the Board of Trustees. The attached presentation and RACI chart are the results of that effort.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 1. Task Force Charge 2. Action Plan 3. RACI Chart	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Library Advocacy Task Force

Advocacy Goal: To inform Stillwater Public Library users, city leaders and the community as a whole about library services and their value by:

- Building an affirmative case for sustaining and increasing support for the library and
- Coordinating the advocacy efforts of key stakeholder groups: the Library Foundation, Friends of the Library, staff and trustees.

Formation of a Library Advocacy Task Force:

- To develop a plan of action to be presented to the Board of Trustees six months after the first Task Force meeting.
- Membership will include up to: two library trustees, two library staff members, two SPL Foundation members, two Friends of the Stillwater Library members, and two community members.
- The group will review the Advocacy Workshop Summary for helpful background information and
- May use the continued services of Lisa Winkler, advocacy consultant, per terms of her contract.

Charge of the Task Force:

- Messaging
 - Refine Key Messages as identified in workshop summary and share with stakeholder groups
 - Gather important library data to assist library advocates in community conversations
 - Create sample elevator speeches
 - Prepare a list of specific opportunities to showcase the library and engage community members
- 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

- Communication and Coordination
 - Suggest a method for effective, ongoing communication among four key stakeholder groups (Foundation, Friends, staff, trustees)
 - Recommend a place/method to store advocacy documents. Consider document security and methods of access for advocates
 - Recommend a structure to manage ongoing advocacy efforts after the Task Force sunsets

Recommended Proposal

Stillwater Public Library Advocacy Action Plan

Advocacy Task Force
January – June 2023

Committee Members

	Messaging Subcommittee
Carrie Simon	Board of Trustees
Keri Goeltl	Library Staff
Judy Filipek	Friends of the Library

	Sustainability Subcommittee
Craig Hansen	Board of Trustees
Andy Kass	Community Member
Summer Seidenkranz	Library Foundation

	Outreach Subcommittee
Mark Troendle	Library Staff
Patricia Cowilder	Friends of the Library
LeAnn Johnson	Community Member
Kevin Sandstrom	Library Foundation
Elaine Delavy	Library Foundation

Committee Co-Chairs: Carrie Simon & Craig Hansen

Project Summary

The Stillwater Library Advocacy Task Force resulted from a workshop held in Summer 2022. That workshop, which took place over two evenings, generated a considerable body of information and recommendations regarding enhancing library advocacy. One outcome was the creation of the Advocacy Task Force. The purpose of the task force was to analyze the results of the workshop and put forward actionable recommendations to the Board of Trustees. The Advocacy Task Force consisted of two trustees, two members of the community, and two representatives each from the Library Foundation and the Friends of the Library. Mark Troendle and Keri Goeltl represented library staff on the task force.

The Board of Trustees identified three main areas in the charge given to the task force:

- Messaging: what are the messages the library should convey as part of its advocacy efforts?
- Outreach: who are the target audiences for library advocacy?
- Sustainability: how can we make advocacy efforts clear, measurable, and sustainable over time?

To this end, the task force divided into three subcommittees, with each subcommittee addressing one of these target areas. Subcommittees reviewed the results of the summer workshop and then generated more additional detailed content. This content expanded the workshop results and suggested actions to move these efforts forward. Each subcommittee presented their results to the task force. During those meetings, the task force had opportunities to discuss the work of the subcommittee and suggest revisions. Organizing the task force into subcommittees allowed us to develop specialists in each of the areas and use the experiences and skills of the task force members to our best advantage. Each subcommittee put in considerable time in creating their reports and recommendations.

In April, we began the process of combining these subcommittee reports into an overall recommendation for the Board of Trustees. This presentation and the RACI spreadsheet are the results of that effort.

Here are several important that task force wants to pass along:

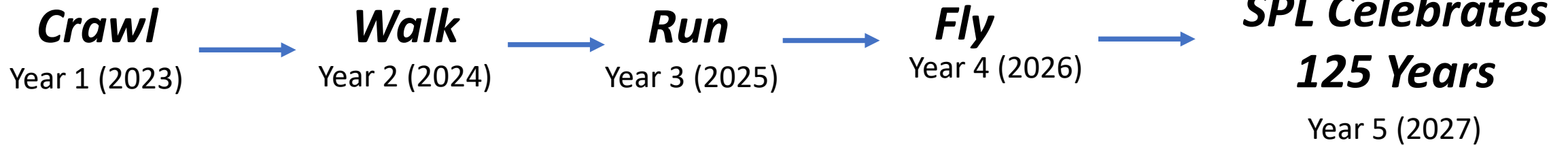
Project Summary (cont.)

- The first is that the creation of a standing advocacy committee is essential. The key to sustainability and an organized overall effort lives with the work of this committee. The advocacy committee can work with the many possible action items and recommendations generated by the task force to set priorities for each year. The members of the task force do not expect every action that we suggest be taken. Rather, we would prefer to see this as a thoughtful process that results from whatever conditions or challenges affect the advocacy effort, or the library itself, at any given time. The mission is ongoing coordination and alignment with community members and representatives of our supporting nonprofit organizations. We really need all of those who support the library to tell a similar story. And we need to work in tandem with the Friends of the Library and the Library Foundation to help each other. Thus, a coordinating standing advocacy committee that consists of more than trustees is integral to any successful advocacy actions.
- The second observation is that success of this project involves cultural change for both the library and the Board of Trustees. We have been a largely internally focused organization. Our outreach has primarily been to people who are already library users. The focus of the Board of Trustees has been primarily on library operations and policies. If we want to equip our library for a prosperous future and persevere in the face of the challenges that currently exist for libraries or may come to exist for libraries, we need to grow the support of our community. The purpose of advocacy is to raise the visibility and long-term affinity of the library to our city and our city's government. Advocacy is not about fundraising, although that can be a desirable outcome. Advocacy should communicate the many benefits the library brings to our community and generally increase awareness. Success here largely depends on measuring the outcomes of advocacy. This is another essential task for the advocacy committee. This committee should review and evaluate advocacy efforts for efficacy each year.
- Finally, the Advocacy Task Force wanted to be mindful about overburdening the library staff. It will be important to work with library staff to make sure advocacy efforts are accurate, aligned, and well-informed, however we believe the bulk of responsibility of this project's scope of work should fall on volunteers and the Advocacy Committee to avoid extending staff beyond their day-to-day responsibilities. In many ways, volunteers speaking on behalf of the library will be very compelling to an audience as they will be showcasing their passion and commitment. Of course, any volunteer representing the library in any capacity should be adequately prepared and trained. This is also a responsibility for the advocacy committee.

Overall, between the summer workshop and the work of the Advocacy Task Force, hundreds of hours have been put into the effort of identifying, structuring, and actioning library advocacy. The volunteers on the task force were generous to lend their time, expertise and have been selfless in their commitment to this project. We want to honor this work with a future of coordinated library advocacy, so that we can lead and steer the story and narrative about the true benefits of the Stillwater Public Library.

Recommended Implementation Plan

We recommend a phased, Crawl, Walk, Run, approach to implement the list of tactics found in the RACI. This strategy will help evolve the library by prioritizing objectives and making decisive, sustainable steps toward achieving our goal of growing advocacy.



Stillwater Public Library						
Library Advocacy Task Force: RACI						
5/25/23						
R= Responsible, A= Accountable, C= Consulted, I= Informed						
Item	Color Key:			Outreach		Recommended Timeframe
	Board of Trustees	Advocacy Committee	Library Foundation	Library Friends of the Library	Library Staff	
Build Advocacy Framework						
Create standing Advocacy Committee. Recruit representatives from Board, Friends, Foundation, Community and Staff.	R	N/A	C	C	C	2023- Q3
Review recommendations, timeline, and roles/responsibilities for advocacy plan. Modify as needed. Identify budget and allocate budget. Report back to Task Force members.	R	C	I	I	I	2023- Q3
Determine key performance indicators and metrics.	A	R	C	C	C	2023- Q3
Make needed revisions to Polco surveys (June and/or November) to help track and measure longitudinal changes in perception of library.	C	R	I	I	R	2023
Implement system for storing advocacy documents and communicating information across committee representatives and their parent groups (e.g. Google Drive).	C	R	I	I	C	2023- Q3
Report back regularly to Board of Trustees and stakeholders on advocacy updates.	I	R	I	I	I	2023- Q3 & Ongoing
Partner and Engage Current Patrons in Advocacy						
Test possible taglines and key messages with patrons using flip charts (i.e. Use your favorite message or jot down some feedback).	A	R	I	I	C	2023- Q3
Create postcards for patrons to send to council members. Provide council address labels and word maps/lookups.	A	R	I	I	C	2023
Connect with patrons and recruit to send postcards to council members. Have postcards also available at desk and programs for patrons.	A	R	I	I	C	2023
Create marketing materials and insert into patron holds.	A	R	I	I	C	2024
Submit personal testimonials through online form and send to council members.	A	R	C	C	C	2024
Update checkout receipts to show cost savings of materials physically borrowed from library. Note: If technology allows this, current system can only accommodate this at desk. Cannot print on self-check receipts.	A	R	I	I	R	2026

(refer to full RACI spreadsheet)

Next Steps

- Board of Trustees reviews all Advocacy Task Force documents and information.
- Trustees provide a timeline for the future plan by September 2023 and report back to the Task Force members.

Messaging

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

– Andrew Carnegie

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

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

Overview

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

Audiences

People who come in:

Adults

Teens

Kids

Audiences to message to:

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

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

Different Ways Audiences Consume Info



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

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

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

Summary of Key Messages

Our library is . . .

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

Key Messages

Key Theme: Libraries are essential for thriving communities

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

Proof points:

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

Supporting stats:

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

Key Messages

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

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

Proof points:

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

Key Messages

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

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

Possible tag lines:

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

Proof points:

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

Key Messages

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

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

Proof points:

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

Key Messages

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

Key Message: An essential partner in education.

Proof points:

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

*High opportunity to share & connect stories

Patron Story:

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

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

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

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

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

~ Helen, Library Patron and Foundation Donor

Key Messages

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

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

Proof points:

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

*High opportunity to share & connect stories

Sample Scenarios for Elevator Pitches

Talking with educators:

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



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

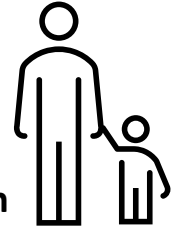
OR

The library . . .

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

Talking with parents, grandparents, and caregivers:

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



The library . . .

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

Sample Scenarios for Elevator Pitches



Talking with job seekers:

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

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



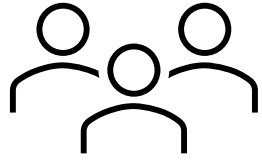
Talking with working professionals:

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

The library . . .

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

Sample Scenarios for Elevator Pitches



Talking with seniors:

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

The library ...

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

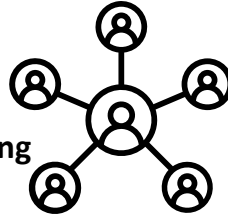
Sample Scenarios for Elevator Pitches

Talking with a nonprofit or local community service organization:

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

The library . . .

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



Talking with City Council and community leaders:

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

The library . . .

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



Content Pillars

Heart of Community

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

Bridge from Past to Future

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

Books and Beyond

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

Programs

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

Education

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

Library as Office

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

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

Pressure Testing Messaging

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

How Do We Measure Success?

Are audiences informed about library services? Do they understand their value?

Metrics:

Informed About Services

- Traditional library measures: visits, circulation, cardholders, new cardholders, program attendance, report on volunteer hours

Understand Their Value

- What do we/can we measure now and consistently in the future?
- Surveys 2x year (June & Nov) email POLCO survey
 - In person survey in library
 - Community outreach events – Farmers Market, DaVinci Fest
 - Would you agree with the statement? Strongly agree to disagree options.
 - Do you share information about the library? Possibly a range from all of the time to never.
 - Do you feel informed about library happenings? How do you want to be informed?

Additional Materials

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

Outreach



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

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

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

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

#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

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. Internal-Facing Resources (existing patrons and supporters):
 - 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 booth/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.

- f. Put bookmarks or flyers promoting SPL directly into reserved materials on the hold shelves.
- g. 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. External-Facing Opportunities (reaching non-library users):

- 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.

- 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 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 FamilyMeans, Greater Stillwater Chamber of Commerce, Lakeview Health Foundation, St. Croix Valley Foundation, Stillwater Sunrise Rotary Club, and 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. City Council and Administration:

- 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. Funders:

- 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.

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](#)

Sustainability

Goals:

- ▶ Creating an effective, ongoing communication methodology for stakeholders:
 - Foundation (1)
 - Friends (1)
 - Public (1)
 - Trustees (3)
- ▶ 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 (Friends, Foundation, Public, Trustees) 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. Train them in elevator speeches too. (Rotary, Lions Club, Women's reading club, etc.)
6. Focus on non-patrons/city council and mayor/greater community. There 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.

Additional Materials

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

Thank you.

Stillwater Public Library

Library Advocacy Task Force: RACI

6/6/2023

R= Responsible, A = Accountable, C = Consulted, I = Informed

Color Key:

Sustainability	Messaging	Outreach
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Item	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Recommended Timeframe
Build Advocacy Framework						
Create standing Advocacy Committee. Recruit representatives from Board, Friends, Foundation, Community and Staff.	R	N/A	C	C	C	2023: Q3
Review recommendations, timeline, and roles/responsibilities for advocacy plan. Modify as needed. Identify budget and allocate budget. Report back to Task Force members.	R	C	I	I	I	2023: Q3
Determine key performance indicators and metrics.	A	R	C	C	C	2023: Q3
Make needed revisions to Polco surveys (June and/or November) to help track and measure longitudinal changes in perception of library.	C	R	I	I	R	2023
Implement system for storing advocacy documents and communicating information across committee representatives and their parent groups (e.g. Google Drive).	C	R	I	I	C	2023: Q3
Report back regularly to Board of Trustees and stakeholders on advocacy progress.	I	R	I	I	I	2023: Q3 & Ongoing
Inform and Engage Current Patrons in Advocacy						
Test possible taglines and key messages with patrons using flip charts (i.e. star your favorite message or jot down some feedback).	A	R	I	I	C	2023: Q3
Create postcards for patrons to send to council members. Provide council address labels and ward map/lookup.	A	R	I	I	C	2023
Connect with patrons and recruit to send postcards to council members. Have postcards also available at desk and programs for patrons.	A	R	I	I	C	2023
Create marketing materials and insert into patron holds.	A	R	I	I	C	2024
Solicit personal testimonials through online form and send to council members.	A	R	C	C	C	2024
Update checkout receipts to show cost savings of materials physically borrowed from library. Note: If technology allows this. Current system can only accommodate this at desk. Cannot print on self-check receipts.	A	R	I	I	R	2026

Item	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Recommended Timeframe
Create/order "I love the library" swag, such as t-shirts, yard signs. Consider using this messaging for a selfie corner or props to encourage social media posts. Must be supplementally funded.	A	R	C	C	C	2023
Use swag to incentivize participation in library's ongoing communication channels (i.e. sign up for newsletter or like us on FB or respond to an Instagram post and be entered into drawing for swag).	A	R	I	I	R	2024
Recruit volunteers for a speakers bureau to represent library to community groups and at community events.	A	R	C	C	C	2024
Create speaking materials and handouts for speakers bureau volunteers. Train the speakers or train the trainer.	A	R	C	C	C	2024
Identify, solicit and manage opportunities for speaker engagements.	A	R	I	I	C	2024
Create a SPL Little Free Library-like structure on 4th Street with Community Design Contest. Holds materials from the library about what's happening/upcoming at the library.	A	R	C	C	C	2025
Develop Legacy Planning & Fundraising Resources						
Offer informational programs and resources about estate planning.	I	I	R	I	C	2024
Develop web, print, and social media materials that specifically explain how to include the Library Foundation in estate process. Prioritize developing web content first. Then, advertise the link in other ways.	I	C	R	C	C	2024: Q1
Create library brochures highlighting library services, plus include how to donate. Consider a general version and tailored versions for different audiences (seniors).	I	C	R	C	R	2024
Distribute brochures and legacy information to senior living facilities and groups.	I	R	R	I	I	2024
Build One-to-One Relationships						
Offer new donors or those who contribute over a certain amount a one-on-one meeting or tour with the Foundation Director or Library Director.	I	I	R	I	C	2024
Offer library tours.	I	R	C	C	C	2024
Offer a "Welcome to the library" pack to new card registrants, possibly including library brochure of services, calendar of events, choice of 1 free book from Friends Book Sale, Foundation bookmark, etc.	A	R	C	C	C	2024
Host small group library tour or individual tours for mayor, council liaison, and city administrator.	A	R	C	C	C	2024

Item	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Recommended Timeframe
Forge a closer relationship with other businesses that may be a good fit (River Market, Len's, Sustainability Council, ECFE, Ivy Club).	A	R	C	C	C	2025
Host 125th Anniversary celebration of the building at the library. Distinctive branding opportunity for swag, such as book bags.	A	R	C	C	C	2027
Create more intergenerational outreach opportunities for lifelong learning and buiding community (e.g., students and seniors learning from each other here).	I	C	R	C	C	2025
Document and Share Library Stories						
Hold a community story day/week for people to come in and share stories. Capture story via text, photo, video.	A	R	C	C	C	2024
Obtain stories via online forms.	I	R	C	C	R	2024
Hold community listening sessions to seek community feedback.	I	R	C	C	C	2024
Update and refine key messaging with community stories.	I	R	C	C	R	2024
Share stories in print, web and social media communications.	I	R	C	C	R	2024
Expand Presence at Local Community Events						
Continue attendance at Farmer's Market and DaVinci Fest.	I	R	I	I	R	Ongoing
Have non-staff presence at Summer Tuesdays.	I	R	I	I	C	2023: Q3
Have non-staff presence in Lumberjack Days parade.	I	R	I	I	C	2023: Q3
Have non-staff presence at Rivertown Art Festival.	I	R	I	I	C	2024: Q3
Consider non-staff presence at Food Truck Extravaganza.	I	R	I	I	C	2025: Q2
Have non-staff presence at Washington County Fair.	I	R	I	I	C	2025: Q2
Post about outreach events on library's social media (FB & IG).	I	R	I	I	R	2023: Q3
Hire Interns to Help with Messaging, Outreach and						
Determine project work for interns with defined scope and timeframe (e.g. Community Story Day/Week Intern).	I	R	C	C	R	2024: Q1
Determine intern and project budget.	I	C	I	I	R	2024: Q1
Recruit and hire intern.	I	C	I	I	R	2024: Q2
Manage intern.	I	C	I	I	R	2024: Q3
Recruit student to do library photo shoot to refresh photo library.	I	R	C	C	R	2025
R (RESPONSIBLE) TOTALS	R: 2	R: 36	R: 6	R:0	R: 14	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Finances 101	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Goeltl, Business & Communications Manager
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The presentation is meant to provide board members with an overview of the library’s financial picture, including both city and supplemental fund revenues and expenditures. The presentation will focus on the following areas: <ul style="list-style-type: none"> • Historical review of operating support and expenditures • Snapshot of the library’s most recently completed fiscal year • Historical capital support • Friends and Foundation support • Review of other supplemental funds 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Finances 101	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

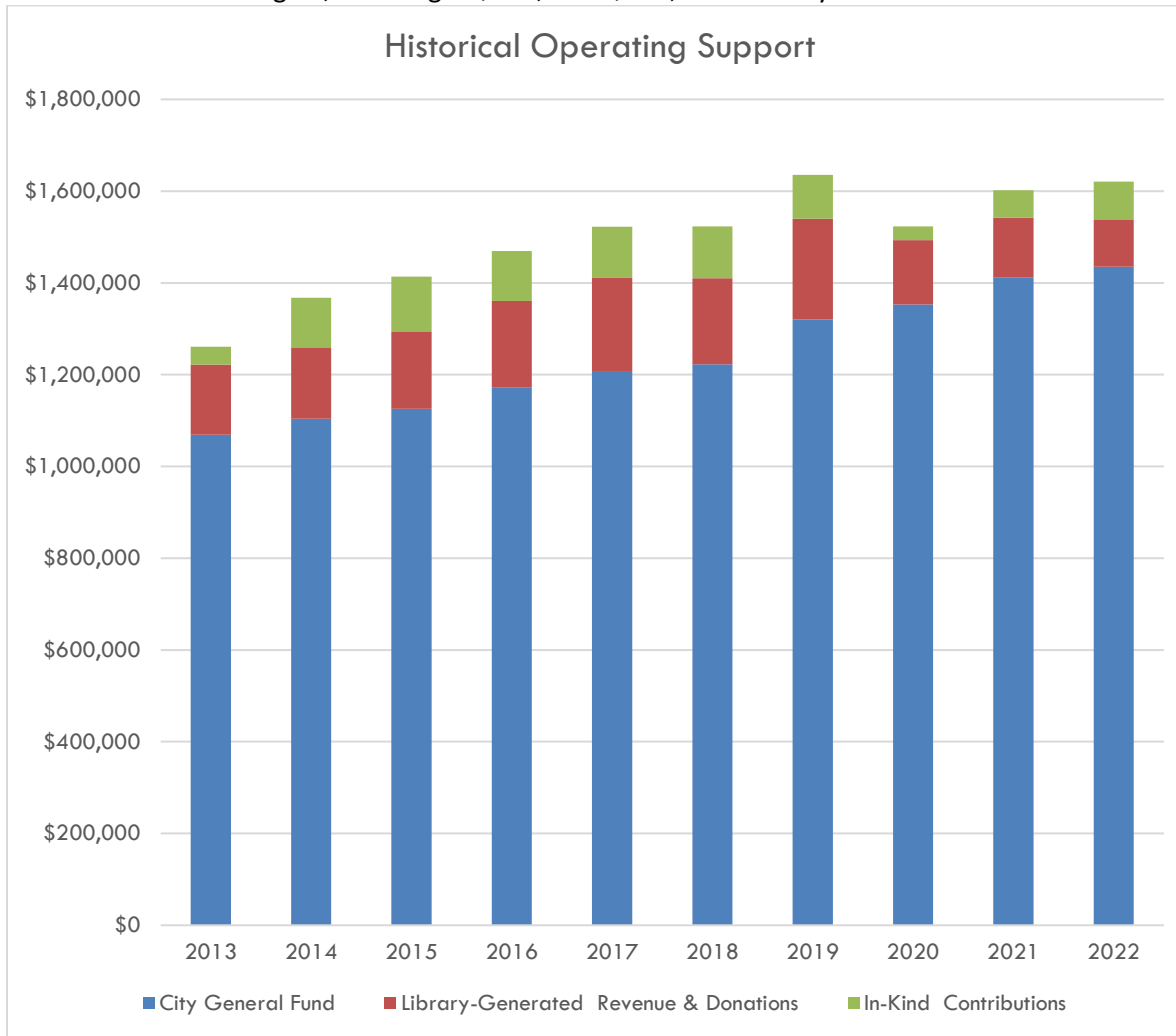
Stillwater

Public Library

Library Finances 101: Confidential Draft 5/17/2023

Historical Operating Support:

The City of Stillwater provides the majority of operational funding for the library through the levying of property taxes. Between 2012 and 2022, city funding ranged from \$1,021,000 to \$1,436,000 and accounted for 80-90% of the library's total operating support. The remaining support was generated through library income from fees and from supplemental donations and in-kind gifts, resulting in \$150,000 - \$315,000 annually.



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
City General Fund*	\$1,068,813 84.74%	\$1,104,101 80.71%	\$1,125,957 79.65%	\$1,171,625 79.71%	\$1,208,044 79.34%	\$1,222,353 80.24%	\$1,320,492 80.74%	\$1,353,200 88.83%	\$1,412,557 88.19%	\$1,435,610 88.56%
Library-Generated Revenue & Donations	\$153,389 12.16%	\$155,362 11.35%	\$168,429 11.91%	\$189,042 12.86%	\$203,093 13.34%	\$187,490 12.31%	\$219,473 13.42%	\$139,738 9.17%	\$129,404 8.08%	\$101,335 6.25%
In-Kind Contributions	\$39,040 3.10%	\$108,521 7.93%	\$119,306 8.44%	\$109,107 7.42%	\$111,513 7.32%	\$113,572 7.46%	\$95,586 5.84%	\$30,449 2.00%	\$59,731 3.73%	\$84,149 5.19%
Total	\$1,261,242	\$1,367,984	\$1,413,692	\$1,469,774	\$1,522,650	\$1,523,415	\$1,635,551	\$1,523,387	\$1,601,692	\$1,621,094

*City General Fund includes regular transfer-ins, severance/compensated absence transfer-ins, and other special transfer-ins.

Stillwater

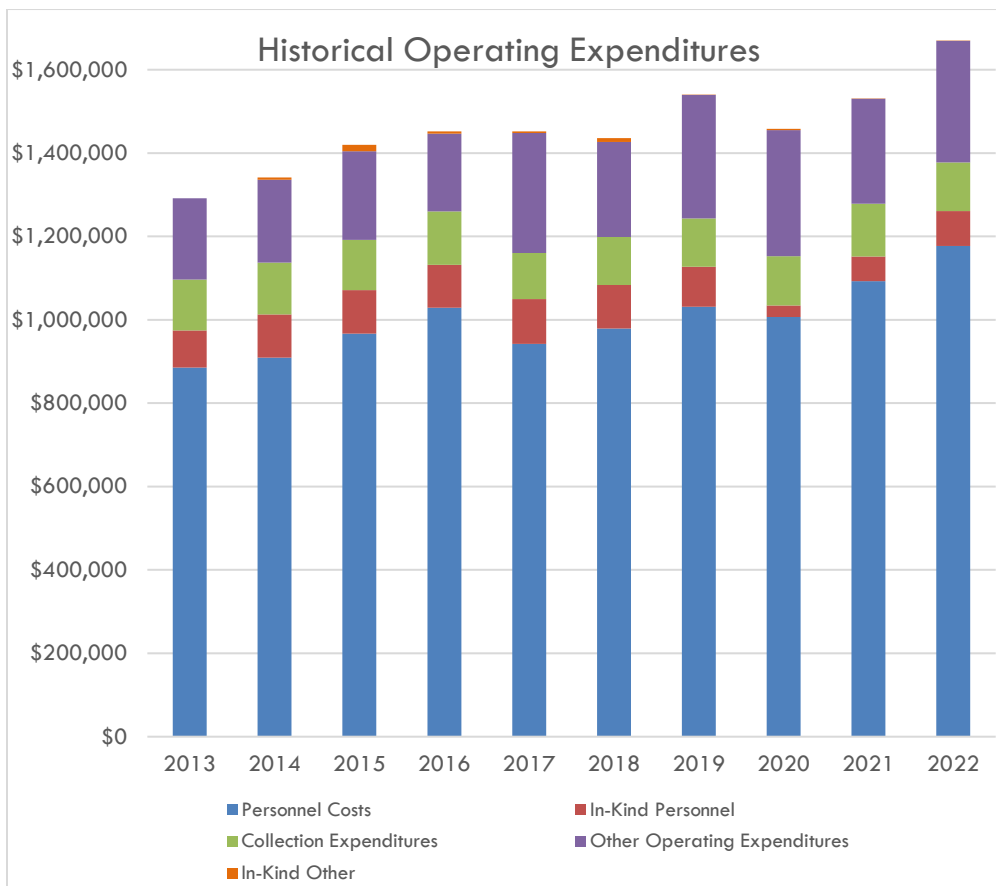
Public Library

From 2013 through 2022, the library has received annual operating support increases from the city of 1-8%. The average increase was 3.5%.

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
City General Fund Increase from Prior Year	4.7%	3.3%	2.0%	4.1%	3.1%	1.2%	8.0%*	2.5%	4.4%	1.6% ⁱ

*2019 includes a special one-time transfer of \$9,952 for WCL/City IT transition.

A majority of the library's total operating funding, between 70-80% annually, was spent on personnel. Between 7.5-9.5% of the operating support was spent on the library's collection of physical and electronic materials.



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Personnel Costs	\$885,544	\$909,503	\$966,978	\$1,028,715	\$942,450	\$978,912	\$1,031,375	\$1,006,822	\$1,092,453	\$1,177,371
In-Kind Personnel	\$88,760	\$103,327	\$104,038	\$103,586	\$107,174	\$104,939	\$95,918	\$27,372	\$59,191	\$83,904
Collection Expenditures	\$122,654	\$124,108	\$121,058	\$128,051	\$110,899	\$114,870	\$115,674	\$118,129	\$126,781	\$116,216
Other Operating Expenditures	\$194,991	\$199,362	\$212,117	\$186,115	\$287,407	\$228,289	\$296,862	\$302,983	\$251,803	\$291,819
In-Kind Other	\$0	\$5,194	\$15,268	\$5,627	\$4,339	\$8,633	\$668	\$2,717	\$539	\$245
Total*	\$1,291,949	\$1,341,494	\$1,419,459	\$1,452,094	\$1,452,269	\$1,435,643	\$1,540,497	\$1,458,023	\$1,530,767	\$1,669,555

*Library expenditure totals may differ from operating support as supplemental funds may be expended in a different fiscal year than the year gifted. In 2022, IT purchases of under \$5,000 in unit price became classified as operating expenditures instead of capital.

Stillwater

Public Library

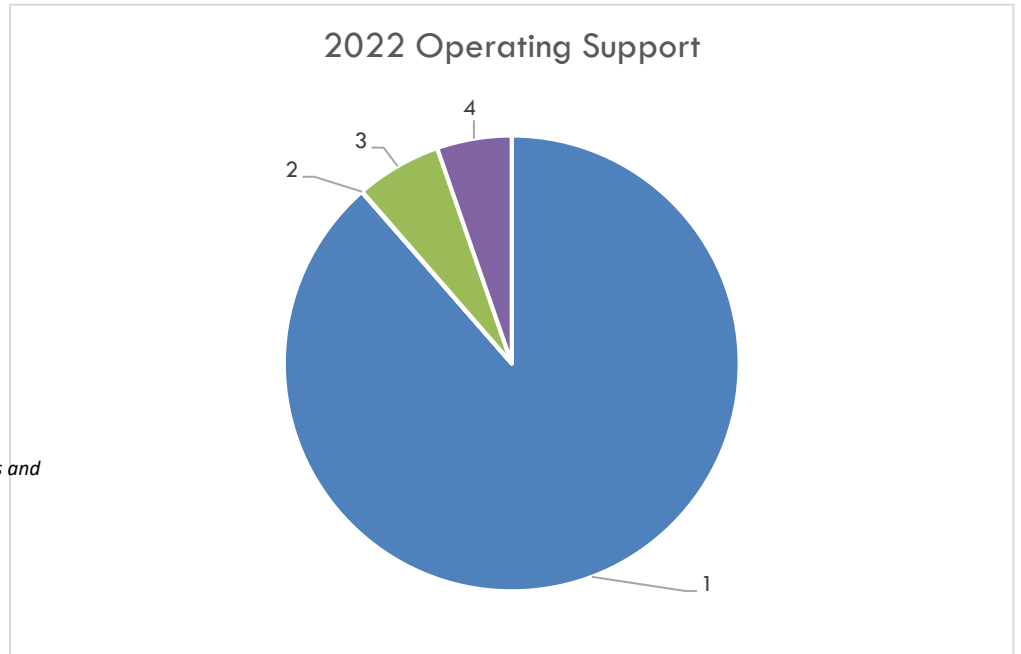
Following is a snapshot of the library's operating support and expenditures in 2022, the most recently completed fiscal year.

2022 Library Operating Support: \$1,621,094

Breakout by revenue type:

1. City of Stillwater property taxes: \$1,435,610 (88.6%)
2. Library fees and income*: \$774 (0.0%)
3. Gifts and grants: \$98,730 (6.1%)
4. In-kind gifts: \$85,980 (5.3%)

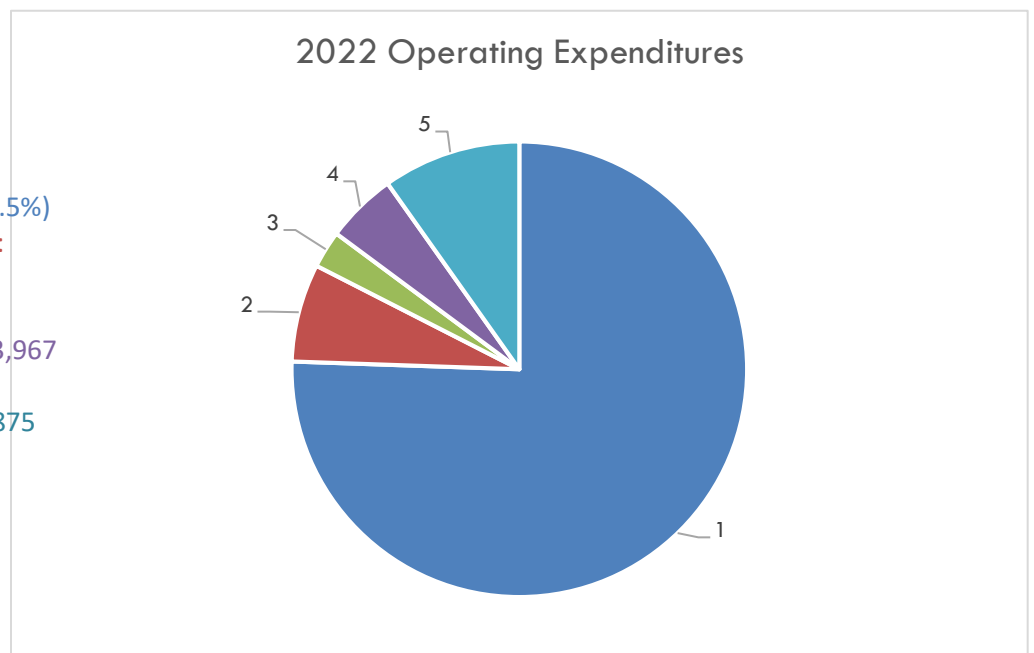
**Library fees generated \$7,456 but interest earnings and unrealized losses on the library's cash balance totaled -\$6,682 for a net of \$774.*



2022 Library Operating Expenditures: \$1,669,555

Breakout by expenditure type:

1. Wages and benefits: \$1,261,275 (75.5%)
2. Library books, media and databases: \$116,252 (7.0%)
3. Library programs: \$44,186 (2.6%)
4. Operating supplies and services: \$83,967 (5.0%)
5. Facility supplies and services: \$163,875 (9.8%)

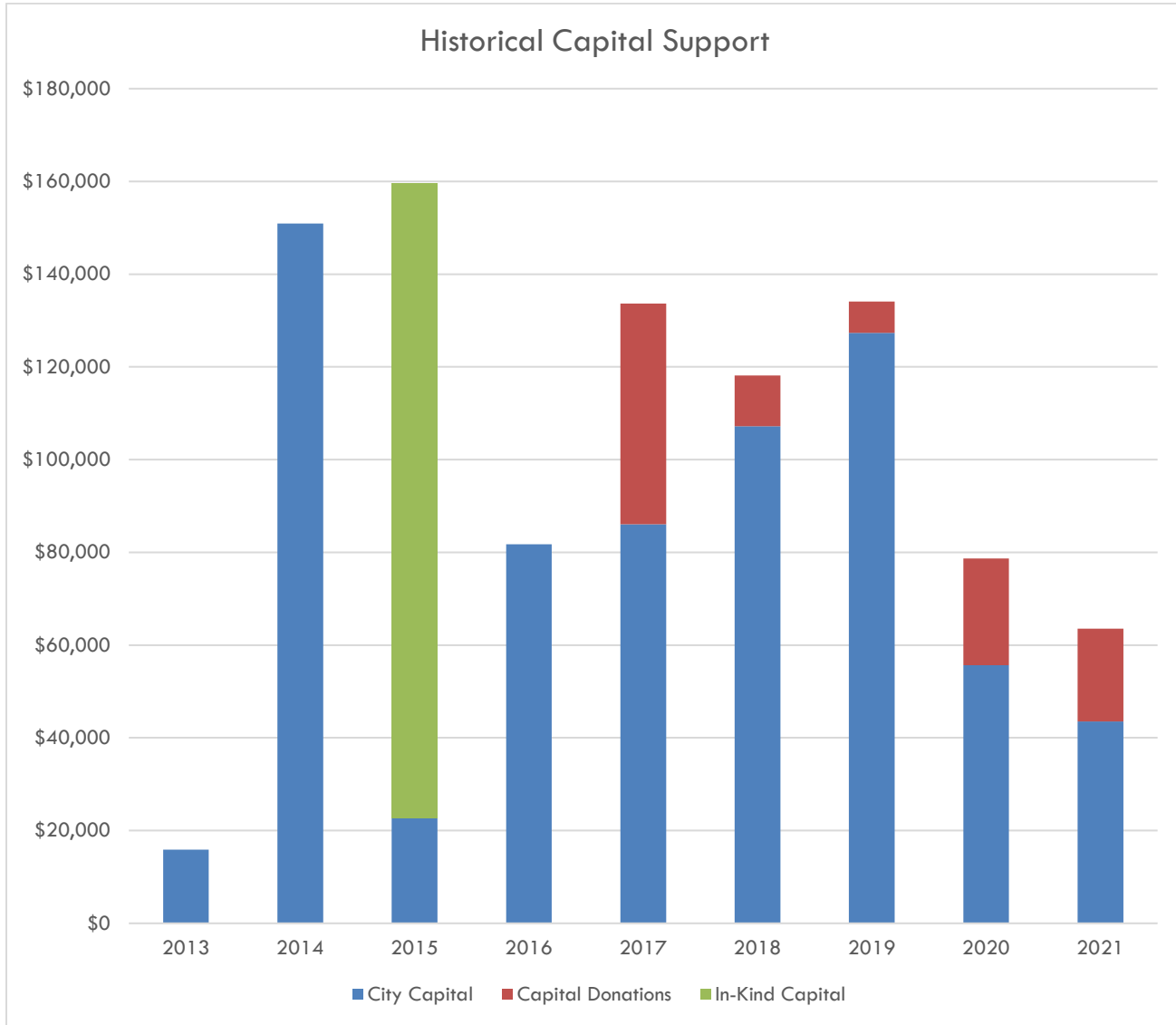


Stillwater

Public Library

Historical Capital Support:

The City of Stillwater has also provided the majority of capital funding for the library. City funding has ranged from \$0 to more than \$287,000 in a year. In recent years, city capital dollars have been supplemented by donor gifts and grants.



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
City Capital	\$15,900	\$150,895	\$22,628	\$81,754	\$86,079	\$107,172	\$127,360	\$55,650	\$43,535	\$287,594
Capital Donations	\$0	\$0	\$0	\$0	\$47,603	\$10,968	\$6,735	\$23,000	\$20,000	\$0
In-Kind Capital	\$0	\$0	\$137,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$15,900	\$150,895	\$159,628	\$81,754	\$133,682	\$118,140	\$134,095	\$78,650	\$63,535	\$287,594*

*2022: \$287,594 reflects the roofing project. An additional \$56,643 was expended on capital projects of masonry and network switches from fund balance. This was not counted in 2022 capital support as the fund balance derives from operating support in prior years.

Stillwater

Public Library

Friends and Foundation Support:

While the City of Stillwater provides the majority of operational and capital funding, the library could not provide the level of service it does without additional support. The library's two primary partners in securing enhanced funding are the Stillwater Public Library Foundation and the Friends of the Stillwater Public Library.

Foundation Giving Summary

The Foundation has awarded the library more than \$1,270,000 in grants and in-kind gifts since its creation. Following is a summary of support for the last 5 years:

	2018	2019	2020	2021	2022
Materials	\$5,100	\$7,025	\$13,270	\$25,400	\$10,700
Programs	\$10,122	\$5,500	\$1,000	\$20,000	\$34,076
Staffing	\$47,100	\$76,164	\$17,226	\$42,067	\$24,662
Sundays	\$7,750	\$8,500	\$0	\$11,000	\$6,763
Facility	\$15,000	\$26,000	\$23,000	\$30,000	\$20,000
Other	\$2,649	\$2,000	\$795	\$0	\$95,000
Total	\$87,722	\$125,189	\$55,291	\$128,467	\$191,201

**Amounts reflect grants awarded in a fiscal year. Funds are not distributed until expended and reimbursement is requested by library. Distribution may occur over multiple years and may not occur in same year that grant was awarded.*

Friends Giving Summary

The Friends annually provide supplemental support, typically in the key areas of materials and programming. Following is a summary of support for the last 5 years and requested support for 2023:

	2018	2019	2020	2021	2022*	2023
Materials	\$1,800	\$0	\$4,500	\$6,240	\$0	\$10,000
Programs	\$2,500	\$12,000	\$0	\$4,000	\$0	\$6,300
Total	\$4,300	\$12,000	\$4,500	\$10,240	\$0	\$16,300

**Due to COVID, expenditures of prior year gifts were delayed. Instead of requesting new grants for 2022, these were depleted and a larger grant was requested for 2023 and anticipated for 2024.*

Foundation Financials

Following is a summary of financials for Stillwater Public Library Foundation from 2016 to 2019, based on the 990 forms filed with the IRS.

Stillwater

Public Library

Stillwater Public Library Foundation Financials (From IRS Form 990)						
	2016	2017	2018	2019	2020	2021
Revenue						
Contributions and grants	140,472	209,833	156,228	239,429	344,034	2,813,973
Fundraising event sponsorships/donations	42,914	49,899	45,495	55,551	72,123	0
All other contributions, gifts, grants	97,558	159,934	110,733	183,787	271,911	2,813,973
Program service revenue	0	0	0	0	0	0
Investment income	859	5,717	(6,089)	2,180	2,170	25,372
Other revenue (Event Sales - Expenses)	1,965	10,410	2,817	(3,398)	(14,627)	0
Ticket/Event Sales	21,060	38,195	22,545	14,117	0	0
Event Expenses	19,095	27,785	19,728	17,515	14,627	0
Total Revenue	143,296	225,960	152,956	238,211	331,577	2,839,345
Expense						
Grants and similar amounts paid	64,129	61,342	47,090	109,182	41,878	81,399
Employee compensation, benefits, taxes	0	0	0	20,973	45,575	56,793
Other expenses	77,629	80,602	84,068	83,075	28,977	49,725
Fees for Services (Non-employees)*	58,683	64,714	65,943	71,652	19,027	22,438
Advertising**	8,992	9,119	2,509	2,466	1,523	1,846
Office Expenses	3,230	4,429	9,232	6,232	3,207	2,005
Information Technology	2,686	810	796	810	1,008	4,043
Conferences, Conventions, Meetings	3,243	423	4,958	288	0	54
Depreciation	35	0	0		0	0
Insurance	715	1,052	475	999	900	0
Other	45	55	155	628	3,312	19,339
Total Expenses	141,758	141,944	131,158	213,230	116,430	187,917
*Fees for services include volunteer and venue coordinator	42,925	42,720	42,720	32,012	17,226	16,667
** Advertising includes listing library on wedding websites	2,201	1,954	2,149	0	0	0
Revenue Less Expenses	1,538	84,016	21,798	24,981	215,147	2,651,428
Net Assets or Fund Balance						
Total assets end of year	165,072	249,088	272,236	310,982	536,598	3,182,934
Total liabilities end of year	0	0	1,350	2,321	2,591	2,508
Net assets or fund balance end of year	165,072	249,088	270,886	308,661	534,007	3,180,426

Stillwater

Public Library

¹ When looking at data comparatively between years, please note that each year has its own story. Although the statistics reflect a 1.6% increase from the general fund in 2022, the *regular* transfer in from the general fund was a 3% increase from \$1,393,796 to \$1,435,610 in 2022. At the close of 2021, an additional \$18,760 was transferred into the general fund as part of a severance payment. This increase in the total 2021 general fund amount correspondingly decreased the percentage change from 2021 to 2022.

Stillwater

Public Library

Other Supplemental Support: Revised 5/18/2023

St. Croix Valley Foundation Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2022 FUND BALANCE (@SCVF)	12/31/2022 SPENDABLE BALANCE (@Lib)	2023 PROJECTED INCOME OR ALLOCATION	2023 EXPENDITURE PLAN
Athena Fund	1998	<ul style="list-style-type: none"> ▪ Fund type: Endowment fund ▪ Donors: Funded by various donors directly to the Stillwater Public Library Athena Fund of SCVF ▪ Most recent donation: 9/28/2007 ▪ Annual distribution: Net income only distribution determined by SCVF at end of fiscal year. ▪ Use restrictions: Non-fiction books of lasting value 	\$22,988.15	\$29,044.40	\$3,597.61	\$1,429.00	\$3,597.61 to be spent in current year for adult nonfiction.
Helen Lawson Library Fund	2010	<ul style="list-style-type: none"> ▪ Fund type: Designated beneficiary endowment ▪ Fund created by Rod Lawson with \$50,000 in honor of Helen Lawson. Additional funds added by Rod at later date for a total principal of \$175,624.40. ▪ Annual distribution: Net income only distribution determined by SCVF and recommended by donor at end of fiscal year ▪ Use restrictions: Items that are of service to public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund. 	\$175,624.40	\$204,187.37	\$69,858.55	TBD by SCVF in July/August	\$22,192 allocated for materials purchases in 2023.

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City-Held Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2022 FUND BALANCE	12/31/2022 SPENDABLE BALANCE	2023 PROJECTED INCOME OR ALLOCATION	2023 EXPENDITURE PLAN
McCluer-Webster Library Fund	1936	<ul style="list-style-type: none"> ▪ Fund type: Endowment fund ▪ Donors: Bequest of Amie Webster to the First National Bank of Stillwater as the McCluer-Webster Library Fund. ▪ Distribution: Interest only ▪ Use restrictions: Materials 	\$10,000.00	\$10,907.30	\$907.30	Unknown Interest	Spendable balance allocated for 2023 materials
Minerva Fund	1998	<ul style="list-style-type: none"> ▪ Endowment fund with interest income only used ▪ Funded by various donors with gifts made directly to fund ▪ Most recent donation: 12/31/1999 ▪ Distribution: Net income only ▪ Use restrictions: Materials 	\$23,860.00	\$25,678.13	\$1,818.13	Unknown Interest	Spendable balance allocated for 2023 materials
HR Murdock Fund	1891	<ul style="list-style-type: none"> ▪ Fund type: Endowment fund to be invested in United States or state bonds ▪ Donors: Funded by a bequest of H.R. Murdock to the Stillwater Library Association. ▪ Distribution: Interest only ▪ Use restrictions: Materials 	\$1,800.00	\$1,944.35	\$144.35	Unknown Interest	Spendable balance allocated for 2023 materials
Van Meier	1979	<ul style="list-style-type: none"> ▪ Fund type: Endowment fund ▪ Donors: Funded by Katherine Van Meier in honor Dr. Henry Van Meier ▪ Distribution: Interest only ▪ Use restrictions: Medical materials 	\$1,571.00	\$1,347.62	(\$223.38)	Unknown Interest	No spendable balance

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Other Donation Accounts

FUND	YEAR ESTB'D	DESCRIPTION	12/31/2022 SPENDABLE BALANCE	2023 PROJECTED INCOME OR ALLOCATION	2023 EXPENDITURE PLAN
Kilty Fund	2017	<ul style="list-style-type: none"> Fund type: Gift fund Donors: Donation of \$50,000 to the City of Stillwater from the Kilty Estate for upkeep of the Stillwater Public Library Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Upkeep of library 	\$42,847.57	No additional revenue (other than interest expected)	Up to \$3,000 for repairs
Wick	2021	<ul style="list-style-type: none"> Fund type: Gift fund Donors: Donation of \$19,740 from the Wick Estate Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Unrestricted 	\$13,833.54	No additional revenue (other than interest expected)	Up to \$6,500 for adult programs Up to \$3,000 for staff training
Other Government Gifts		<ul style="list-style-type: none"> Fund type: Gift fund Donors: Gifts given by other governmental entities. Current donor to the fund is Stillwater Township. Baytown has donated in the past. Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Currently unrestricted. Future donations could be restricted by donors. 	\$22,929.43	\$5,000.00	Up to \$5,000 for adult programs Up to \$1,300 for SCC scanner

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235 Donations	<ul style="list-style-type: none"> ▪ Fund type: Gift fund ▪ Donors: Typically donations from individuals or organizations of \$100 or more to allow tracking of revenue and expenditures across multiple years. Some gifts are expended more immediately (e.g. tribute gifts specified for a commonly purchased genre) and others are expended over multiple years (e.g. flowers and plants for terrace). ▪ Distribution: No withdrawal restrictions. Full gift may be spent. ▪ Use restrictions: Varies by gifts. 	\$17,214.52	Unknown	\$2,204 designated for specific expenditure in 2023
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Library Fund Balance¹:

FUND	DESCRIPTION	12/31/2022 BALANCE	2023 EXPENDITURE PLAN
Library Fund Balance Account (Not Including Compensated Absences)	<ul style="list-style-type: none"> ▪ A holding account for the library that may be added to annually when library's revenues at the end of the year exceed expenditures. ▪ In the absence of any other policy from the city, the fund balance may be used but it is typically only used to cover one-time shortfalls in budget. 	\$206,359 (not final)	Masonry (~\$84,770) Other Repairs (~\$18,416)
Compensated Absences Fund	<ul style="list-style-type: none"> ▪ A holding account for the unused portion of leave time that benefitted employees are allowed by personnel policy and union contract to roll from one year to the next. These funds may not be used outright or used to offset budget overages. 	\$24,037.44 (not final)	

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¹ Fund Balance Update:

The library's past direction had been to be cautious about expending the fund balance until a target reserve of 4-6 months of operating expenses was reached. In 2021, the city consulted the auditors regarding guidelines for the size of the library's fund balance and indicated that there are no hard and fast rules on fund balances for special revenue accounts like the library. The City Finance Director advised that the library needs to maintain enough in the fund balance to cover compensated absences, but the city is the financial back up if the library went into default. Historically, the library has had a fund balance as low as \$7,000 so the current fund balance is high. The city recommended using the fund balance for the 2022 capital expenditures not covered by the library's 2022 capital allocation. The City Finance Director advised that planned expenditures from the fund balance should be for one-time purchases and not for recurring expenses (such as ongoing payroll). Per the city's guidance, the library began expending from the fund balance in 2022, with \$56,634.52 used for capital outlay and an additional \$34,882 for operating expenditures. With these expenditures, the library's projected fund balance for 2023 is \$230,396. \$24,037 of this is allocated to compensated absences. The available fund balance for expenditure is \$206,359.

The library's current fund balance is primarily a result of personnel savings from 2017 through 2021 due to staff retirements (including a director of 40 years, a long-time assistant director, and a long-time librarian), position changes, and the impact of COVID on the use of substitutes and in delaying hiring. Following is a review of personnel savings (a combined savings of more than \$285,000):

- 2017: The library added significantly to its fund balance due to the retirements of Director Bertalmio and Assistant Director Blocher. Director Troendle was not hired until September, and the Assistant Director position was not replaced. This resulted in a net personnel savings of approximately \$116,000 for 2017.
- 2018: Savings continued into 2018 as Director Troendle and the board revised the organizational structure, opted to not fill the Assistant Director position, and instead created a Business & Communications Manager position at a lower pay grade in November, creating more than \$70,000 in savings.
- 2019: The library had several staffing changes, including two retirements, which resulted in \$44,000 in savings from lower placements of new hires on the step grid and from gaps in coverage between hiring. In addition, the city moved employees to a different health care plan design in February 2019, resulting in \$13,000 in savings.
- 2020 & 2021: The library experienced more staff retirements which resulted in cost savings. In addition, the library's public hours of operations were reduced abruptly in March 2020 due to COVID. Because of this unforeseen change in service, the same level of staffing was not needed. Fewer subs were used throughout departments and some regular staff elected to work reduced hours, resulting in more than \$42,000 in savings.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Operating Budget Planning			
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager		PRESENTER: Hansen, Secretary/Treasurer	
REQUESTED AGENDA TYPE (A, I, D): D		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:			
BACKGROUND/CONTEXT: The Finance Committee, Troendle, and Goeltl met on May 18, 2023, regarding a preliminary plan for the 2024 operating budget request. The first phase in the budget’s development was reviewing and updating existing expenditures and revenues. The approach was to generate a baseline budget with minimal changes to most items.			
CITY BUDGET			
Revenues (\$1,000 decrease from 2023):			
* Reduced interest earnings to \$0 (a decrease of \$1,000) and budget unrealized gains/losses at \$0.			
Personnel (Increase of \$70,371):			
* Current complement of staff positions. Does not include grant-funded youth services position.			
* Maintains regular hours of operation (M-Th 10-8, Fri & Sat 10-5). Sunday Hours to be grant funded.			
* Wage adjustments based on other city unions and step increases based on known staffing.			
* Medical insurance increase of 15% based on 2023 elections or known 2024 changes; actual increase unknown.			
Materials (No change from 2023):			
* Materials at 2023 funding level of \$62,300 (48% of the total materials budget)			
Computer Equipment (Discussion Needed; Range of options from a decrease of \$5,100 to an increase of \$41,700):			
*Computer equipment purchases of under \$5,000 in unit price are now considered operating expenditures (formerly capital). Under the 2023-2027 IT plan, the computer equipment budget for 2024 was \$62,300 (a \$41,700 increase) and included the replacement of staff computers (5-6 years old), circulating laptops (8 years old), and Margaret Rivers tech upgrades. Due to the high price tag, staff and IT identified additional budget options for consideration that shift the replacement of items to future years. Following the cover sheet are three scenarios for IT purchases that show the changes. The three options presented are the original budget of \$62,300, a budget of \$29,100 (an increase of \$8,500), and a budget of \$15,500 (a decrease of \$5,100).			
Operating Services and Charges (Increase of \$2,405):			
* Line items budgeted flat with the exception of general operating insurance projected at \$4,000 (an increase of \$2,405) to better align with 2022 actuals.			
Building Services and Charges (Increase of \$20,045):			
* Plant insurance projected at \$42,000 (an increase of \$7,045) to better align with 2022 actuals.			
* Electricity and natural gas projected at \$80,000 (an increase of \$11,000), an increase over 2022 actuals of \$77,214.			
* Maintenance agreements projected at \$12,000 (an increase of \$2,000).			
Total Projected City Budget:			
	IT Scenario 1 (\$15,500)	IT Scenario 2 (\$29,100)	IT Scenario 3 (\$62,300)
2024 Operating Budget	\$1,616,385	\$1,629,985	\$1,663,185
2024 City Transfer In	\$1,588,898 (\$88,721 or a 5.91% increase)	\$1,602,498 (\$102,321 or 6.82% increase)	\$1,635,698 (\$135,521 or 9.03% increase)

SUPPLEMENTAL BUDGET

In planning for the budget, the Finance Committee reviewed supplemental funding needs for 2024.

Description	Cost
Volunteer Coordinator (in-kind gift)	\$17,167+
All Sunday Hours	\$23,200
Youth Services Librarian 1	\$49,600
Youth Services Programming	\$30,000
Adult Programming	\$26,500
Materials (maintain current spending levels)	\$67,700
Potential Other Operating Projects	
Advocacy	TBD
Coffee Shop/Catering Kitchen	TBD
Pollinator Area	TBD
Stillwater Area Historic Newspaper Digitization Initiative (Phase 2)	\$43,000-\$55,000
Staff Training	\$3,000
ShelfLife Printing	\$2,000
Potential Capital/Building Projects	
Masonry (3 rd Street Side)	TBD
EV Charging Station	TBD
TOTAL	\$262,167+

Other Possible Supplemental Funding Needed:

The actual city transfer in is unknown and may not meet the requested amount. Additional supplemental funding may be needed to meet the budgetary gap between the requested amount and the approved amount.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024-2028 IT Operating Budget Scenarios

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee

Stillwater Public Library
2024-2028 IT Operating Budget Scenarios
 Revised 6/9/2023

2024-2028 IT-Related Operating Projects:							
Project	2023	2024	2025	2026	2027	2028	Total
Security Cameras	10,000	-	-	12,800	-	-	12,800
RFID Pads	1,500	1,500	1,500	1,500	1,500	1,500	7,500
Firewall	1,100	3,500	1,100	1,100	1,100	1,100	7,900
Software Licenses	7,500	10,000	10,000	10,000	10,000	10,000	50,000
AV/Projection	-	-	10,000	-	-	-	10,000
WiFi Access Points	-	-	-	5,000	2,000	-	7,000
Staff Computers	500	500	14,100	14,400	-	700	29,700
Public Computers	-	-	7,200	17,600	-	-	24,800
Library Total	20,600	15,500	43,900	62,400	14,600	13,300	149,700
Operating Budget Transfer In		5.91%					
Project	2023	2024	2025	2026	2027	2028	Total
Security Cameras	10,000	-	-	12,800	-	-	12,800
RFID Pads	1,500	1,500	1,500	1,500	1,500	1,500	7,500
Firewall	1,100	3,500	1,100	1,100	1,100	1,100	7,900
Software Licenses	7,500	10,000	10,000	10,000	10,000	10,000	50,000
AV/Projection	-	-	10,000	-	-	-	10,000
WiFi Access Points	-	-	-	5,000	2,000	-	7,000
Staff Computers	500	14,100	14,400	-	-	700	29,200
Public Computers	-	-	7,200	17,600	-	-	24,800
Library Total	20,600	29,100	44,200	48,000	14,600	13,300	149,200
Operating Budget Transfer In		6.82%					
Project	2023	2024	2025	2026	2027	2028	Total
Security Cameras	10,000	-	-	12,800	-	-	12,800
RFID Pads	1,500	1,500	1,500	1,500	1,500	1,500	7,500
Firewall	1,100	3,500	1,100	1,100	1,100	1,100	7,900
Software Licenses	7,500	10,000	10,000	10,000	10,000	10,000	50,000
AV/Projection	-	10,000	-	-	-	-	10,000
WiFi Access Points	-	5,000	2,000	-	-	-	7,000
Staff Computers	500	24,300	-	1,700	-	700	26,700
Public Computers	-	8,000	27,900	-	-	-	35,900
Library Total	20,600	62,300	42,500	27,100	12,600	13,300	157,800
Operating Budget Transfer In		9.03%					

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Criteria for Capital Improvement Budget Planning	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Recommended proposal for criteria to be used in Capital Improvement Planning</p> <p>In order to ensure maintenance and enhancement projects are given due consideration and planned for in a prudent manner, the Facilities Committee recommends the following criteria be used when examining specific capital projects and developing the CIP. Each individual project should be evaluated and weighted based on these criteria resulting in a prioritization of projects to be included in the capital budget planning process.</p> <p><u>Maintenance Projects:</u></p> <p style="padding-left: 40px;">Weighted by: Safety and immediacy of project Current cost versus future cost Impact on staff and patrons</p> <p><u>Interior/Exterior Enhancement projects:</u></p> <p style="padding-left: 40px;">Weighted by: Benefit to patrons Current cost versus future cost Future maintenance requirements/costs Staff support</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Bylaws Revision	
OWNER: Executive Committee	PRESENTER: Lockyear, Panciera
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 adopt and approve the recommendation to revise the Board Bylaws, striking the word “audit” and replacing it with “review.”	
BACKGROUND/CONTEXT: <p>It is proposed to update Article VII, Section 1, Subsection B of the Board Bylaws by replacing the word “audit” with “review” because the board does not conduct audits. The revision would accurately reflect the oversight role of the board.</p> <p>The specific update is contained within this sentence: Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit <u>review</u> and approve all library expenditures.</p> <p>If approved, the amended date of the bylaws would be updated as well.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Redlined copy of the Board Bylaws	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

Adopted: 8/3/98; Amended: 4/8/08, 2012, 3/12/13, 1/14/20, 5/10/22, 6/13/23

ARTICLE I: Identification

This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota.

ARTICLE II: Purpose

The Stillwater Library Board of Trustees has full authority over the governance of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually.

ARTICLE III: Membership

Section 1. Number and Qualifications. The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

Section 2. Term of Office. A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

Section 3. Disqualifications and Vacancies. Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

Article IV. Officers

Section 1. Officers shall be: President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

Section 2. An officer nominating committee comprised of three Trustees shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board,

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authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of the Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. If an unexpected vacancy occurs in other elected positions, the President shall appoint an ad hoc Nominating Committee composed of three Trustees to present a slate of one or more candidates at the earliest possible board meeting. Additional nominations may be made from the floor.

ARTICLE V: Meetings

Section 1. Regular Meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

Section 2. Annual Meeting. The annual meeting, which shall include the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. Agenda and Notices. Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 5. Special Meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

Section 6. Quorum. Five members of the Board shall constitute a quorum for the transaction of business.

Section 7. The most recent revision of Robert's Rules of Order shall govern the order of business on all points not specified in these bylaws.

ARTICLE VI: Committees & Task Forces

Section 1. Standing Committees. The committees of the Board with their membership and charges shall be established by the President elected at the annual meeting or at such other times as he/she may determine in order to manage the work of the Board in an efficient and effective manner. No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

Section 2. Executive Committee.

Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

Section 3. Task Forces. Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. These need not be Board or staff members.

ARTICLE VII: Duties of the Board of Trustees

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees select, appoint and supervise a properly qualified and competent library director and determine the compensation of all library employees.
- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit-review and approve all library expenditures. Trustees set goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

ARTICLE VIII: Director

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except meetings or portions of meetings at which his or her

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appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

ARTICLE IX: Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members before the meeting.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Juneteenth and Veterans Day Holidays	
OWNER: Executive Committee	PRESENTER: Lockyear
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to adopt and approve the recommendation to close the library on two additional holidays in 2023, and make those prorated paid holidays for benefits-eligible employees.	
BACKGROUND/CONTEXT: <p>On February 3, 2023, Governor Walz signed a bill that established Juneteenth as a state-recognized holiday. At that time, the law was supposed to go into effect on August 1, 2023, and the first year Minnesota was scheduled to officially observe this holiday would have been in 2024. However, a provision in the state and local government omnibus bill in May adjusted the previous effective date to make the holiday required this year.</p> <p>To honor the state holidays in Minnesota Statute 645.44, subd. 5, it is recommended that the Stillwater Public Library Board of Trustees approve closing the library on June 19, 2023, in observance of Juneteenth, and also to close on November 10, 2023, in observance of Veterans Day. (While Veterans Day occurs on November 11, this year it falls on a Saturday, and observance would typically occur on the day before.) Furthermore, to more closely align with the City of Stillwater, it is recommended that both days be added as prorated paid holidays for benefits-eligible staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Major Accomplishments

- Business and Communications Manager Keri Goeltl created the library insert for the City's forthcoming quarterly print newsletter. The focus is on the summer reading program.
- Hired and completed onboarding paperwork for both a new substitute in Information Services and a temporary seasonal Event Prep Worker. The latter position will provide manual labor tasks to support summer reading program activities.
- Initiated the recruitment process for additional Shelves. We haven't hired for this position in several years, but between staff graduating or having reduced availability, plus increased levels of borrowing of library materials, we are in need of help.
- Time was devoted to preparing revised operating and capital budgets. Mark toured the renovated Bayport Public Library, in part, to gather budget information for future projects at Stillwater.
- When language in the state omnibus bill moved up the implementation of the Juneteenth holiday, an effort was undertaken to confirm the holiday was applicable to the library, and to ensure the library would be prepared and in compliance. Communication ensued with the Executive Committee, as well as the business agent for the library's bargaining unit.
- Sod was installed on the 4th Street lawn to repair damage from the reroofing project.

Heads-Up

- The City will be moving to a new financial management platform that will integrate accounting, payroll, purchase orders, billing and related processes. Preparation will include a significant time commitment for training, particularly for library administration, from October through December.
- A leak from a roof drain occurred in the administration office during the first weekend in June. The cause is related to the roofing project and will be addressed.
- A patron expressed interest, on behalf of herself and some neighbors, in having a book drop on the 4th Street side of the library.
- A neighbor shared the following with me in an email on June 4, 2023:
 - "As one of the closest neighbors to the Stillwater Public Library I just want to say "thank you" for the peace and quiet in our neighborhood. For many years we have not been able to be outside on all the lovely summer weekends due to the noise and disruption going on at the library events, particularly weddings with DJs. My husband and I were out on our porch the other night and something seemed strange. We realized it was because of the peace and quiet going on around us. It is such a wonderful thing! We thank you so very much!"

Near-Term Future Focus

- Preparing drafts of the 2024 operating and the five-year CIP budget documents for the City.
- Drafting grant proposals for 2024 summer reading programming and Phase 2 of the newspaper digitization project.
- Working with members of the Library Foundation to plan the Light a Spark fundraiser.
- Determining how to implement specific advocacy projects.
- Recruitment for Shelves and the grant-funded Youth Services position.
- Working toward implementing the first part of the signage project, and writing a progress report for the donor.

Report from the Information Services Supervisor, Sarah Rosten

Adult Programs

Book Clubs

- **Romance Book Club:** Four attendees, two being new members, discussed Asian American and Pacific Islander Authors.
- **Mystery Book Club:** Five attendees discussed Hardboiled Detective Mysteries. Booklist: <https://libraryaware.com/2SA3VG>

Art Events

- **Karen Chan: Spring Park in Oil Pastels**
Fourteen in-person attendees and twenty-five online attendees painted a Spring Park scene with oil pastels. Images are included at the end of the report.
- **Japanese Paper Marbling: Suminagashi**
Thirteen attendees learned from a teaching artist about Suminagashi and then created their own Suminagashi art.
- **Exploring the Arts: Carey Grant Films**
Fifteen attendees reported enjoying the program, with at least one borrowing a Carey Grant film before leaving the library. Booklist: <https://libraryaware.com/2SHW9D>
- **Meet the Artist: Catherine Hearing**
Twenty art fans joined Catherine Hearing to celebrate her show “Waterworks”, which is in the library gallery in May and June 2023.

Lifelong Learning Events

- **Tech Help**
At least five people (two were a couple) signed up for a Tech Help session together to learn more about their smartphones. The couple told staff that their adult children could help, but they wanted to “save” that for when it is really urgent!
- **Balanced Wellness Series: Exercising with Arthritis**
Six attendees learned about exercising with arthritis and revisited their conversation about healthy eating from April.
- **Growing Blueberries, Washington County Master Gardener**
Six attendees learned about growing blueberries from a Washington County master gardener. A couple that attended said they had struggled with their blueberry plants for years and attending this event helped them finally understand why! Booklist: <https://libraryaware.com/2SG5XC>

Collection, Circulation, Displays, and Booklists

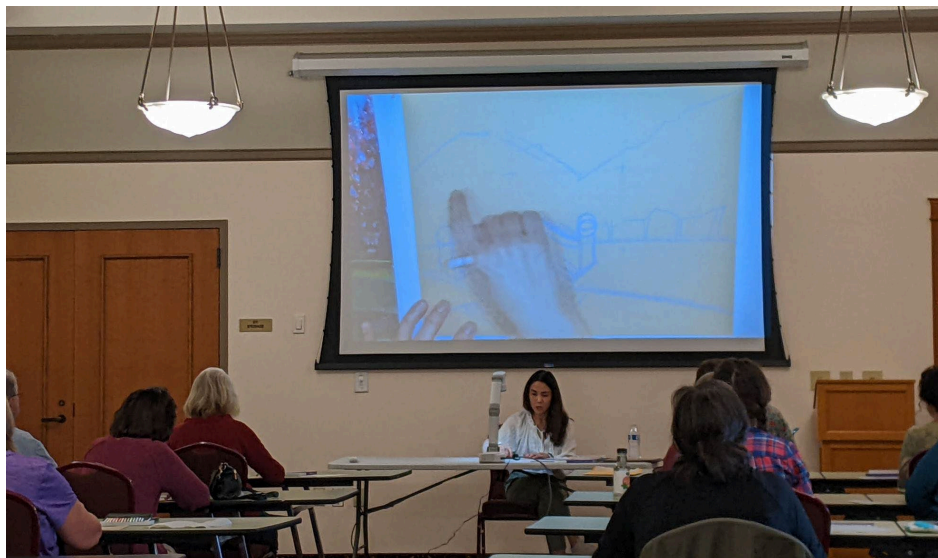
- **Adult Nonfiction Display:** Music MAYnia
- **Summer Reading Booklist:** <https://libraryaware.com/2SCGC1>
- **Stillwater Library Mobile Hotspots** have had a significant wait list. We are in the process of adding eleven additional hotspots to help meet demand. These hotspots must be borrowed and returned at Stillwater Public Library, they are not available to request in Washington County branches.
- **MELSA Pride:** Library staff contributed to MELSA’s Pride Planning group in May and helped update the MELSA pride booklist: <https://www.melsa.org/pride-booklist/>

St. Croix Collection

The St. Paul Pioneer Press wrote an article about the [Sunken Garden in Stillwater](#). Becci Dawson Cox, who is quoted in the article, reached out to library staff for research assistance to prepare. Library staff provided Cox with newspaper clippings that helped document the garden's history.

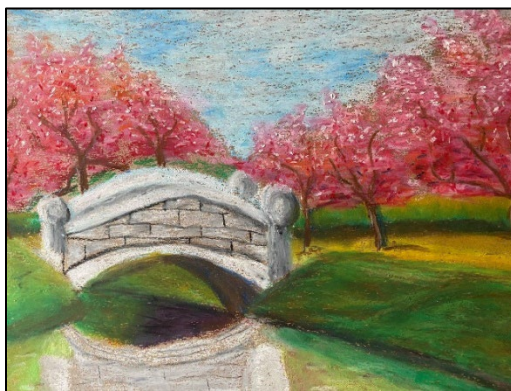
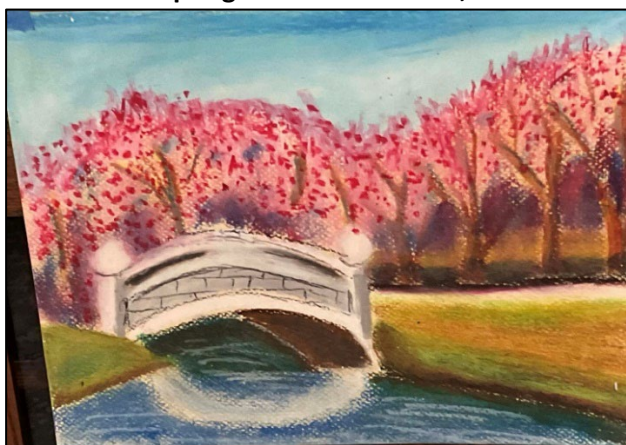
Heard Around the Library

A new document camera arrived for adult programs! Many adult art programs include detailed demonstrations of art techniques. The library invested in a document camera to accommodate these demonstrations. This camera allows an art instructor to project an image of themselves as they are working.



Artist Karen Chan Leading a class using the document camera

Karen Chan Spring Park in Oil Pastels, Student Submitted Art



May Children's Programs and Activities

- Two Special Guest Preschool Music and Movement (102)
- Second Saturday Storytime (47)
- One LEGO Build (14)
- Wild Animals Scavenger Hunt (479)
- Garden Center Family Discovery Room (3-month installation, March-May)
- Summer promotional [book list](#)

May Teen Programs and Activities

- Book in a Jar passive program – Teens can guess what book is in the jar based on strips of the books that are cut out. Winning guesses will be entered into a drawing for a prize.
- Poll – What is your favorite thing about the library vs. what would you like to see more of?
 - Response highlights will be included next month.
- Make Your Own (wooden floral) Corsage or Boutonniere (3). One patron made 2 corsages for Mother's Day, and 2 high school seniors signed up together. They reiterated at the end how much fun they had!
- Displays for Music May-Nia and Staff Picks
- Printed coloring sheets for spring, Mother's Day, and music theme
- Teen ARC (Advance Reader Copies) passive program – Teens take, read, and review books that are in the teen space. They keep the books. Reviews will be posted for others to read.

Upcoming Programs

- [Rainbow Felted Pin for Teens with Parcel Arts](#) – Thursday, June 8
- [Comedy Magic Show with Brodini](#) – Thursday, June 10
- [Amazing Adaptions with Carpenter Nature Center](#) – Monday, June 12
- [Circus Manduhai](#) – Wednesday, June 14
- [Junkasaurus](#) – Thursday, June 15
- [Tiny Clay Creatures with Silly Millies](#) – Tuesday, June 20
- [Bill the Juggler](#) – Wednesday, June 21
- [Dragonflies – Master Hunters](#) with Wm O' Brien Park Ranger – Thursday, June 22
- [Dazzling Dave – Yo-Yo Master](#) – Wednesday, June 28
- [Project Artemis with Space St. Croix](#) – Thursday, June 29

Outreach / Community Engagement Programs and Visits

- New Heights K-5 classes attended a summer reading promotion and storytelling program followed by a terrace scavenger hunt (36 students).
- May end-of-year SRP promo visits with grade 3 classes took place for Lily Lake, Stonebridge, and Rutherford elementary schools (8 presentations total / 260 students). Kim treated them to a puppet show that included shadow and rod puppetry and they were visited by the custom-made owl puppet mascot. [Watch](#) a clip showing part of the puppet show Miss Kim brought to the schools.
- [Watch](#) a Summer Space Explorers promotional video with Miss Kim and Owliver.

Patron Feedback

- More messages of gratitude for the Discovery Room were submitted. We have such a grateful community. Here are some “Garden Center” highlights captured in May:
 - We absolutely loved it and had a great time! One can tell that lots of thought and love has gone into setting up the room! Thanks
 - Thank you for making such an amazing kids area! We are quite spoiled here :)
 - My kids love coming to the library each month to discover the new theme! My older kids are 7 and 5 and still enjoy playing and creating art in this room.
 - Thank you for having such fun and creative things to do!
 - This is always my daughter's favorite part of library visits.



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 June 2, 2023 Conference Room Present: Paula Hemer, Pat Lockyear, Carrie Simon, Mark Troendle Absent: Ryan Mathre	
<ul style="list-style-type: none"> • Provide criteria for Capital Improvement Project (CIP) budget planning as a recommended budget proposal to the Board of Trustees <ul style="list-style-type: none"> ○ Carrie is providing a weighting document to help the committee evaluate and weight specific projects leading to prioritization of projects to be completed. ○ Committee to review in June at Board Meeting. ○ July – Board will discuss CIP and vote. • Coffee/Vending Area <ul style="list-style-type: none"> ○ Committee discussed next steps for creating a coffee/vending area on the upper floor. <ul style="list-style-type: none"> ▪ Mark looking into vending machine options. ▪ Committee plans to keep small sink, fix ceiling and add some trash receptacles in area. • Catering Kitchen <ul style="list-style-type: none"> ○ Committee discussed how best to use catering kitchen location to meet the few catering needs at the library and use the space for Shane for a maintenance project staging area. • Facilities 101 – Paula/Pat working on refreshing presentation • New Chair Committee – due to some reassignments after June Board Meeting, the committee recommends postponing committee assignments until after the June Board Meeting. 	
Next meeting	
<ul style="list-style-type: none"> • July 10, 11AM 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Finance Committee Meeting Notes June 13, 2023 Present: Burns, Goeltl, Hansen, Hollatz, Panciera, Troendle</p> <p>2024 Operating Budget Planning</p> <ul style="list-style-type: none"> • Committee reviewed Finance 101 presentation. Goeltl will present the historical revenue and expenditure information at the June board meeting. • It is anticipated that the library’s budget request will be due to the city in July and will need approval by the trustees at the July meeting. At the June board meeting, committee will present a summary of the projected budget totals and seek trustee feedback and guidance on approaches to the budget request for 2024. Hansen will lead agenda item at the board meeting. • Troendle provided update on 2024-2028 capital improvement plan. 	
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: Library Advocacy Task Force May 22, 2023 Meeting Notes	
<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>Preparation for June Board Presentation</p> <p>The May meeting was focused on preparing the Advocacy Task Force’s report and recommendations for the June Board of Trustees meeting. In preparation for the discussion, task force members reviewed a summary of the project work and a phased, five-year approach to implementing a list of tactics recommended in a RACI chart that lists stakeholders (Trustees, Advocacy Committee, Foundation, Friends, Staff) and their level of involvement (Responsible, Accountable, Consulted, and Informed) with suggested timeframes.</p> <p>The group discussed:</p> <ul style="list-style-type: none"> • For the summary of the project, swap the order of the second and third bullet points so the second bullet outlines the recommended committee composition. • For the RACI chart, the group discussed that this draft document is a starting point for the task force, Board of Trustees, and future Advocacy Committee. It is meant to serve as a guide to advocacy work and not a contract that must be followed. • Group discussed the inclusion of a Little Free Library. There was mixed reaction about implementing this at the library. Some noted that the purpose of advocacy work is to get people engaged with the library and its services. A Little Free Library outside of the library on 3rd Street doesn’t necessarily fit with the library’s objectives of getting people to come into the library and seeing all of the resources a large free library offers. Some trustees suggested riffing off of the Little Free Library idea and instead doing a free information kiosk. Another idea was adopting a Free Little Library in a different part of the city and then including bookmarks that promoted Stillwater Public Library. • Members discussed specific tactics and implementation ideas, including: <ul style="list-style-type: none"> ○ Moving bookmarks up in the implementation plan; They don’t need to be three years out. ○ Exploring the possibility of customizing check-out receipts to include announcements and value of borrowed materials (dollars saved). ○ Determining ways to actually do, track, and move forward with items on the RACI. ○ Allowing flexibility for Advocacy Committee and Board of Trustees to reprioritize items and change timing as advocacy work evolves. ○ Conversing with other libraries to learn how they are approaching advocacy and learn from them. 	

- Group determined that some minor modifications were needed to summary, RACI, and PowerPoint composite of all presentations. An additional meeting was not needed in May. Simon will modify final documents for Board of Trustees, and Simon and Hansen would present the information on June 13 to the board.
- In the fall, Task Force will gather for an update from the Board of Trustees on adding a standing Advocacy Committee and adoption of an advocacy plan.

Future Meeting Dates: Fall 2023 – Date TBD

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation
Board Meeting –April Meeting – Held 4/28/23.
Virtual and in person

Members Present: Shawn Glaser(virtual), Paige Hoyle, Dustin Moeller, Mark Troendle, Summer Seidenkranz, Roger Funk, Ryan Collier, Elaine Delavy

1. Approval of the Minutes – March meeting minutes were approved.
2. Reports for the monthly meeting.
 - a. President – Summer Seidenkranz
Will not be at June meeting.
 - b. Library Director - Mark
Record circulation.
Program attendance set record of 17,000.
New web address and email.
 - c. Treasurer – Dustin
Presented march balance sheet. Investments are up. Trying to generate income from investments. Conservative investments paying off. Trying to accelerate budgeting. Mark needs a rough idea of budget by mid-July. Firm up budget between September-December.
 - d. Governance – Kevin
No report.
 - e. Events and Marketing – Summer Seidenkranz
Discussed LAS being more family and community oriented.
Mom’s group will do kids activities for LAS.
Looking for sponsors to provide beer and wine for LAS.
May and June terrace events will provide impact report and have a short talk about legacy gifts and endowments.
 - f. Interim Executive Report – Elaine Delavy
Printing up impact report.
Discussion of donor list.
Need timeline for hiring Executive Director.
Job description was discussed and will be forthcoming.
5. Other Business – Tiles in the shape of a bookcase will be auctioned at LAS.
6. Adjournment – Ryan motioned to adjourn; Dustin seconded. Motion passed unanimously. The meeting was adjourned at 9:45am.

Respectfully submitted,
Paige Hoyle, Secretary



Friends of the Stillwater Public Library

April 10, 2023 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Gemma Lockrem
Facilitator	Gemma Lockrem
Secretary	Tracy Salvati

Attendees:
 Jan Kilkelly, Mark Troendle, Tracy Salvati, Gemma Lockrem, Lyndon Lockrem, Mary Glennon, Janet Skeie, Laurie Burns, Pat Lockyear, Mary Ann Sandeen-on phone

Agenda

**Friends of the Stillwater Public Library Meeting:
 Monday, April 10, 2023
 Location: Conference Room
 Time: 6:30pm**

1. Call meeting to order: Gemma Lockrem
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 – Grant request and update

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

Meeting called to order by Gemma Lockrem

- Tracy distributed Monday, March 13, 2023 meeting minutes for review
 - Minutes approved

Treasurer's report Jan Kilkelly

3/1/2023 – 3/31/2023

**Opening Balance: \$67,690.24
 Total Receipts: \$437.00
 Total Disbursements: \$0
 Ending Balance: \$68,127.24**

Membership report Gemma Lockrem

~ 89 memberships, many to update at the book sale

Topics:

➤ **Mark Troendle: Grant request**

Stillwater Public Library respectfully requests a grant of \$16,300 in 2023 for the following areas:

- \$2,200 for Children's Audiobooks
- \$2,300 for Children's Books
- \$2,200 for Young Adult Books
- \$2,500 for Adult Audiobooks
- \$800 to Young Adult Audiobooks
- \$3,000 for Programming/Adult
- \$3,300 for Programming/Youth Services

➤ Friends voted in favor. Jan issued the SPL a check for \$16,300.00

➤ **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
- Gemma will mail out postcards to the Friends distribution list with book sale date details. Flyers passed out to Friends members to distribute
- Friends board members worked out the schedule for opening and closing of book sale

➤ **Mark Troendle update:**

- a. Positive library usage trends when comparing 2022 statistics to 2021:
 - i. In-person visits increased nearly 51% last year
 - ii. Total circulation increased 18.5%
 - iii. Program attendance increased 50%
 - iv. Wireless web sessions increased 140%
- b. Punch list repairs stemming from the reroofing project are occurring inside the library. Restoration of the lawn will also be part of this.
- c. Exterior caulking and tuckpointing has begun on sections of the west and south sides of the building.

- d. The library’s website address will likely change on or around May 1 to a .gov extension; however, the current address will continue to work, you’ll simply be automatically redirected to the new address of library.stillwatermn.gov. We’re not publicizing it yet because there are a few details to work out, but we will communicate the change to the public. Emails will also be automatically redirected to the new email address.
- e. Earlier this year, we invited local youth to submit artwork for a limited-edition library card, and we have a winner, Audrey, who’s 11. The theme is Even Animals Read. The cards will be available beginning April 23, which is the start of National Library Week.
- f. Wednesday, April 12, we start a new series of Balanced Wellness topics, beginning with “Super Foods for Super Seniors” at 1:00 PM. Different topics will be presented on the second Wednesday of every month through December.

Meeting Adjourn at 7:30pm

Next meeting will be on: Monday, May 8, 2023

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

Period:	4/1/23 <u>4/30/2023</u>	Year-to-Date <u>4/30/2023</u>
Opening Balance	\$ 68,127.24	\$ 64,496.55
Receipts:		
Memberships	\$ 2,395.00	\$ 2,605.00
Donations	\$ 175.00	\$ 3,430.69
Ongoing Book Sales	\$ 455.00	\$ 1,465.00
Semi-Annual Book Sales	\$ 5,128.00	\$ 5,128.00
Scanner Fees	\$ 140.00	\$ 140.00
Book Bag Sales	\$ 30.00	\$ 75.00
Total Receipts	\$ 8,323.00	\$ 12,843.69
Disbursements:		
Grants to Library	\$ 16,300.00	\$ 16,300.00
Sponsorships		\$ -
Memberships		\$ 35.00
Postage	\$ 87.00	\$ 87.00
Printing & Supplies	\$ 64.07	\$ 64.07
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 16,451.07	\$ 17,341.07
Ending Balance	\$ 59,999.17	\$ 59,999.17

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
Book Sale Apr. 2023	\$5,128.00
	<u>\$16,846.42</u>

Total	\$25,129.92
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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