

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, July 11, 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 June 13, 2023 Minutes +
  - b) Acknowledgement of Bills Paid in June +
  - c) June 2023 Budget Status Report +
  - d) Q2 2023 Gifts and Grants Received +

Informational/Discussion (45 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Director Evaluation Process – September Annual Review & Goal Suggestions I+
6. Proposed Board Bylaws Revisions D+
7. Library Advocacy Plan D+
8. Facilities 101 I+

Decisional (40 minutes)

9. 2024 Operating Budget Request A+
10. 2024-2028 Capital Improvement Plan A+
11. Grant Request A+

Reports (30 minutes)

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

15. Public Commentary

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

16. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, July 10, 2023.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2023 Calendar, 2023 Roster

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**June 13, 2023**  
**Minutes**

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

**ABSENT:** Burns

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

**AGENDA ITEM 3: Consent Calendar**

*Motion to adopt consent calendar. Hollatz moved. Panciera second.*

Hemer asked about the attorney fees for the roofing project. Troendle explained that this was for some damage caused during the roofing process and negotiations between the city and the roofing company.

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

**AGENDA ITEM 4: Trustee & Council Liaison Information Sharing**

Lockyear reported that she attended the Boards & Commissions training on Monday, June 12, presented by City Attorney Kori Land. During this training, Land indicated that all committee meetings and subcommittee meetings must be publicly posted with three days of notice prior to the meeting. Lockyear asked if this pertained to committee meetings that did not have a quorum of trustees. Land advised that it did. She indicated that while committee meetings may not be public meetings if they don't have a quorum, they would still be considered special meetings and would need to be posted. It could simply be a posting on the library's bulletin board.

Lockyear expressed confusion about this direction. Her understanding was that committee meetings without a quorum of trustees and where no action is taken do not rise to the level of needing to be an open meeting and therefore publicly posted. Hansen agreed with Lockyear. Collins indicated that he didn't believe that City Council posted subcommittee meetings in the past. Lockyear noted the trustees should take this under advisement, and committee chairs could post the committee meetings scheduled in advance to a public bulletin board. More research and clarification may be needed.

The Foundation contacted Lockyear requesting the Board of Trustees' support of Light a Spark. The Foundation noted that the Friends sponsored Light a Spark and indicated that it would be a nice gesture if the trustees also supported the event. Lockyear explained that the Board of Trustees is different from the Friends. The trustees are not a nonprofit fundraising body; they are a board of appointed officials without collective money for donations. While trustees may donate as individuals to Light a Spark, they cannot donate as a body. Trustees agreed with Lockyear's conclusions. They expressed their support of Light a Spark, but they indicated that they cannot provide funds for the event as a board.

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Hansen provided an update from the discussion at the last meeting about considering a more pollinator friendly habitat for the library's lawn. Hansen met with consultants about this idea. On Monday, June 12, Mark forwarded a document provided by Hansen from the Pollinator Friendly Alliance with native lawn recommendations for the library. Hansen thinks that some, but not all, of the recommendation may work well for the library. A bee lawn, for example, is not durable for summer programming. The suggestions for future tree replacements on the 4<sup>th</sup> Street Lawn and tree replacements and native plantings between the library and the church make sense. Hansen noted that pollinator gardens and prairies do require some upfront time and commitment. They can take 3 years to establish with care or regular watering. After this, they are more maintenance free. The library would need to work with a garden club or other volunteers to ensure continued maintenance. Hollatz noted that the Health Partners clinics are adopting this type of landscaping at their clinics, and Weigman noted that Anoka County has several libraries with small butterfly gardens that teens care for.

Hemer asked for an update from Collins on electric vehicle charging stations. She noted that this is on the Facilities Committee wish list for the library. She talked to Sustainable Stillwater, and they are looking at installing a charging station possibly by the Zephyr. Hemer wondered if Collins knew where and how federal money could be used for this project. Her understanding is that a level two charger could run between \$15,000 and \$30,000. Collins will investigate the question of federal funds. He does know that Xcel provides grants for running new lines to the charging stations.

**AGENDA ITEM 5: Library Advocacy Task Force Recommendations**

Simon and Hansen provided a report to the board on the library task force recommendations as outlined in the board packet. Hansen emphasized that the focus is to increase the visibility and awareness of the library. The key recommendations are:

- 1) Create a standing advocacy committee as a part of Board of Trustees to keep advocacy work continuing and on track. The committee would consist of representatives from the trustees, Friends, Foundation, staff, and community.
- 2) Change or shift the culture of the Board of Trustees and library. Outreach has primarily been focused on existing users of the library. Advocacy work needs to go beyond people who have cards and visit the library. Instead of relying on staff, the group needs to utilize committed citizens to dedicate their time to talk about the library, attend events, and spread the word about the library. Volunteers giving of their time to speak on behalf of the library often lends credibility and impact to the message.
- 3) Plan for a longer-term approach to advocacy. Advocacy is a purposeful, long-term plan that takes time, effort, planning, and commitment. Work needs to occur year after year to build momentum. A crawl, run, walk, fly approach is recommended.
- 4) The RACI plan provides additional details for the review and approval of the board and committee. It is meant as a starting point to help the board and committee hit the ground running.

Simon overviewed the work presented by the messaging, outreach, and sustainability groups that was shared in past board packets. She then opened the discussion up for questions.

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Trustees discussed where the committee would exist. Hansen and Simon envision it as a committee of the board like Finance and Facilities. Hemer's interpretation of the library's bylaws is that a standing committee can only include board members. Advocacy may need to be a different type of committee if it included representatives from other groups.

Hollatz noted that the library needed strategies for drawing more people to the library, especially in the demographics outside of young families. The library has many programs and events that may be of interest, but people need to be aware of these. Targeted events that can draw new people to the library should be explored. Simon noted that the outreach portion of the presentation does include several ideas for drawing in newcomers to the library. The committee will need to review these and determine which ideas to prioritize and implement.

Simon and Hansen provided a suggested timeline of getting back to the Task Force by September 2023. Lockyear thanked Simon and Hansen for leading this effort. Lockyear indicated that the next steps are to review documents thoroughly. In July, the board will discuss again and determine whether to create a committee and adopt a plan. Trustees with questions should email or call Hansen or Simon.

**AGENDA ITEM 6: Library Finances 101**

Goeltl provided an overview of the Library Finance 101 document as presented in the board packet.

**AGENDA ITEM 7: 2024 Operating Budget Planning**

Hansen reported on the 2024 operating budget request. He commented that one of the biggest shifts in the budget was the redefinition of capital expenditures that occurred this past winter. This meant that a majority of technology-related expenditures are now classified as operating. To keep the budget level and follow the original technology plan, we'd need a 9.0% increase in the transfer in. After the Facilities Committee met and reviewed this 9% increase, Troendle and Goeltl met with IT staff to see if the equipment budget could be shifted to delay expenditures. They determined that they could delay replacements and bring the costs down to about \$15,000 in 2024 for about a 5.9% increase in the transfer in. The Finance Committee reviewed this reduction and expressed concerns about moving these IT equipment replacements so far down the road. They commented that delaying the replacement of aging equipment could affect reliability, productivity, compatibility with upcoming Windows 11 upgrades, and repair and replacement costs. Based on this feedback, staff and IT met again and came back with a more middle-of-the-road, phased approach to IT expenditures with a 6.8% increase in the transfer in. IT indicated that all scenarios are doable.

Hansen recommended the 9% increase as the budget request. He believes that the library should document what is needed as part of the budget process. If you don't ask for what is needed, you won't have the possibility of receiving it. Hansen commented that the board needs to be mindful that we supply staff and the public with computers that are functioning fully and not risk productivity or out of order signs. The trustees have responsibility to advocate for updating equipment on a regular schedule. Lockyear agreed that if the library doesn't ask then the library doesn't know how much could have been received; however, the library has had big asks in previous years without success. Troendle noted that



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the City Finance Director has indicated that she normally looks at a 3% increase for departments. Troendle is more comfortable with a percentage lower than 9%.

Trustees discussed the challenges of having IT expenditures considered capital. With IT equipment typically replaced on planned replacement schedules, there may be large fluctuations yearly. This is easier handled in a capital budget than an operating budget. Trustees wondered how this was affecting other departments. Trustees also questioned defining capital as purchases of \$5,000 or more in unit price. Many of the IT equipment purchases are large and over the threshold as a total project – such as the replacement of all public computers – but the unit price of each computer is under the threshold.

Trustees also expressed frustration that the library has very little chance to speak during the budget process. A narrative is presented to the City Administrator and City Finance Director, but the library does not get to make a presentation to council directly to provide the rationale behind the request. Collins indicated that he will follow up on this.

Hemer noted that trustees can individually speak to council members. Trustees individually could email, phone, or meet with their council member to discuss the library's request.

Weigman indicated support for the middle request of 6.8%. It is a stretch but shows responsibility. Panciera expressed support for at least the middle ground. Panciera noted that the higher increase is really due to a change in accounting practices imposed by the city. The trustees sought Collins' input, and he recommended the middle ground. Hemer commented that she also supports the middle ground. She also noted that the 9% request is not pie in the sky but is simply including scheduled IT purchases.

**AGENDA ITEM 8: Criteria for Capital Improvement Budget Planning**

Lockyear reported that the Facilities Committee is reviewing criteria to be used when examining specific capital projects and developing the CIP.

**AGENDA ITEM 9: Board Bylaws Revision**

Panciera report that when reviewing the board's bylaws, he noticed the document stated the board shall audit and approve all library expenditures. He explained that audit is a technical term and is typically reserved for official inspection by a trained, outside group. While the board should and does review expenditures, it does not officially audit them.

*Motion to approve the recommendation to review the Board Bylaws, striking the word "audit" and replacing with "review" because the board does not conduct audits. Weigman moved. Simon second.*

Hemer advised that a bylaw change requires more notification. Typically to make a bylaw change, there is a 30-day requirement before actually voting on the change to give members an opportunity to review the change and provide comment.

*Motion to table the vote on the bylaw revision until July. Hemer moved. Panciera second. Yes: Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.*

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**AGENDA ITEM 10: Juneteenth and Veterans Day**

Originally, the Juneteenth holiday was supposed to be recognized in 2024. A recent bill moved up the effective date to 2023 as a state-recognized holiday. To honor state holidays in Minnesota and align with city policy, it is recommended that the board approves closing on June 19, 2023, in observance of Juneteenth, and on November 10, 2023, in observance of Veterans Day, and prorate the holidays for benefits-eligible staff.

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

**AGENDA ITEM 11: Director and Other Staff Reports**

No additional comments.

**AGENDA ITEM 12: Board Committee Reports**

- a) Executive Committee: Will meet tomorrow.
- b) Facilities Committee: Minutes in packet.
- c) Finance Committee: Minutes in packet.
- d) Library Advocacy Task Force: Minutes in packet.

**AGENDA ITEM 13: Foundation & Friends Report**

As of late this afternoon, Light a Spark had 19 sponsors and sold 162 tickets. They are hoping for attendance between 200-240. If interested in attending, encouraged to purchase tickets soon.

**AGENDA ITEM 14: Public Commentary**

No emails or public commentary received by Lockyear.

Troendle did receive emails this week from a couple with comments about collection. Troendle referred the couple to the collection policy and intellectual freedom, and he directed the couple to the online form to suggest other titles.

**AGENDA ITEM 15: Adjournment**

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

Meeting adjourned at 7:49 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in June 2023</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of June 2023 bills paid</b>				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of June:				
<b>June 2023 (2023 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 24,953.11	\$ 4,159.47	\$ 1,157.47	\$ 30,270.05
<b>Capital Expenditures</b>	\$ 100,266.00	\$ -	\$ -	\$ 100,266.00
<b>Total</b>	<b>\$ 125,219.11</b>	<b>\$ 4,159.47</b>	<b>\$ 1,157.47</b>	<b>\$ 130,536.05</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: June 6, 2023 (\$122,754.53)</i></p> <ul style="list-style-type: none"> <li>• \$100,266 was paid to A&amp;K. Of this amount, \$6,700 will be covered under the 2022 capital roof project for repair to the lawn. The remaining costs are all 2023 building and grounds capital expenditures to be covered using fund balance:             <ul style="list-style-type: none"> <li>○ \$2,538 for sod</li> <li>○ \$20,000 for additional masonry work on library's 4<sup>th</sup> Street and North sides</li> <li>○ \$57,650 for masonry work on library's terrace side</li> <li>○ \$13,378 for interior painting and repairs</li> </ul> </li> <li>• \$10,447 paid to Bibliotheca for maintenance on the sorter.</li> <li>• \$5,973 was paid to Xcel for gas and electric.</li> <li>• \$1,332 paid to Master Mechanical for spring cooling start-up.</li> </ul> <p><i>Bill Resolution: June 20, 2023 (\$7,781.52)</i></p> <ul style="list-style-type: none"> <li>• The largest payment was \$2,167.21 to Brodart for adult fiction, adult nonfiction, teen and children's materials. The remaining invoices were smaller costs for regular purchases including supplies, programs, library cards, and other collection materials.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>6/6/2023 Bill Resolution</b> <b>6/20/2023 Bill Resolution</b>				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
712	5/31/2023	16 Wins	Website Maintenance - May	380.00	230-4230-3098-0000	Technology Support
765	5/1/2022	A&K Construction	2023 Capital Bldg & Grounds (#23-4231-962) Masonry	20000.00	120-4230-5200-0000	C/O & Improvements
769	4/26/2023	A&K Construction	2023 Capital Bldg & Grounds (#23-4231-962) Interior Painting	13378.00	120-4230-5200-0000	C/O & Improvements
771	5/18/2023	A&K Construction	2023 Capital Bldg & Grounds (#23-4231-962) Sod	2538.00	120-4230-5200-0000	C/O & Improvements
771	5/18/2023	A&K Construction	2022 Capital Roof Upgrade (#22-4231-934) Repair Lawn Damage	6700.00	120-4230-5200-0000	C/O & Improvements
772	5/18/2023	A&K Construction	2023 Capital Bldg & Grounds (#23 4231-962) Patio Areas Inv1	22000.00	120-4230-5200-0000	C/O & Improvements
773	5/30/2023	A&K Construction	2023 Capital Bldg & Grounds (#23 4231-962) Patio Areas Inv2	35650.00	120-4230-5200-0000	C/O & Improvements
19G7-J4LV-1HRY	5/15/2023	Amazon Business	Programs - Juv (SPLF HJA SRP)	158.70	232-4232-2407-0000	SPLF - Programs
1JPN-JWY3-4JRM	5/15/2023	Amazon Business	Materials - Processing	28.69	230-4230-3404-0000	Processing Fee
1JPN-JWY3-4JRM	5/15/2023	Amazon Business	Programs - Juv (SPLF HJA SRP)	50.02	232-4232-2407-0000	SPLF - Programs
1XVH-Q31K-LPTL	5/19/2023	Amazon Business	Supplies	26.99	230-4230-2101-0000	General Supplies
1MDY-133J-T9LF	5/21/2023	Amazon Business	Programs - Adult (Friends)	25.99	229-4229-2407-0000	Friends - Programs
1VM6-JWWM-HJQX	5/26/2023	Amazon Business	Supplies	30.52	230-4230-2101-0000	General Supplies
1VK-TTML-JXMV	5/27/2023	Amazon Business	Materials - Hotspots (SPLF)	233.26	232-4232-2113-0000	SPLF - Materials
11QT-XP7-QRJC	5/29/2023	Amazon Business	Supplies	58.91	230-4230-2101-0000	General Supplies
14G6-YHTM-4YPY	5/30/2023	Amazon Business	Janitorial Supplies	64.74	230-4231-2102-0000	Janitorial Supplies
1PM9-XXNM-3MMG	5/30/2023	Amazon Business	Janitorial Supplies	284.61	230-4231-2102-0000	Janitorial Supplies
2037543779	5/18/2023	Baker and Taylor	Programs - JUV SRP Reward Books (SPLF)	9.33	232-4232-2407-0000	SPLF - Programs
INV-US65170	5/26/2023	Bibliotheca LLC	Maint Agreement - Sorter	10447.15	230-4230-3713-0000	Computer Maintenance Agreements
2098754	4/25/2023	Blackstone Publishing	Materials - Audio (SAAB Friends)	96.00	229-4229-2113-0000	Friends - Materials
2102662	5/23/2023	Blackstone Publishing	Materials - Audio (SAAB Friends)	201.53	229-4229-2113-0000	Friends - Materials
SP050423	5/17/2023	Chan Karen	programs - Adult (SPLF HJA)	780.00	232-4232-2407-0000	SPLF - Programs
172389921	5/1/2023	Comcast	Internet - May	188.10	230-4230-3098-0000	Technology Support
20230592	5/23/2023	Huebsch Service	Towels & Rugs	229.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
CK20230524	5/24/2023	Koegel Christian M	Materials - Cataloging & Processing (May 13 & 24)	208.00	230-4230-3404-0000	Processing Fee
PM-9960	5/31/2023	Master Mechanical Inc.	Spring Cooling Startup	1332.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
22091	5/9/2023	Menards	Janitorial Supplies	76.66	230-4231-2102-0000	Janitorial Supplies
22482	5/17/2023	Menards	Janitorial Supplies	93.47	230-4231-2102-0000	Janitorial Supplies
IV00243718	5/30/2023	Nardini Fire Equipment	Fire Inspection	304.84	230-4231-3703-0000	Building Repair Charges
W23040577	5/11/2023	Office of MN IT Services	Phone - April	148.35	230-4231-3101-0000	Telephone
1.00401E+11	5/16/2023	Otis Elevator Company	Elevator Main agreement 6/23-8/23	638.34	230-4231-3707-0000	Maintenance Agreements - Lib Plant
430656	5/31/2023	Playaway Products	Materials - Juv Wonderbooks (Friends)	59.99	229-4229-2113-0000	Friends - Materials
50027134	5/20/2023	Scholastic Inc	Programs - JUV Reward Books (SPLF HJA SRP SPL)	178.50	232-4232-2407-0000	SPLF - Programs
504424	5/12/2023	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	89.95	232-4232-2407-0000	SPLF - Programs
WA20230524	5/24/2023	Wahoo Adventures	Programs - Adult SRP(SPLF)	90.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 116,780.88</b>		
<b>LIBRARY CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
829866334	5/25/2023	Xcel Energy	Gas	\$ 793.34	230-4231-3601-0000	Natural Gas
829866334	5/25/2023	Xcel Energy	Electric	\$ 5,180.31	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 5,973.65</b>		
<b>GRAND TOTAL</b>				<b>\$ 122,754.53</b>		

These bills are submitted and approved for payment.

*Mark Troendle* 06/06/2023  
 Mark Troendle, Library Director

*Craig Hansen* 06/06/2023  
 Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
1T39-WFW7-3VMQ	6/1/2023	Amazon Business	Supplies	43.98	230-4230-2101-0000	General Supplies
1G9F-F7TP-7366	6/2/2023	Amazon Business	Programs -JUV (SPLF HJA SRP)	91.96	232-4232-2407-0000	SPLF - Programs
1LH9-174Q-C7NH	6/14/2023	Amazon Business	Materials - Adult Non Fiction	29.98	230-4230-2405-0000	Adult Books - Non Fiction
1LH9-174Q-C7NH	6/14/2023	Amazon Business	Materials - Adult Fiction (235 Palmer)	90.56	235-4235-2101-0000	Library Donations Materials
2104040	6/1/2023	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
6202023	6/20/2023	Brodart Co	Materials - Adult Fiction (Friends Wilson)	75.57	229-4229-2113-0000	Friends - Materials
6202023	6/20/2023	Brodart Co	Materials - Juv	333.21	230-4230-2400-0000	Childrens Books
6202023	6/20/2023	Brodart Co	Materials - Adult Fiction	583.71	230-4230-2401-0000	Adult Books - Fiction
6202023	6/20/2023	Brodart Co	Materials - Adult Nonfiction	853.93	230-4230-2405-0000	Adult Books - Non Fiction
6202023	6/20/2023	Brodart Co	Materials - Processing	320.79	230-4230-3404-0000	Processing Fee
SP060623	6/6/2023	Chan Karen	Programs - Adult (SPLF HJA)	780.00	232-4232-2407-0000	SPLF - Programs
174702977	6/1/2023	Comcast	Internet - June	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	5/31/2023	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
20230614CH	5/16/2023	Haltarhuu Erdenechimeg	Programs - JUV (SPLF HJA SRP)	450.00	232-4232-2407-0000	SPLF - Programs
20230606MGH	6/6/2023	Madden Galanter Hansen LLP	Attorney Fees 5/1/2023 - 5/31/2023	180.00	230-4230-3099-0000	Other Professional Services
22720	5/22/2023	Menards	Supplies	4.83	230-4231-2102-0000	Janitorial Supplies
6202023	6/20/2023	Midwest Tape	Materials - Video (SJV)	22.48	230-4230-2408-0000	Film/Video
6202023	6/20/2023	Midwest Tape	Materials - Video (SAV)	601.94	230-4230-2408-0000	Film/Video
6202023	6/20/2023	Midwest Tape	Materials - Processing	123.11	230-4230-3404-0000	Processing Fee
W23050571	6/13/2023	Office of MN IT Services	Phone - May	148.35	230-4231-3101-0000	Telephone
SWLIBR05312023	5/31/2023	Rose Floral	Terrace Plants (235 Houston)	322.11	235-4238-4099-0000	Library Donations Miscellaneous
SWLIBR05312023	5/31/2023	Rose Floral	Terrace Plants (235 Primrose)	100.70	235-4238-4099-0000	Library Donations Miscellaneous
SWLIBR05312023	5/31/2023	Rose Floral	Terrace Plants (235 Regis)	185.02	235-4238-4099-0000	Library Donations Miscellaneous
#2	6/13/2023	Schroer Steven Ronald	Programs - Adult (SPLF)	100.00	232-4232-2407-0000	SPLF - Programs
504423	5/23/2023	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	167.75	232-4232-2407-0000	SPLF - Programs
504434	5/23/2023	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	699.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 6,595.88</b>		
<b>LIBRARY CREDIT CARD</b>						
2080386 230511	5/11/2023	Dream Host	Website hosting	19.95	230-4230-3098-0000	Technology Support
94352300405435	4/26/2023	Meta Store	Programs - Adult (SPLF)	50.00	232-4232-2407-0000	SPLF - Programs
MB-158787	4/26/2023	Mobile Beacon	Materials Hotspot (SPLF)	66.00	232-4232-2113-0000	SPLF - Materials
3690147	4/26/2023	TechSoup	Materials - Hotspot (SPLF)	165.00	232-4232-2113-0000	SPLF - Materials
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 300.95</b>		
<b>SPECIAL BILL PAYOUTS</b>						
14707909	6/15/2023	Backgroundchecks.com	Employment Background Checks	\$ 36.15	230-4230-4099-0000	Miscellaneous Charges
121455	4/5/2023	CardSource	Library Cards	\$ 519.70	230-4230-2101-0000	General Supplies
6092023	6/9/2023	Postmaster	June Newsletter	\$ 328.84	230-4230-3102-0000	Postage
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 884.69</b>		
<b>GRAND TOTAL</b>				<b>\$ 7,781.52</b>		

These bills are submitted and approved for payment.

*Mark Troendle*

06/20/2023

Mark Troendle, Library Director

*Craig Hansen*

06/20/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>June 2023 Budget Status Report</b>	
OWNER: <b>Troendle, Library Director Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period of January 1 – June 30, 2023.</p> <p><u><b>120 Funds – Capital:</b></u> 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.</p> <p>Of the \$164,000 budget for 2023 projects, \$120,686 has been expended.</p> <ul style="list-style-type: none"> <li>• \$104,770 was for masonry, with \$20,000 funded by city capital and the remaining \$84,770 from fund balance.</li> <li>• \$13,378 was for interior painting and repairs from fund balance.</li> <li>• \$2,538 was for a sod upgrade as part of the lawn damage repairs and will be expended from fund balance.</li> <li>• A remaining \$40,000 is budgeted for signage, which is fully funded by a Foundation grant request. Signage work is underway but no invoices have been received yet.</li> </ul> <p>An additional \$34,406 in capital expenditures are appearing in the 2023 budget status report. While these invoices were received in 2023, the expenses are a result of the 2022 roofing project and should be covered with the city’s 2022 roof funds.</p> <ul style="list-style-type: none"> <li>• \$27,706 is for interior painting and repairs</li> <li>• \$6,700 is for lawn damage repairs</li> </ul> <p><u><b>230 Funds – Revenues:</b></u> The budget for library-generated revenues is \$28,487. Over half of this total reflects an anticipated in-kind gift from the Foundation for funding the volunteer coordinator.</p> <p>Note: The totals for unrealized gains/losses are ignored at this time and not included when assessing YTD variance as these are market value allocations that will be adjusted again at year-end.</p> <p><u><b>230-4230 Funds – Operating Expenditures:</b></u> Personnel Services: Personnel expenditures total \$497,130 to date. This is on track with the budgeted pace of \$505,289.</p> <p>Materials: The city-funded materials budget is \$62,300. \$21,888 has been expended to date.</p> <p>Services and Charges: The budget for services and charges is \$58,195. \$31,258 has been expended to date. Based on the recent 2022 general insurance actuals, we are now projecting that 2023 operating</p>	

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.

Miscellaneous: The budget for miscellaneous is \$3,035. \$1,394 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$56,383 has been expended to date and is on track with the budgeted pace.

Plant – Supplies: The plant supplies budget is \$6,500. \$5,019 has been expended to date.

Plant – Services and Charges: The plant services and charges budget is \$125,655. \$43,086 has been expended to date. Energy costs are at \$33,855 to date, which is 49% of the total energy budget for the year. Natural gas usage has significantly decreased with the warmer months. Based on the 2022 general insurance actuals, we are now projecting that 2023 plant insurance will be about \$6,000 over the 2023 budget.

Plant – Miscellaneous: Plant miscellaneous is budgeted at \$1,100 with \$1,909 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 June Budget Status Report**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 7/6/2023 - 11:42 AM  
 Period: 1 to 6, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230 E25	LIBRARY CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	100,000.00	155,092.00	155,092.00	-55,092.00	0.00	-55,092.00	0.00
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	155,092.00	155,092.00	-55,092.00	0.00	-55,092.00	0.00
	Expense Sub Totals:	100,000.00	155,092.00	155,092.00	-55,092.00	0.00	-55,092.00	0.00
	Dept 4230 Sub Totals:	100,000.00	155,092.00	155,092.00	-55,092.00	0.00		
Dept 120-4231 E25	LIBRARY PLANT CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		



# General Ledger

## Budget Status

User: kgoetl  
 Printed: 7/6/2023 - 12:00 PM  
 Period: 1 to 6, 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	1,367.50	1,367.50	332.50	0.00	332.50	19.56
230-0000-3520-0100	Copier/Printer Sales	3,500.00	2,247.30	2,247.30	1,252.70	0.00	1,252.70	35.79
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	11.00	11.00	189.00	0.00	189.00	94.50
	R25 Sub Totals:	5,900.00	3,625.80	3,625.80	2,274.20	0.00	2,274.20	38.55
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	12,969.29	12,969.29	-12,969.29	0.00	-12,969.29	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	180.00	180.00	240.00	0.00	240.00	57.14
230-0000-3880-0030	Lost Materials	2,000.00	123.99	123.99	1,876.01	0.00	1,876.01	93.80
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	13,518.28	13,518.28	9,068.72	0.00	9,068.72	40.15
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,500,177.00	750,088.50	750,088.50	750,088.50	0.00	750,088.50	50.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,500,177.00	750,088.50	750,088.50	750,088.50	0.00	750,088.50	50.00
	Revenue Sub Totals:	1,528,664.00	767,232.58	767,232.58	761,431.42	0.00	761,431.42	49.81
	Dept 0000 Sub Totals:	-1,528,664.00	-767,232.58	-767,232.58	-761,431.42	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	224,199.50	96,202.68	96,202.68	127,996.82	0.00	127,996.82	57.09
230-4230-1100-0000	Overtime - Full Time	0.00	92.96	92.96	-92.96	0.00	-92.96	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4230-1112-0000	Sick Pay	0.00	8,476.51	8,476.51	-8,476.51	0.00	-8,476.51	0.00
230-4230-1113-0000	Vacation Pay	0.00	15,106.01	15,106.01	-15,106.01	0.00	-15,106.01	0.00
230-4230-1200-0000	Part Time Salaries	653,655.89	270,580.37	270,580.37	383,075.52	0.00	383,075.52	58.61
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	27,901.27	27,901.27	37,938.23	0.00	37,938.23	57.62
230-4230-1420-0000	FICA/Medicare	67,156.61	29,833.76	29,833.76	37,322.85	0.00	37,322.85	55.58
230-4230-1500-0000	Hospital / Medical	88,458.96	46,587.77	46,587.77	41,871.19	0.00	41,871.19	47.33
230-4230-1520-0000	Dental Insurance	4,294.80	2,074.58	2,074.58	2,220.22	0.00	2,220.22	51.70
230-4230-1540-0000	Life Insurance	769.00	274.71	274.71	494.29	0.00	494.29	64.28
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>1,121,541.26</b>	<b>497,130.62</b>	<b>497,130.62</b>	<b>624,410.64</b>	<b>0.00</b>	<b>624,410.64</b>	<b>55.67</b>
E10	<b>SUPPLIES</b>							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	3,000.00	1,733.79	1,733.79	1,266.21	0.00	1,266.21	42.21
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	6,389.25	6,389.25	8,110.75	0.00	8,110.75	55.94
230-4230-2401-0000	Adult Books - Fiction	15,500.00	5,014.14	5,014.14	10,485.86	0.00	10,485.86	67.65
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	2,856.86	2,856.86	143.14	0.00	143.14	4.77
230-4230-2405-0000	Adult Books - Non Fiction	10,700.00	5,481.87	5,481.87	5,218.13	0.00	5,218.13	48.77
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	1,078.99	1,078.99	4,421.01	0.00	4,421.01	80.38
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	983.08	983.08	516.92	0.00	516.92	34.46
	<b>E10 Sub Totals:</b>	<b>88,600.00</b>	<b>27,038.90</b>	<b>27,038.90</b>	<b>61,561.10</b>	<b>0.00</b>	<b>61,561.10</b>	<b>69.48</b>
E15	<b>SERVICES AND CHARGES</b>							
230-4230-3098-0000	Technology Support	9,500.00	5,032.35	5,032.35	4,467.65	0.00	4,467.65	47.03
230-4230-3099-0000	Other Professional Services	5,000.00	3,544.00	3,544.00	1,456.00	0.00	1,456.00	29.12
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	2,566.42	2,566.42	8,433.58	0.00	8,433.58	76.67
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	19,289.15	19,289.15	1,710.85	0.00	1,710.85	8.15
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	132.83	132.83	67.17	0.00	67.17	33.59
	<b>E15 Sub Totals:</b>	<b>58,195.00</b>	<b>31,258.58</b>	<b>31,258.58</b>	<b>26,936.42</b>	<b>0.00</b>	<b>26,936.42</b>	<b>46.29</b>
E20	<b>MISCELLANEOUS</b>							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	572.93	572.93	-36.99	0.00	-36.99	0.00
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	591.55	591.55	1,408.45	0.00	1,408.45	70.42
	E20 Sub Totals:	3,035.94	1,394.48	1,394.48	1,641.46	0.00	1,641.46	54.07
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	556,822.58	556,822.58	714,549.62	0.00	714,549.62	56.20
	Dept 230 Sub Totals:	1,271,372.20	556,822.58	556,822.58	714,549.62	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	69,836.50	30,506.95	30,506.95	39,329.55	0.00	39,329.55	56.32
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	854.54	854.54	-854.54	0.00	-854.54	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	10,532.06	10,532.06	16,856.39	0.00	16,856.39	61.55
230-4231-1410-0000	PERA	7,234.50	3,174.95	3,174.95	4,059.55	0.00	4,059.55	56.11
230-4231-1420-0000	FICA/Medicare	7,437.71	3,324.60	3,324.60	4,113.11	0.00	4,113.11	55.30
230-4231-1500-0000	Hospital / Medical	11,518.44	6,731.26	6,731.26	4,787.18	0.00	4,787.18	41.56
230-4231-1520-0000	Dental Insurance	505.20	294.70	294.70	210.50	0.00	210.50	41.67
230-4231-1540-0000	Life Insurance	116.00	43.20	43.20	72.80	0.00	72.80	62.76
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	56,383.33	56,383.33	67,653.47	0.00	67,653.47	54.54
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	3,156.71	3,156.71	843.29	0.00	843.29	21.08
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	5,019.40	5,019.40	1,480.60	0.00	1,480.60	22.78
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	741.75	741.75	958.25	0.00	958.25	56.37
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	21,001.85	21,001.85	26,998.15	0.00	26,998.15	56.25
230-4231-3601-0000	Natural Gas	21,000.00	12,853.86	12,853.86	8,146.14	0.00	8,146.14	38.79

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4231-3703-0000	Building Repair Charges	9,000.00	705.66	705.66	8,294.34	0.00	8,294.34	92.16
230-4231-3707-0000	Maintenance Agreements	10,000.00	7,783.84	7,783.84	2,216.16	0.00	2,216.16	22.16
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	43,086.96	43,086.96	82,568.04	0.00	82,568.04	65.71
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,909.10	1,909.10	-809.10	0.00	-809.10	0.00
	E20 Sub Totals:	1,100.00	1,909.10	1,909.10	-809.10	0.00	-809.10	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	106,398.79	106,398.79	190,893.01	0.00	190,893.01	64.21
	Dept 4231 Sub Totals:	297,291.80	106,398.79	106,398.79	190,893.01	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	767,232.58	767,232.58	761,431.42	0.00	761,431.42	49.81
	Fund Expense Sub Totals:	1,568,664.00	663,221.37	663,221.37	905,442.63	0.00	905,442.63	57.72
	Fund 230 Sub Totals:	40,000.00	-104,011.21	-104,011.21	144,011.21	0.00		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Supplemental Funds: Gifts and Grants Received</b>	
OWNER: <b>Goeltl, Business and Communications Manager</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of the supplemental gifts and grants received by the library in Quarter 2 of 2023.</b>	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – June 30, 2023.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Supplemental Funds: Gifts &amp; Grants Received Through 6/30/2023</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**LIBRARY SUPPLEMENTAL FUNDS: 2023 GIFTS & GRANTS RECEIVED (January 1 - June 30, 2023)**

Updated 7/6/2023

2023 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
2022	12/29/2022	\$100 tribute in memory of Pat Lynch, John Taylor, Bruce Beutel, Dick Zeuli	\$100	None	235-0000-3820-0100	TBD	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
2022	12/29/2022	\$15 tribute in memory of Orlan Youngren	\$15	Book purchase	235-3235-3820-0100	Expend in 2023	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
2022	12/29/2022	\$500 for print books	\$500	Book purchase	235-3235-3820-0100	Expend in 2023	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
G1	1/26/2023	Unrestricted donation	\$300	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G2	2/22/2023	In-kind donation of 10 new copies of the title "Can't We Talk About Something More Pleasant?" by Roz Chast have been added to the collection. These books were distributed by ArtReach St. Croix and paid for with NEA grant funding.	In-Kind	Books placed in circulating collection	N/A	N/A	Board approved 5/9/23
G3	2/22/2023	Unrestricted donation	\$100	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G4	2/28/2023	Unrestricted donation	\$500	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G5	2/28/2023	Tribute gift in honor of Spike Carlsen	\$90	Book purchase	230-0000-3820-0100	Expend in 2023	Board approved 5/9/23
G6	4/6/2023	Tribute gift in memory of Gary McLaughlin	\$25	None	230-0000-3820-0100	Expend in 2023	For board review and approval 7/11/23
G7	4/6/2023	Unrestricted donation	\$200	None	235-0000-3820-0100	TBD	For board review and approval 7/11/23
G8	4/6/2023	Unrestricted donation to Foundation; Deposited mistakenly to library account. Foundation approved that library can retain donation for use instead of transferring funds back to Foundation	\$100	None	235-0000-3820-0100	TBD	For board review and approval 7/11/23
G9	4/6/2023	Tribute gift in honor of Spike Carlsen	\$1,000	None	235-0000-3820-0100	TBD	For board review and approval 7/11/23
G10	4/12/2023	In-kind donation of: Stillwater Park watercolor by Jo Lutz Rollins Stillwater pictorial card by Bettye Olson Photos of John Edward Slaughter and Gertrude Rotschild Slaughter Book "Persistence of Vision: The Art of Bettye Olson"	In-Kind	None	N/A	N/A	For board review and approval 7/11/23
G11	4/20/2023	Unrestricted donation from Stillwater Township	\$5,000	None	227-0000-3820-0100	TBD	For board review and approval 7/11/23
G12	4/20/2023	Tribute gift in memory of Peg McHugh	\$50	Materials	230-0000-3820-0100	Expend in 2023	For board review and approval 7/11/23
G13	5/4/2023	Tribute gift in memory of Peg McHugh	\$50	Materials	230-0000-3820-0100	Expend in 2023	For board review and approval 7/11/23
G14	5/11/2023	Tribute gift in memory of Ann Kraemer	\$30	Materials	230-0000-3820-0100	Expend in 2023	For board review and approval 7/11/23
G15	5/11/2023	In-kind tribute donation in memory of Ann Kramer of Growing Up in Chisholm on the Mesabi Iron Range (est. value \$30)	\$30	None	N/A	N/A	For board review and approval 7/11/23
G16	6/20/2023	Gift for purchase of mystery books	\$150	Materials	235-3235-3820-0100	Expend in 2023	For board review and approval 7/11/23
G17	6/20/2023	\$1,429 distribution from Athena Fund for purchase of adult nonfiction	\$1,402	Adult nonfiction materials of lasting value	235-3235-3820-0100	Expend in 2022/2023	For board review and approval 7/11/23
G18	6/29/2023	Tribute gift in memory of Bill Polley	\$100	None	235-0000-3820-0100	TBD	For board review and approval 7/11/23
G19	6/29/2023	Tribute gift in memory of Bill Polley	\$200	None	235-0000-3820-0100	TBD	For board review and approval 7/11/23
			<b>\$9,942</b>				
2023: FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
FRND1	4/20/2023	Friends 2023-04 Grant Request	\$16,300	Materials and Programs	229-0000-3810-0100	Expend in 2023	For board review and approval 7/11/23
			<b>\$16,300</b>				
2023: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	3/24/2023	SPLF 2023-03 DR HJA Summer Explorers	\$17,500	Juv Summer Reading Programming	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF2	3/24/2023	SPLF 2023-03 DR HJA EL & School Age Programming	\$6,200	Early Literacy & School Age Programming	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF3	3/24/2023	SPLF 2023-03 DR HJA Adult Programming	\$7,200	Adult Arts Programming & Tech	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF4	3/24/2023	SPLF 2023-03 DR Huelsmann Signage	\$20,000	Signage Project	232-0000-3820-0315	Expend in 2023	Board approved 5/9/23
SPLF5	3/24/2023	SPLF 2023-03 Materials	\$14,300	Circulating materials	232-0000-3820-0310	Expend in 2023	Board approved 5/9/23
SPLF6	3/24/2023	SPLF 2023-03 Sunday Hours	\$16,300	Sunday Hours	232-0000-3820-0100	Expend in 2023	Board approved 5/9/23
SPLF7	3/24/2023	SPLF 2023-03 YS Support	\$23,000	YS Support Hours	232-0000-3820-0100	Expend in 2023	Board approved 5/9/23
			<b>\$104,500</b>				
2023: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF in Kind 1	1/25/2023	Volunteer Coordinator Contract	\$1,388.89				Board approved 5/9/23
SPLF in Kind 2	2/25/2023	Volunteer Coordinator Contract	\$1,388.89				Board approved 5/9/23
SPLF in Kind 3	3/25/2023	Volunteer Coordinator Contract	\$1,388.89				Board approved 5/9/23
SPLF in Kind 4	3/29/2023	Volunteer Coordinator Backpay	\$1,437.50				Board approved 5/9/23
SPLF in Kind 5	4/25/2023	Volunteer Coordinator Contract	\$1,451.39				For board review and approval 7/11/23
SPLF in Kind 6	5/25/2023	Volunteer Coordinator Contract	\$1,451.39				For board review and approval 7/11/23
SPLF in Kind 7	6/25/2023	Volunteer Coordinator Contract	\$1,451.39				For board review and approval 7/11/23
			<b>\$9,958.34</b>				

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee &amp; Council Liaison Information Sharing</b>	
OWNER: <b>Trustees &amp; Council Liaison</b>	PRESENTER: <b>Trustees &amp; Council Liaison</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b>  This standing agenda item allows Trustees 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> <ul style="list-style-type: none"> <li>• 6/12/2023: On behalf of Hansen, Troendle shared a Stillwater Library Habitat plan document. Hansen discussed this document in the Trustee &amp; Council Liaison Information sharing portion of the June board meeting.</li> <li>• 7/6/2023: On behalf of Simon, Troendle shared a Washington Post article titled “Rooftops, cafes and Zoom rooms: Libraries evolve to serve remote workers.”  <a href="https://www.washingtonpost.com/technology/2023/06/29/libraries-remote-hybrid-work-offices-rto/">https://www.washingtonpost.com/technology/2023/06/29/libraries-remote-hybrid-work-offices-rto/</a></li> <li>• Trustees planning to attend the City’s annual boards and commissions picnic on August 9 are requested to RSVP by August 2. Please see the invitation for more information.</li> <li>• Attached are photos from Hemer from the Municipal Library in Akureyi, Iceland.</li> </ul> <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: <b>Stillwater Library Habit Plan</b> <b>Boards and Commissions Picnic Invitation</b> <b>Photos from an Icelandic library</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Native Lawn Recommendations for Stillwater Library



**Date:** May 23, 2023

**Prepared by:** This landscape plan is provided as a service by Pollinator Friendly Alliance. PO Box 934, Stillwater, Minnesota 55082 | [pollinatorfriendly.org](http://pollinatorfriendly.org) Contact: [laurie@pollinatorfriendly.org](mailto:laurie@pollinatorfriendly.org)

**Climate change** is a problem now and for the children who will inherit tomorrow. In a 2021 poll, 85% of Minnesotans said they are concerned about climate change. Replacing turf with native robust plants is one tactic to mitigate climate change and preserve the environment future generations.

**Native plantings** promote climate resilience and biodiversity with native trees, shrubs, grasses and flowers. Native plants pull carbon from the atmosphere and keep it safely stored in the soil. A well-designed habitat helps prevent flooding and stormwater runoff, reduces toxic pesticide pollution, conserves water, and provides habitat for threatened species. Fifty percent of animal populations disappeared in the last two decades, and pollinators which support our food supply and entire planet's ecosystem, are in peril.

**Turf:** There are 50 million acres of turf in the U.S. Maintaining all this turf requires trillions of gallons of water, 200 million gallons of gas (for mowing) and 70 million pounds of herbicides per year. All those inputs take a big toll on the environment and management budgets.

## Native Habitat Plan for Stillwater Library

West entrance.

### Replace turf with native fescues. (Supplier: Minnesota Native Landscapes)

- In areas where flowers, shrubs or trees are not present – use native drought tolerant grasses such as: tall, creeping or fine fescues instead of water-demanding grasses like Kentucky bluegrass.
- Allow grasses to grow at least 4-6" before mowing. Mowing uses resources, and short grass needs more water. Longer grasses create shade especially during hot months and taller grasses grow deeper roots to access water and for overall plant resilience.
- Short lawns need more maintenance, require more watering and easily burn in drought.

### Trees (Supplier: Out Back Nursery, Abrahamsons, Abor Hill Tree Nursery)

1. Add dwarf crab apple tree adjacent to existing pink crab apple at lawn south edge. Crab apple trees are a tradition in Stillwater and along 4<sup>th</sup> Street. Prairie Fire *Malus Prairiefire* (pink), Spring Snow *Malus Spring Snow* (white). Flowering crabs provide forage for pollinators and birds.
2. Sugar Maple *Acer saccharum* – replaces dying large ash tree on front lawn when necessary.

### Flowering shrubs (Supplier: Out Back Nursery, Prairie Nursery)

1. Ninebark (*Physocarpus opulifolius*) 7' tall  
-or-
2. Lilacs, purple and white (*Syringa vulgaris*) 6' - 15' (Supplier: White Flower Farm or Rose Floral)

### Native flower garden (Supplier: Glaciel Ridge Growers, MNL or Out Back Nursery)

Spring Blooms: Prairie phlox, ohio spiderwort, Virginia bluebells, wild ginger

Summer Blooms: Blue vervain, mountain mint, meadow blazing star, cardinal flower, purple coneflower

Fall Blooms: New England aster, anise hyssop, blue false indigo, Showy goldenrod

### Ongoing Management:



- Prohibit use of pesticides including insecticides and herbicides on trees, lawn or plants. (Alternative if necessary: Biocontrols)
- Allow lawn to grow to at least 4-6" before mowing.
- If fertilizer is needed, use only organic fertilizers such as compost. This is especially important in the hill area of Stillwater since fertilizers run downhill into the St. Croix National Scenic Riverway. (Supplier: Espoma)
- To add lawn nutrients, spread and rake in a thin layer of compost over the lawn. (Supplier: Buberls)
- Hedgerow of shrubs will require pruning/shaping in late fall or early spring once per year.
- Optional: Native flowering garden at entrance requires regular watering until established the first year, and ongoing monthly weeding.



Above: Replace Ash with Sugar Maple when necessary



Above: Clean up south property line by removing box elder, Asian honeysuckle and other brush. Plant a hedgerow of Ninebark or Lilacs. Seed slope and grassy areas with native fescues. Add second white crab apple adjacent to existing pink crab apple.





Above: Mature white crabapple will need to be replaced in next couple years. Replace with two crabapple when necessary.



Above: Sun Prairie Public Library, Wisconsin, beautiful building rises from a carefully planted prairie ecosystem.



Above: Mahtomedi library naturalized landscape features a large raingarden, native dwarf trees, native grasses and flowering pollinator garden.





Above: Minneapolis sculpture garden native “fresh meadows” and walking trails surround the grounds.



Above: Laramie County Library, Wyoming, replaced all turf with native habitat plantings and walking paths.



Above: Daniel Boone Library, Missouri, surrounded their property with native gardens and grasses.



# CITY OF STILLWATER

## ANNUAL BOARDS AND COMMISSIONS PICNIC

**YOU AND YOUR GUEST ARE INVITED  
TO THE CITY OF STILLWATER  
ANNUAL PICNIC**

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**DATE:           Wednesday, August 9, 2023**

**TIME:           Social Hour, 5 p.m.  
Picnic, 6 p.m. to 8 p.m.**

**PLACE:         Pioneer Park in Stillwater  
(North 2nd Street)**

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**Please RSVP by August 2nd  
so we can plan food accordingly.**

**[nmanos@ci.stillwater.mn.us](mailto:nmanos@ci.stillwater.mn.us)**

**Thank you!**



## Library in Akureyri, Iceland



Photo 1: Exterior of the [Municipal Library](#) in Akureyri, Iceland. The exterior is white with large glass panes spanning the length of the building.



Photo 2: A sewing machine available for public use.



Photo 3: Two large shelving units filled with a wide assortment of board games.





Photo 4: Cake/gelatin molds can be checked out from the library. This photo features a mold of the Very Hungry Caterpillar.

Photo 5: A set of china plates and utensils available to borrow at the library.



Photo 6: Chess table set up at the end of a book shelf.

Photo 7: Seating area in the corner of the library taking in the natural light from the library's large windows.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Evaluation Process – September Annual Review &amp; Goal Suggestions</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  <p>At the September meeting, the board will conduct an annual review of the library director. The director will inform the board of the issues, barriers, and progress toward goals. An Annual Review Form, completed by the director, will be provided to trustees prior to the September board meeting. The completed form is sent separately from the public packet and typically is provided on either the same day or within a day of the packet being made available. Items for the trustees to consider in preparation for the discussion are outlined on the Annual Review Form page of the attached library director evaluation documents.</p> <p>As noted in the instructions: The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Board President for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.</p> <p>The annual review may or may not be a closed session to be decided at the discretion of the board and director. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Director Evaluation Process Documents</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

### **Performance Evaluation for the Director**

Date last reviewed by board: January 14, 2020

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis. Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. However, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall verbally summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress report is meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress. Should progress be insufficient to accomplish the annual goals, the Director and Trustees shall discuss barriers and take corrective action to improve progress to facilitate accomplishing goals.

#### List of Related Documents

1. Performance Evaluation Instructions
2. Annual Review Form/ Director
3. Annual Review Form / Trustees
4. S.M.A.R.T. Goal Definition
5. Goal Development Worksheet
6. Progress Report Form/Director
7. Progress Report Form/Trustees
8. Library Director Position Description



## Performance Evaluation Instructions

Approved by board: January 14, 2020

### Annual Review Form

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

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

### Director

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

### Trustees

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

### Director and Trustees

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

### Goal Development Worksheet

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

### Progress Report Form

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

# Stillwater

## Public Library

### **Director**

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

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

### **Trustees**

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

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

# Stillwater

Public Library

## Annual Review Form/Director

Date last reviewed by board: January 14, 2020

### Director

Describe the accomplishment/outcome/product of each S.M.A.R.T. goal:

Goal #1

Goal #2

Goal #3

Respond to the following questions:

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?
4. How might the board have been more supportive in the successful achievement of goals?

**Annual Review Form/Trustees**

Date last reviewed by board: January 14, 2020

**Trustees**

Prepare for discussion using the following discussion points and questions as guides:

1. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.
  
2. How did the outcome of the goals demonstrate the following areas of competence?
  - Relationship building - professional/peers, staff, management and board
  - Financial responsibility and oversight
  - Community Relations
  - Facilities management
  - Accomplishment of objectives outlined in the strategic plan
  
3. What areas are/were particularly challenging and why?

Annual SMART Goal	Please comment on the accomplishment/outcome/product of the goal.	Rating
Goal #1		
Goal #2		
Goal #3		

Rating Scale: 5=Excellent 4=Good 3=Satisfactory 2=Fair 1=Poor

**This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.**

Director's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Board President's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## **S.M.A.R.T. Goal Definition**

Date last reviewed by board: January 14, 2020

**S.M.A.R.T.** goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

**Specific:** Goals should be simplistically written and clearly define what you are going to do.

**Measurable:** Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

**Achievable:** Goals should be achievable; they should stretch you slightly so you feel challenged but be defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

**Results-focused:** Goals should measure outcomes, not activities.

**Time-bound:** Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

**S.M.A.R.T.** Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

**Goal Development Worksheet**

Date last reviewed by board: January 14, 2020

<b>Director's SMART GOAL Proposal</b>	<b>Trustee comments/suggestions /ideas</b>	<b>Goal to be used in Performance Evaluation</b>

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Proposed Board Bylaws Revisions</b></p>	
<p>OWNER:  <b>Executive Committee</b></p>	<p>PRESENTER:  <b>Lockyear, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>D</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:</p> <p>It is proposed to update Article VI, Section 1 and Section 3, of the Board Bylaws to more clearly state who may serve on committees. The current language is silent on whether or not non-board members may serve on committees.</p> <p>After a review of other Minnesota library bylaws and research into committee structure and membership it was determined that there are no prohibitions against including non-board members on Library committees.</p> <p>In light of the potential need for a future committee to include non-board members, the Executive Committee suggests the following draft proposal to Article VI, Committees and Task Forces Section 1 and Section 3 for Board consideration.</p> <p>Also, as noted last month, 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. This revision more accurately reflects the oversight role of the board.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Redlined copy of the Bylaws</b>  <b>Draft proposal without redlining marked DRAFT</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

## Draft Proposal for Bylaw Change

### **ARTICLE VI: Committees & Task Forces**

**Section 1.** ~~Standing~~ Committees. The committees of the Board may be formed at any regular meeting of the Board, as determined 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 ~~Committee membership and charges shall be established by the President~~ in order to manage the work of the Board in an efficient and effective manner. Each committee chair shall be a member of the Board, but committee membership is not restricted to Board members or staff. Staff may serve on committees as “ex-officio” members.

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. Each Task Force chair shall be a member of the Board, but the Task Force membership is not restricted to Board members or staff. ~~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.

# Stillwater

## Public Library

### **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, 8/8/23

#### **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,

# Stillwater

## Public Library

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.** Committees. The committees of the Board may be formed at any regular meeting of the Board, as determined by the President. Committee membership and charges shall be established by the President in order to manage the work of the Board in an efficient and effective manner. Each committee chair shall be a member of the Board, but committee membership is not restricted to Board members or staff. Staff may serve on committees as "ex-officio" members.

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### **ARTICLE VII: Duties of the Board of Trustees**

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

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- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall 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.
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- 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

# Stillwater

## Public Library

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 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: <b>Library Advocacy Plan</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>The Advocacy Task Force presented their plan and recommendations at the June 2023 Board meeting. The Board had a good initial discussion of the recommendations. Following the board meeting individual trustees shared additional comments and questions with the President. As a result of these comments and the importance of this issue, staff and President, Lockyear determined that additional board time is needed to continue the discussion before taking action on the recommendations and the RACI chart.</p> <p><b><u>Questions raised:</u></b></p> <p>How will the work of an Advocacy Committee be financed?</p> <p>Should the Advocacy Committee and actions outlined in the RACI chart be managed by the Friends/Foundation?</p> <p>Do the by-laws allow for the initiation of actions in the community beyond Trustees speaking on behalf of the Library?</p> <p>Would the Board review and approve all actions taken by committee members/associated volunteers?</p> <p><b><u>Additional questions for consideration and discussion:</u></b></p> <p>How would volunteers be recruited to do the work outlined in the RACI chart?</p> <p>Who would train the volunteers?</p> <p>What actions outlined in the RACI chart are do-able and within what time frame?</p> <p>What would key performance and metrics be and how will they be measured?</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Recommendations and RACI chart</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## **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.

# 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
<b>Build Advocacy Framework</b>						
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
<b>Inform and Engage Current Patrons in Advocacy</b>						
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
<b>Develop Legacy Planning &amp; Fundraising Resources</b>						
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
<b>Build One-to-One Relationships</b>						
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 building community (e.g., students and seniors learning from each other here).	I	C	R	C	C	2025
<b>Document and Share Library Stories</b>						
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
<b>Expand Presence at Local Community Events</b>						
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
<b>Hire Interns to Help with Messaging, Outreach and</b>						
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
<b>R (RESPONSIBLE) TOTALS</b>	R: 2	R: 36	R: 6	R:0	R: 14	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities 101</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Mathre and Hemer</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>The committee will review prior accomplishments and look at potential future enhancements and recommended maintenance projects.</p> <p>Accomplishments — Ryan</p> <ul style="list-style-type: none"> <li>• Review of past projects (prior to 2022)</li> </ul> <p>Future Maintenance &amp; Enhancements Projects — Paula</p> <ul style="list-style-type: none"> <li>• Maintenance projects as recommended by K&amp;A consultants</li> <li>• Proposed enhancement projects</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>There will be a PowerPoint presentation and the slides follow this cover sheet.</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

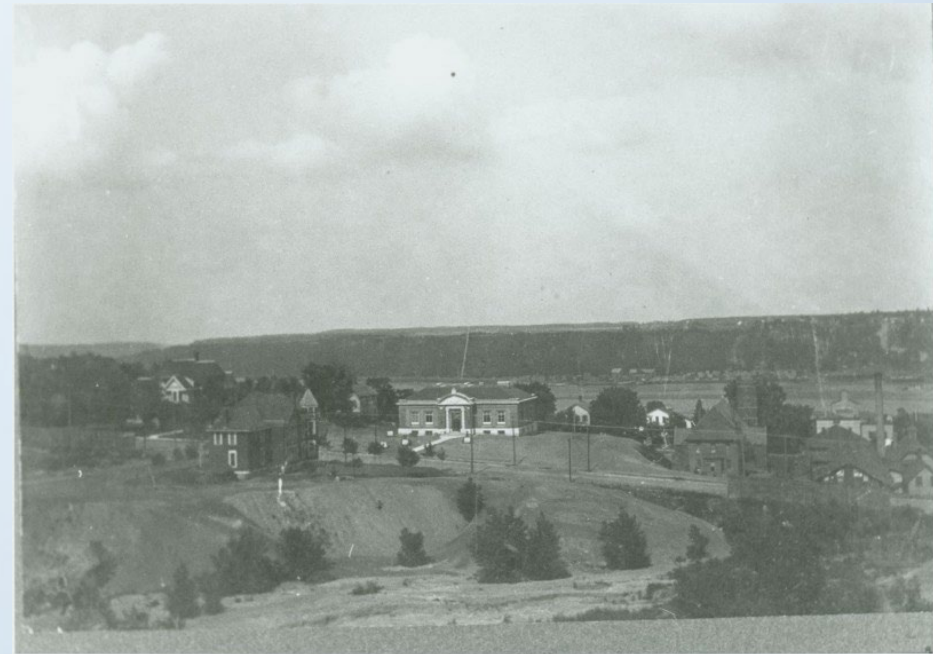


# Facilities Committee 101: Past Accomplishments, Future Maintenance Projects & Enhancements

Presented by: Paula Hemer & Ryan  
Mathre

# Original Construction 1902-1903

- \$25,000 Carnegie funding plus additional gift of \$2,500 to build 5,000 square foot building
- City provided land for building



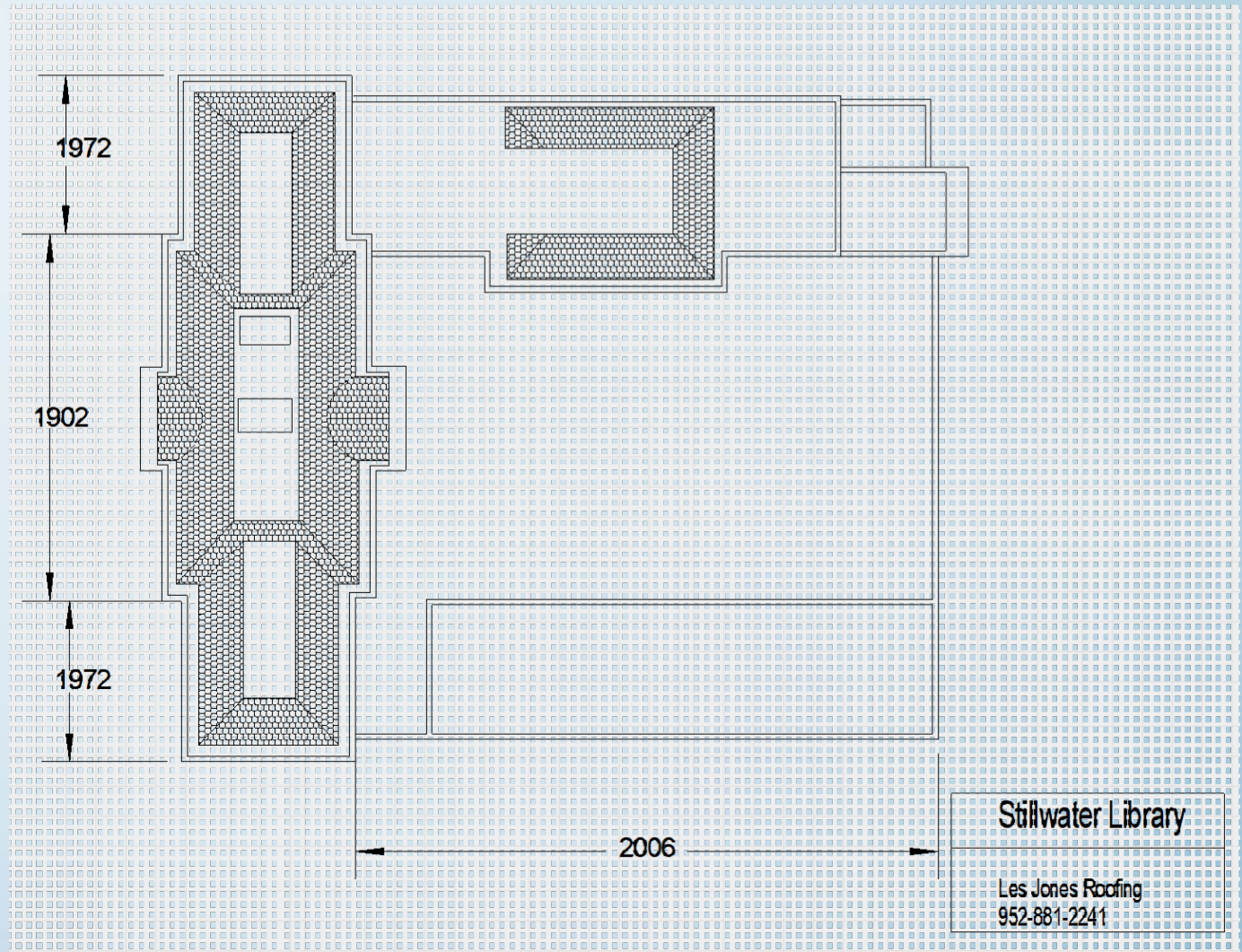


# Margaret Rivers expansion - 1972





# Three libraries in one







# Past Accomplishments



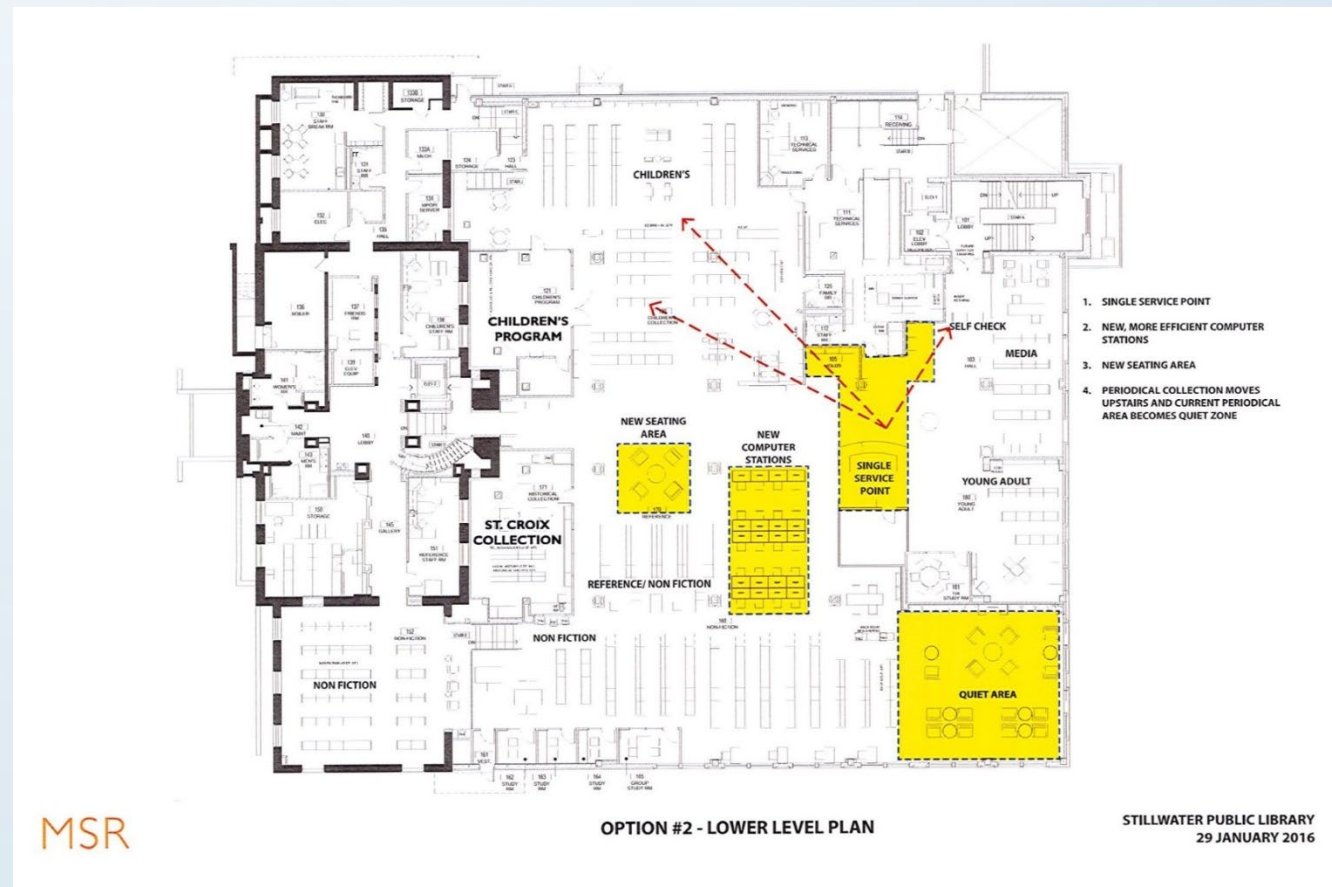
# Past Projects 1985-2006

- 1985-1986 – Facility reorganization - funded by City — Handicap access added & 2,000 square feet repurposed for public use
- 2005-2006 Expansion — New Third Street entrance, parking ramp with terrace atop and new event/community space



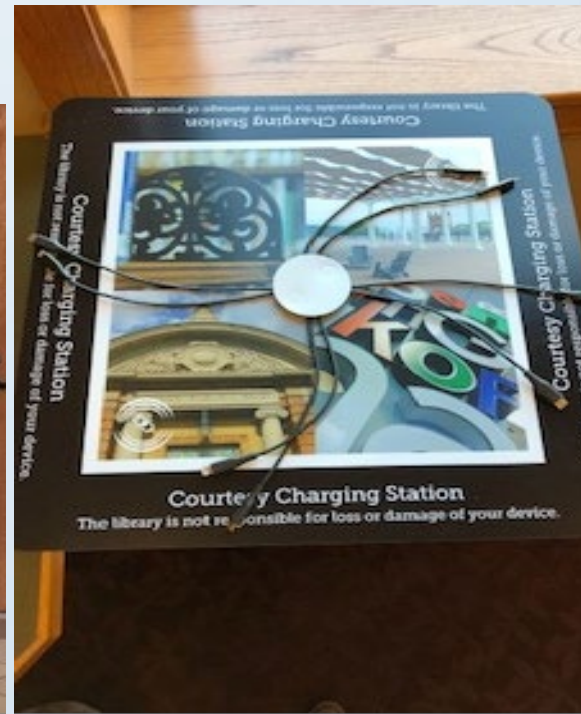
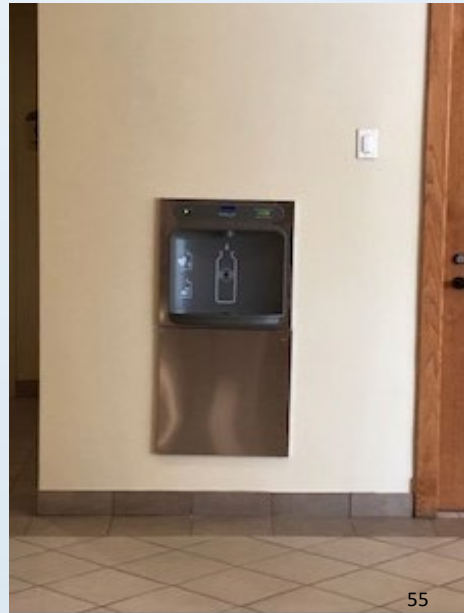
# Past Projects 2016

- Co-located circulation and reference desk



# Past Projects 2017-2019

- Upgraded teen entrance
- Hearing Loops – Margaret Rivers Room (2017), Conference Room (2018), and Story Time Room (2019)
- Added charging and hydration stations





# Past Projects 2018-2021



LED lighting



# Past Projects 2019

- Repaired pergola





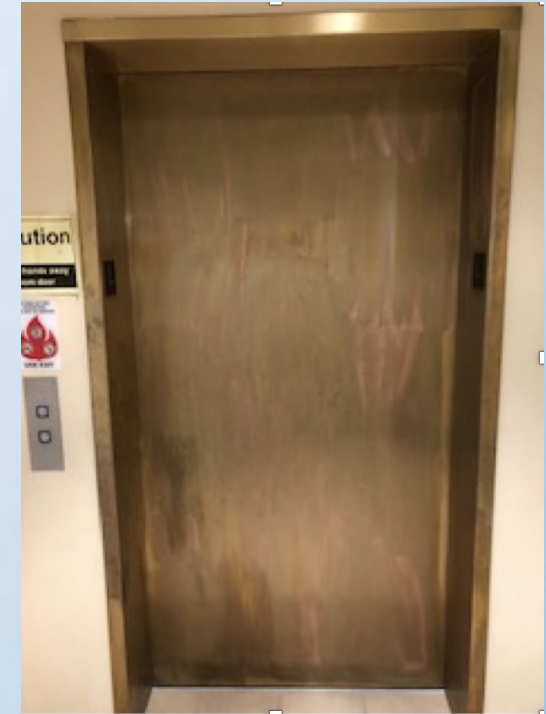
# Past Projects 2019-2020

- Repaired Fourth Street level ceiling



# Past Projects 2019-2020

- Repaired leaking pipes in garage
- Repaired and refinished elevator doors
- Replaced doors to parking ramp





# Past Projects 2019-2020

- Bird deterrence in ramp
- Upgrading computer chairs
- Re-upholstered chairs





# Past Projects 2019 - ongoing

- Masonry Repairs



# Past Projects 2021

- Catering Ramp repaired and repainted



# Past Projects 2021

- Terrace capstones repaired to protect from water damage





# Past Projects 2022



Original Roof replaced





# Future Maintenance Projects

- Identified internally
- Identified by Kraus-Anderson

# Projects identified internally:

- Final phase of masonry work on 3rd Street entrance, 2024. Cost TBD
- Hot water heater replacement, 2026, \$6,000
- Low Voltage Panel Replacement, 2026, \$5,000



# Identified by Kraus-Anderson

- In a recent Facility Condition Assessment of 10 city facilities
- Included \$4M of deferred library maintenance over next 10 yrs.

- Retaining walls - 2026
- Exterior doors - 2026
- Fire Alarm Replacement Panel - 2026
- Sump Pump replacement - 2026
- Expansion tank for boilers - 2026
- VDFs - 2026
- Server room - 2026
- Terrace roof - 2027
- Elevator & Lift - 2027
- Stairs & railings - 2028



# Current Enhancement Project:

Library signage, \$40,000 from supplemental funds



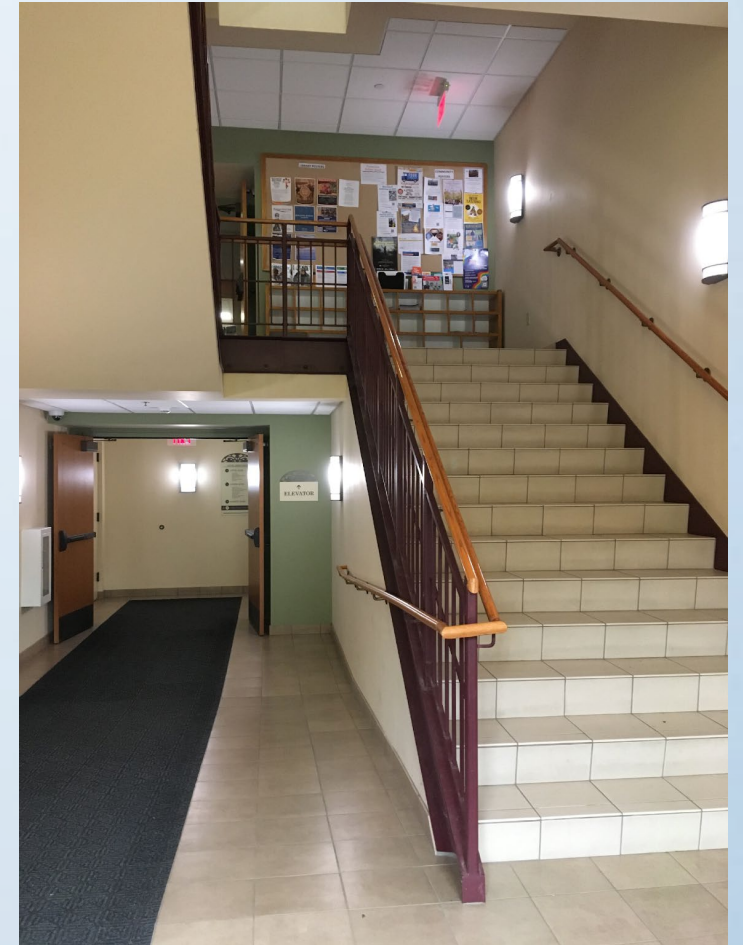


# Future Enhancements

2024-2028

# Third Street Entrance/Stairwell - proposed for 2024

- Repair cracks and repaint
- Create appealing entrance art
- Redo messaging area





## Meeting Wing - 2025-2026

- Sound-abatement divider
- New furniture
- Upgrade Audio and Visual Equipment



# Car and bike charging stations & Bike repair station

2024/2025







## Children's Area - 2028

- Sound partition
- Replace furniture, shelving, carpeting
- Update computers



## Terrace Enhancements - 2028

Improved accessibility  
Education, story time, play areas, outdoor activities  
Stage area for concerts, outdoor movies, etc  
Telescope  
Shaded areas, unique & inviting

# A Wish List of Possible Future Enhancements

- Improve accessibility in St. Croix Collections room
- Improve ADA accessibility to restrooms and terrace
- Green roof for terrace
- Bike repair station
- Solar panels on roof to provide energy for building
- Replace general furnishings throughout library
- Enhance 4th street lawn
- Consider digital monitors for future signage
- Replace carpeting on upper level



# Prioritization for future planning



# Proposed Criteria

- Maintenance\*:
  - **Safety Need:** risk to patrons, staff and/or facility.
  - **Current cost vs. future cost:** includes inflationary costs and/or added costs due to deferring maintenance/increased wear to facility.
  - **Negative impact on staff and patrons:** level of inconvenience or disruption to the staff and/or facility.
  - **Complexity of project:** size of project, amount of staff time, number of contractors, need for fundraising, etc.
  - Speed of completion: how quickly the project can be completed..

\* Exclude Kraus-Anderson recommended projects from prioritization

# Proposed Criteria

- Enhancements\*:
  - **Safety Need:** risk to patrons, staff and/or facility.
  - **Current cost vs. future cost:** includes inflationary costs and/or added costs due to deferring maintenance/increased wear to facility.
  - **Positive impact for staff and patrons**
  - **Complexity of project:** size of project, amount of staff time, number of contractors, need for fundraising, etc.
  - **Future Maintenance requirements & cost:** sustainability of project
- \* Must have: All enhancement projects involve staff in planning & buy-in prior

So many maintenance needs!

So many possible enhancements!

Challenging work for our Facilities committee, our Director and our Board.



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:			
2024 Operating Budget			
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Hansen, Secretary/Treasurer		
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Action is requested to approve the 2024 operating and supplemental budget request.			
BACKGROUND/CONTEXT: The Finance Committee and library staff met on June 30, 2023, to develop a proposed 2024 operating budget request recommendation based on financial projections and feedback from the June board meeting.			
<b>City Operating Request:</b> The baseline library budget for 2024 is an essentially flat request of the city, limited to contractual and inflationary increases.			
<ul style="list-style-type: none"> <li>• There are no additional personnel hours. Increased staffing costs are solely for wage adjustments, step increases, and benefits that align with city contracts and state-mandated guidelines.</li> <li>• Insurance, electricity, and existing plant maintenance agreements increased to meet current pricing.</li> <li>• All other line items were budgeted flat including city funding for library materials, with more than 50% of total materials funding coming from supplemental sources.</li> <li>• Sunday Hours, Volunteer Coordinator, and the 20-hr youth services position are all funded with supplemental funds and not included in the city budget.</li> <li>• The baseline budget is a 6.49% increase from the transfer in.</li> </ul>			
Included in this baseline budget is \$20,600 for IT equipment, which also is flat from 2023. The library’s IT equipment plan originally budgeted \$62,300 in 2024 expenditures as it was structured for capital funding with annually varying needs based on replacement schedules. Within an operating budget, this fluctuation becomes more challenging to manage. Staff and IT identified additional budget options for consideration that shift the replacement of items. As discussed in June, here are three IT budget requests for the board’s consideration:			
IT Equipment Budget	<b>Request of \$15,500</b>	<b>Request of \$29,100</b>	<b>Request of \$62,300</b>
2024 Operating Budget	\$1,619,885	\$1,633,485	\$1,666,685
2024 City Transfer In	\$1,592,398 (\$99,221 or a 6.15% increase)	\$1,605,998 (\$105,821 or 7.05% increase)	\$1,639,198 (\$139,010 or 9.27% increase)
<ul style="list-style-type: none"> <li>• \$62,300 Scenario: Follow the 2023-2027 IT plan as scheduled and budget for \$62,300 (a \$41,700 increase). Budget includes the replacement of all staff desktops and laptops (5-6 years old), circulating laptops (8 years old), Margaret Rivers tech upgrades, and Wi-Fi access points.</li> <li>• \$29,100 Scenario: Modify the IT plan and shift some of the replacements to future years.</li> <li>• \$15,500 Scenario: Modify the IT plan and budget for <i>less than</i> the 2023 amount of \$20,600. Shift even more of the replacements to future years. This reduction of \$5,100 explains why there would be a 6.15% increase in the transfer in and not the 6.49% increase of the baseline budget.</li> </ul>			
Following the cover sheet are documents that outline the proposed 2023-2028 IT expenditures for each scenario. The Finance Committee’s recommendation is to adopt the baseline budget with an IT equipment request of \$29,100. This middle scenario gets the library started at a level that provides more consistent budgeting year over year, which is better suited to the operating budget cycle. The total projected IT equipment cost of \$149,200 over 5 years, which averages to \$29,840 per year.			



**Supplemental Request:**

The estimated starting supplemental budget is \$268,559 with potential additional funds needed for advocacy, capital projects, and possible budgetary projects. See attached documents.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 2024 Operating Budget Summary
- 2024 IT Equipment Scenarios
- 2024 Operating Budget Detail
- 2024 Supplemental Budget Request

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Finance Committee



## 2024 Operating Budget Summary

Revised 6/26/23

### 2023 City Budget

**2023 Budgeted Revenues:** \$1,528,664

**2023 Budgeted Expenditures:** \$1,568,664 (\$40,000 overage = operating fund balance use for capital projects)

**2023 City Transfer In:** \$1,500,177

### 2023 Supplemental Budget

**2023 Budget:** \$365,000

In addition to the city budget, the library also budgeted for \$365,000 in supplemental expenditures for operating and capital. This includes the \$40,000 fund balance expense. It does not include the volunteer coordinator as this position is reflected in the city budget.

### 2024 Projected City Budget

Projected 2024 city budget includes:

*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 \$73,870):*

- \* 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 of 3% (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.
- \* New est. cost of \$3,500 for state mandated sick and safe leave pay for non-union, non-supervisory positions.

*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. Three scenarios for IT purchases were considered: a budget of \$15,500 (a decrease of \$5,100), a budget of \$29,100 (an increase of \$8,500), and the original budget of \$62,300 (an increase of \$41,700).

*Other Operating (Increase of \$2,405):*

\* 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), 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)
<b>2024 Operating Budget</b>	\$ 1,619,885	\$ 1,633,485	\$ 1,666,685
<b>2024 City Transfer In</b>	\$ 1,592,398	\$ 1,605,998	\$ 1,639,198
<b>Transfer In \$ Change</b>	\$ 92,221	\$ 105,821	\$ 139,020
<b>Transfer In % Change</b>	6.15%	7.05%	9.27%

### 2024 Supplemental Budget

**2024 Budget:** \$268,559+

The estimated starting supplemental budget is \$268,559 with additional funds needed for advocacy, capital projects, and possible operating budget gaps.

**Stillwater Public Library**  
**2024-2028 IT Operating Budget Scenarios**  
 Revised 7/5/2023

<b>2024-2028 IT-Related Operating Projects:</b>							
<b>Project</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
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
<b>Library Total</b>	<b>20,600</b>	<b>15,500</b>	<b>43,900</b>	<b>62,400</b>	<b>14,600</b>	<b>13,300</b>	<b>149,700</b>
<b>Operating Budget Transfer In</b>		<b>6.15%</b>					
<b>Project</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
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
<b>Library Total</b>	<b>20,600</b>	<b>29,100</b>	<b>44,200</b>	<b>48,000</b>	<b>14,600</b>	<b>13,300</b>	<b>149,200</b>
<b>Operating Budget Transfer In</b>		<b>7.05%</b>					
<b>Project</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Total</b>
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
<b>Library Total</b>	<b>20,600</b>	<b>62,300</b>	<b>42,500</b>	<b>27,100</b>	<b>12,600</b>	<b>13,300</b>	<b>157,800</b>
<b>Operating Budget Transfer In</b>		<b>9.27%</b>					

Stillwater Public Library  
 2024-2028 IT Operating Budget Scenarios  
 Revised 7/5/2023

Computer Replacement Detail							
	2023	2024	2025	2026	2027	2028	
<b>\$15,500 Tech Budget:</b>							
Staff Computers	1 device	1 device	all laptops	all desktops		1 device	
Public Computers			all laptops	all desktops			
<b>\$29,100 Tech Budget:</b>							
Staff Computers	1 device	all laptops	all desktops			1 device	
Public Computers			all laptops	all desktops			
<b>\$62,300 Tech Budget:</b>							
Staff Computers	1 device	all desktops and laptops				1 device	
Public Computers		all laptops	all desktops				

2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 YTD 5/15	Account	Description	FTE	2024 Budget (6.15%)	2024 Budget (7.05%)	2024 Budget (9.27%)
							230	LIBRARY FUND				
							R25	CHARGES FOR SERVICES				
86,761.85	54,420.15	12,497.67	6,539.05	1,677.50	1,700.00	647.50	3500-0100	Meeting Room Rental Fees	0.00	1,700.00	1,700.00	1,700.00
5,839.18	5,697.09	1,536.24	811.61	3,500.67	3,500.00	1,481.65	3520-0100	Copier/Printer Sales	0.00	3,500.00	3,500.00	3,500.00
643.60	0.00	250.00	400.00	232.60	500.00	0.00	3880-0200	Gallery Fees	0.00	500.00	500.00	500.00
112.00	131.70	61.00	1.00	37.12	200.00	2.00	3880-0500	Book & Other Enterprise Sales	0.00	200.00	200.00	200.00
93,356.63	60,248.94	14,344.91	7,751.66	5,447.89	5,900.00	2,131.15		CHARGES FOR SERVICES Totals:	0.00	5,900.00	5,900.00	5,900.00
							R40	MISCELLANEOUS				
2,784.37	5,898.34	7,070.03	(645.67)	6,287.51	1,000.00	0.00	3810-0200	Interest Earnings-Investments	0.00	0.00	0.00	0.00
				(12,969.29)	0.00	0.00	3810-0210	Unrealized Gains/Losses	0.00	0.00	0.00	0.00
47,109.55	32,843.01	19,361.84	996.00	789.00	1,500.00	245.00	3820-0100	Gifts	0.00	1,500.00	1,500.00	1,500.00
		0.00	16,667.00	16,667.00	17,167.00	0.00	3820-0110	In Kind Gifts	0.00	17,167.00	17,167.00	17,167.00
107.36	0.00	242.00	64.29	0.00	0.00	0.00	3830-0100	Sale of Property	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	1,450.00	3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3860-0200	Parking Rental	0.00	0.00	0.00	0.00
963.00	215.98	0.00	200.00	40.00	500.00	0.00	3870-0100	Refunds and Reimbursements	0.00	500.00	500.00	500.00
930.72	1,030.93	463.29	480.00	360.00	420.00	60.00	3880-0020	Library Card Fees	0.00	420.00	420.00	420.00
3,633.41	3,346.78	1,221.90	2,444.05	1,608.71	2,000.00	113.94	3880-0030	Lost Materials	0.00	2,000.00	2,000.00	2,000.00
7,565.88	4,661.14	1,636.26	1,642.81	0.00	0.00	0.00	3880-0040	Processing Fees	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3880-0050	Registration	0.00	0.00	0.00	0.00
(0.90)	(8.57)	161.59	0.00	0.00	0.00	0.00	3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00
		(11.26)	0.00	0.25	0.00	0.00	3880-0300	Cash Short/Over	0.00	0.00	0.00	0.00
63,093.39	47,987.61	30,145.65	21,848.48	12,783.18	22,587.00	1,868.94		MISCELLANEOUS Totals:	0.00	21,587.00	21,587.00	21,587.00
							R45	OTHER FINANCING SOURCES				
1,222,353.31	1,310,539.56	1,353,200.00	1,412,556.86	1,435,610.04	1,500,177.00	500,059.00	3910-0100	Transfer In-General Fund	0.00	1,592,397.69	1,605,997.69	1,639,197.69
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00
9,411.27	0.00	0.00	0.00	0.00	0.00	0.00	3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00
0.00	9,952.24	0.00	0.00	0.00	0.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00
1,231,764.58	1,320,491.80	1,353,200.00	1,412,556.86	1,435,610.04	1,500,177.00	500,059.00		OTHER FINANCING SOURCES Totals:	0.00	1,592,397.69	1,605,997.69	1,639,197.69

2018	2019	2020	2021	2022	2023	2023	2023	Account	Description	FTE	2024	2024	2024
Actual	Actual	Actual	Actual	Actual	Budget	YTD 5/15					Budget	Budget	Budget
											(6.15%)	(7.05%)	(9.27%)
							4230		LIBRARY OPERATIONS				
							E05		PERSONNEL SERVICES				
150,883.83	182,655.19	171,979.14	182,960.38	193,831.76	224,199.50	78,381.79	1000-0000		Full Time Salaries	2.30	236,523.03	236,523.03	236,523.03
0.00	145.89	265.65	294.10	0.00	0.00	92.96	1100-0000		Overtime - Full Time	0.00	0.00	0.00	0.00
			18,760.82	0.00	0.00	0.00	1111-0000		Severance Pay		0.00	0.00	0.00
		15,578.73	20,825.35	19,625.96	0.00	7,973.00	1112-0000		Sick Pay		3,500.00	3,500.00	3,500.00
		40,011.67	49,029.89	58,597.55	0.00	13,239.79	1113-0000		Vacation Pay		0.00	0.00	0.00
502,789.49	519,788.11	499,415.97	531,331.76	562,657.39	653,655.89	224,038.25	1200-0000		Part Time Salaries	10.83	688,620.04	688,620.04	688,620.04
			16,667.00	16,667.00	17,167.00	0.00	1210-0000		Part Time In Kind	0.38	17,167.00	17,167.00	17,167.00
0.00	0.00		0.00	0.00	0.00	0.00	1300-0000		Overtime - Part Time	0.00	0.00	0.00	0.00
46,217.27	50,226.29	50,752.94	53,098.13	58,420.75	65,839.50	23,097.94	1410-0000		PERA	0.00	69,386.08	69,386.08	69,386.08
49,251.54	55,057.38	54,319.25	60,297.11	63,034.71	67,156.61	24,703.06	1420-0000		FICA/Medicare	0.00	70,774.12	70,774.12	70,774.12
79,288.89	47,177.91	61,664.02	57,820.94	71,511.00	88,458.96	33,001.23	1500-0000		Hospital / Medical	0.00	96,095.32	96,095.32	96,095.32
3,066.27	3,699.17	3,318.78	3,283.92	3,326.21	4,294.80	1,464.58	1520-0000		Dental Insurance	0.00	4,294.80	4,294.80	4,294.80
529.46	446.02		442.14	433.65	552.47	227.14	1540-0000		Life Insurance	0.00	769.00	769.00	769.00
		(500.00)	(500.00)	0.00	0.00	0.00	1990-0000		Grant Pass Thru		0.00	0.00	0.00
832,026.75	859,195.96	897,248.29	994,303.05	1,048,224.80	1,121,541.26	406,219.74			PERSONNEL SERVICES Totals:	13.51	1,187,129.39	1,187,129.39	1,187,129.39
							E10		SUPPLIES				
293.03	0.00	0.00	0.00	0.00	0.00	0.00	2000-0000		Office Supplies	0.00	0.00	0.00	0.00
8,942.95	5,637.68	5,729.05	3,649.52	4,188.75	3,000.00	593.11	2101-0000		General Supplies	0.00	3,000.00	3,000.00	3,000.00
3,241.05	2,530.00	3,539.68	1,185.00	600.00	1,200.00	272.00	2113-0000		Reference	0.00	1,200.00	1,200.00	1,200.00
1,752.07	1,811.69	1,287.65	881.00	0.00	1,000.00	0.00	2114-0000		Data Base Searching	0.00	1,000.00	1,000.00	1,000.00
2,998.74	11,014.58	4,079.10	7,953.96	634.46	1,200.00	221.99	2302-0000		Other Minor Equipment	0.00	1,200.00	1,200.00	1,200.00
				0.00	20,600.00	2,211.93	2303-0000		Minor Computer Equipment	0.00	15,500.00	29,100.00	62,300.00
16,194.20	19,099.30	23,400.69	23,787.31	26,462.60	14,500.00	4,433.41	2400-0000		Childrens Books	0.00	14,500.00	14,500.00	14,500.00
21,279.34	21,275.70	20,964.82	19,862.03	23,118.07	15,500.00	2,472.46	2401-0000		Adult Books - Fiction	0.00	15,500.00	15,500.00	15,500.00
14,266.47	7,317.38	9,631.97	7,243.78	3,934.63	1,900.00	0.00	2402-0000		Audio	0.00	1,900.00	1,900.00	1,900.00
3,975.48	4,057.57	4,141.68	4,226.08	4,206.13	3,000.00	149.61	2403-0000		Periodicals	0.00	3,000.00	3,000.00	3,000.00
19,334.58	21,161.40	19,633.12	19,123.50	17,509.77	10,700.00	2,972.37	2405-0000		Adult Books - Non Fiction	0.00	10,700.00	10,700.00	10,700.00
4,745.72	4,876.07	5,528.36	5,556.08	5,097.18	3,500.00	795.00	2406-0000		Teen Books - Materials	0.00	3,500.00	3,500.00	3,500.00
0.00	2,214.00	2,084.00	1,703.35	0.00	0.00	0.00	2407-0000		Programs	0.00	0.00	0.00	0.00
9,460.78	7,764.34	7,709.80	4,967.52	5,603.60	5,500.00	412.97	2408-0000		Film/Video	0.00	5,500.00	5,500.00	5,500.00
4,500.00	4,504.89	4,500.00	3,825.00	9,471.17	5,500.00	0.00	2409-0000		Electronic Materials	0.00	5,500.00	5,500.00	5,500.00
383.50	91.06	75.00	0.00	0.00	0.00	0.00	2499-0000		Collection Development	0.00	0.00	0.00	0.00
1,414.01	2,221.20	1,308.89	1,177.60	2,412.18	1,500.00	457.45	3102-0000		Postage	0.00	1,500.00	1,500.00	1,500.00
112,781.92	115,576.86	113,613.81	105,141.73	103,238.54	88,600.00	14,992.30			SUPPLIES Totals:	0.00	83,500.00	97,100.00	130,300.00
							E15		SERVICES AND CHARGES				
5,786.36	11,133.19	13,640.58	30,584.02	11,405.07	9,500.00	3,376.25	3098-0000		Technology Support	0.00	9,500.00	9,500.00	9,500.00
10,945.75	7,923.18	14,261.50	9,210.05	2,209.59	5,000.00	2,524.00	3099-0000		Other Professional Services	0.00	5,000.00	5,000.00	5,000.00
0.00	0.00	6,514.40	6,452.22	6,499.59	6,400.00	0.00	3100-0000		Circulation System	0.00	6,400.00	6,400.00	6,400.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3101-0000		Telecommunications	0.00	0.00	0.00	0.00
28.34	293.48	0.00	0.00	0.00	0.00	0.00	3200-0000		Mileage	0.00	0.00	0.00	0.00
1,695.56	1,597.77	1,403.72	0.00	0.00	0.00	0.00	3201-0000		Seminar/Conference Fees	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3202-0000		Meals	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3203-0000		Housing	0.00	0.00	0.00	0.00
1,543.33	2,577.25	1,303.70	1,997.69	3,177.18	500.00	0.00	3400-0000		Printing and Publishing	0.00	500.00	500.00	500.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3401-0000		Binding	0.00	0.00	0.00	0.00
12,087.02	13,948.14	13,469.99	12,214.83	12,676.48	11,000.00	955.58	3404-0000		Processing Fee	0.00	11,000.00	11,000.00	11,000.00
1,646.00	1,172.00	1,193.00	3,622.62	3,622.62	1,595.00	0.00	3500-0000		General Insurance	0.00	4,000.00	4,000.00	4,000.00
2,641.23	23,694.23	2,372.25	3,044.07	2,637.17	3,000.00	659.83	3707-0000		Maintenance Agreements	0.00	3,000.00	3,000.00	3,000.00
0.00	0.00	20,300.95	9,314.10	20,155.62	21,000.00	0.00	3713-0000		Computer Maint Agreements	0.00	21,000.00	21,000.00	21,000.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3803-0000		Data Base Maintenance	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3804-0000		Equipment Rental	0.00	0.00	0.00	0.00



2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 YTD 5/15	Account	Description	FTE	2024 Budget (6.15%)	2024 Budget (7.05%)	2024 Budget (9.27%)
368.73	434.32	73.48	77.64	240.43	200.00	75.98	3900-0000	Sales Tax	0.00	200.00	200.00	200.00
36,742.32	62,773.56	74,533.57	76,469.62	62,623.75	58,195.00	7,591.64		SERVICES AND CHARGES Totals:	0.00	60,600.00	60,600.00	60,600.00
400.00	895.00	928.00	825.00	420.00	500.00	230.00	4000-0000	E20 MISCELLANEOUS Memberships and Dues	0.00	500.00	500.00	500.00
655.23	497.54	618.48	625.00	1,081.72	535.94	0.00	4001-0000	Subscriptions	0.00	535.94	535.94	535.94
0.00	0.00	330.00	953.63	313.75	0.00	0.00	4093-0000	COVID-19	0.00	0.00	0.00	0.00
3,296.35	2,386.70	506.69	1,604.22	1,729.69	2,000.00	146.54	4099-0000	Miscellaneous Charges	0.00	2,000.00	2,000.00	2,000.00
4,351.58	3,779.24	2,383.17	4,007.85	3,545.16	3,035.94	376.54		MISCELLANEOUS Totals:	0.00	3,035.94	3,035.94	3,035.94
0.00	0.00	0.00	0.00	56,634.52	0.00	0.00	9120-0000	Transfer Out - Capital Outlay	0.00	0.00	0.00	0.00
56,859.02	34,918.35	15,523.55	53,138.44	59,843.82	69,836.50	25,231.66	1000-0000	E23 LIBRARY PLANT E05 PERSONNEL SERVICES Full Time Salaries	1.00	74,173.98	74,173.98	74,173.98
85.86	81.23	0.00	0.00	0.00	0.00	0.00	1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00
		3,849.10	3,944.20	3,936.03	0.00	754.74	1112-0000	Sick Pay	0.00	0.00	0.00	0.00
		5,754.04	3,755.88	4,970.30	0.00	921.07	1113-0000	Vacation Pay	0.00	0.00	0.00	0.00
24,083.34	38,875.03	58,101.82	27,210.45	23,081.96	27,388.45	9,019.70	1200-0000	Part Time Salaries	0.62	28,940.26	28,940.26	28,940.26
5,803.12	5,569.66	5,992.80	6,334.51	6,635.70	7,234.50	2,647.48	1410-0000	PERA	0.00	7,674.47	7,674.47	7,674.47
6,287.19	5,720.49	6,207.57	6,401.35	6,945.14	7,437.71	2,793.23	1420-0000	FICA/Medicare	0.00	7,888.24	7,888.24	7,888.24
16,589.77	20,571.00	16,126.91	17,558.68	14,058.92	11,518.44	4,809.16	1500-0000	Hospital / Medical	0.00	13,021.21	13,021.21	13,021.21
631.50	711.69	878.38	757.80	631.56	505.20	210.50	1520-0000	Dental Insurance	0.00	505.20	505.20	505.20
92.98	85.73	87.89	86.40	82.80	116.00	36.00	1540-0000	Life Insurance	0.00	116.00	116.00	116.00
			(500.00)	0.00	0.00	0.00	1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00
110,432.78	106,533.18	112,522.06	119,187.71	120,186.23	124,036.80	46,423.54		PERSONNEL SERVICES Totals:	1.62	132,319.36	132,319.36	132,319.36
488.13	129.13	0.00	0.00	556.31	200.00	378.28	2101-0000	E10 SUPPLIES General Supplies	0.00	200.00	200.00	200.00
4,309.68	5,641.51	3,591.27	3,631.10	5,866.07	4,000.00	2,107.46	2102-0000	Janitorial Supplies	0.00	4,000.00	4,000.00	4,000.00
5,865.61	2,831.05	2,423.16	235.87	1,752.76	1,500.00	426.59	2202-0000	Building Repair Supplies	0.00	1,500.00	1,500.00	1,500.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00
3,784.90	1,156.28	1,017.45	292.63	4,674.30	800.00	1,057.82	2302-0000	Other Minor Equipment	0.00	800.00	800.00	800.00
14,448.32	9,757.97	7,031.88	4,159.60	12,849.44	6,500.00	3,970.15		SUPPLIES Totals:	0.00	6,500.00	6,500.00	6,500.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3002-0000	E15 SERVICES AND CHARGES Contractual	0.00	0.00	0.00	0.00
21,029.46	2,155.80	101.00	134.50	734.45	1,000.00	0.00	3099-0000	Other Professional Services	0.00	1,000.00	1,000.00	1,000.00
1,662.00	1,836.90	1,580.70	1,752.30	1,780.20	1,700.00	445.05	3101-0000	Telephone	0.00	1,700.00	1,700.00	1,700.00
30,610.00	31,585.00	24,037.00	33,935.00	41,113.51	34,955.00	0.00	3500-0000	General Insurance	0.00	42,000.00	42,000.00	42,000.00
40,292.01	38,555.11	33,613.81	40,056.44	48,891.09	48,000.00	15,821.54	3600-0000	Electricity	0.00	50,000.00	50,000.00	50,000.00
11,964.84	13,649.67	11,054.52	15,241.33	28,323.36	21,000.00	12,060.52	3601-0000	Natural Gas	0.00	30,000.00	30,000.00	30,000.00
20,598.24	37,737.78	39,666.29	20,074.39	15,770.84	9,000.00	400.82	3703-0000	Building Repair Charges	0.00	9,000.00	9,000.00	9,000.00
10,378.79	8,657.83	9,773.80	11,059.71	11,138.64	10,000.00	5,185.36	3707-0000	Maintenance Agreements	0.00	12,000.00	12,000.00	12,000.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00
136,535.34	134,178.09	119,827.12	122,253.67	147,752.09	125,655.00	33,913.29		SERVICES AND CHARGES Totals:	0.00	145,700.00	145,700.00	145,700.00
1,002.12	955.52	1,292.50	1,626.16	3,272.98	1,100.00	1,679.36	4099-0000	E20 MISCELLANEOUS Miscellaneous Charges	0.00	1,100.00	1,100.00	1,100.00
1,002.12	955.52	1,292.50	1,626.16	3,272.98	1,100.00	1,679.36		MISCELLANEOUS Totals:	0.00	1,100.00	1,100.00	1,100.00

2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 YTD 5/15	Account	Description	FTE	2024 Budget (6.15%)	2024 Budget (7.05%)	2024 Budget (9.27%)
0.00	0.00	0.00	0.00	0.00	40,000.00	0.00		OTHER FINANCING USES				
								Capital Projects (Thru FB)	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	40,000.00	0.00		OTHER FINANCING Totals:	0.00	0.00	0.00	0.00
		1,397,690.56	1,442,157.00	1,453,841.11	1,528,664.00	504,059.09		Fund Revenue Sub Totals:		1,619,884.69	1,633,484.69	1,666,684.69
		1,328,452.40	1,427,149.39	1,558,327.51	1,568,664.00	515,166.56		Fund Expense Sub Totals:		1,619,884.69	1,633,484.69	1,666,684.69
		69,238.16	15,007.61	(104,486.40)	(40,000.00)	(11,107.47)		Fund 230 Sub Totals:		0.00	0.00	0.00

2024 Supplemental Funding By Need	2024 Budget	2024 Supplemental Funding Plan		
Area	Amount	Spend Existing Designated Funds	Allocate Existing Unrestricted Funds	Request New Grant
Volunteer Coordinator (In Kind)	\$17,167			SPLF: \$17,167
Sunday Hours (All)	\$23,200			SPLF: \$23,200
Youth Services Librarian I	\$49,600			SPLF: \$49,600
Youth Services Programming	\$30,000		Legacy: \$2,000	SPLF: \$23,700 Friends: \$3,300 MELSA YS: \$1,000
Adult Programming	\$26,500		235: \$6,000 Township: \$3,500 Legacy: \$2,000	SPLF: \$10,000 Friends: \$5,000
Materials <i>Goal funding is \$130,000 to maintain current spending levels. \$62,300 is from city. Remaining \$67,700 from supplemental.</i>	\$67,700	Athena: \$1,429 (Nonfic)	Township: \$3,000 Lawson: \$29,271	SPLF: \$24,000 Friends: \$10,000
<b>Potential Other Projects</b>				
Advocacy	TBD			
Stillwater Area Historic Newspaper Digitization Initiative (Phase 2)	\$49,392			SPLF: Seek continued funding from HJA and FKA through SPLF for this collaborative project between SPL, WCHS, and SHPC. Solicit other donors as needed.
Staff Training	\$3,000		Wick	
ShelfLife Printing	\$2,000			SPLF
<b>Potential Capital/Building Projects</b>				
Masonry (3rd Street side)	TBD			
Coffee Shop & Catering Kitchen Area	TBD			
EV Charging Station	TBD			
Pollinator Area	TBD			
<b>\$268,559+</b>				

<b>Other Possible Supplemental Funding Need:</b>				
<b>Operating Budget Gap</b> <i>2024 Transfer In from city unknown. If transfer in remains flat from 2023, up to \$139,020 in additional supplemental funding may be needed.</i>	Up to \$139,020		Fund Balance Kilty	SPLF ? Friends ?

2024 Supplemental By Funding Source	2024 Budget	2024 Supplemental Funding Plan		
Funding Source	Amount	Roll from Prior Year	Available Balance	Area Breakdown
SCVF Endowment: Athena (Restricted to adult nonfiction materials)	\$1,429		\$3,595 (12/31/22) + \$1,429 (6/30/23) <u>- \$3,595 (2023 Nonfiction)</u> \$1,429	Adult Nonfiction: \$1,429
SCVF Endowment: Lawson (Restricted to items that are of service of public and recognized as a gift of Helen Lawson)	\$29,271		\$69,859 (1/1/2023) + ~\$9,000 (9/1/2023) <u>- \$22,192 (2023 Mats)</u> \$56,667	Materials: \$29,271
City-Held Endowment: McCluer, Minerva, Murdock, VanMeier (Restricted to adult materials)	\$0		\$2,689 (12/31/22) <u>- \$2,500 (2023 Nonfiction)</u> \$189	\$0
235 Funds (Excluding Athena)	\$6,000		\$17,214.52 (12/31/22) -\$2,204 (23 Designated) <u>- ~\$2,500 (TBD)</u> \$12,510	Adult Programs: \$6,000
Foundation (portion through grants from HJA, FKA, and possibly Huelsmann)	\$199,059+			Vol Coord: \$17,167 Sundays: \$23,200 YS Librarian: \$49,600 YS Programs: \$23,700 Adult Programs: \$10,000 Materials: \$24,000 Newspaper Digitization: \$49,392 Huelsmann: Advocacy: ShelfLife: \$2,000
Friends	\$18,300		\$5,724 (12/31/22) + \$16,300 (4/20/23) <u>- \$22,024 (2023 Pgm/Matl)</u> \$0	YS Programs: \$3,300 Adult Programs: \$5,000 Materials: \$10,000
Kilty (Restricted to the upkeep of the library)	TBD		\$42,848 (12/31/22) <u>- \$3,000 (Repairs)</u> \$39,848	TBD
Stillwater Township	\$6,500		\$22,929 (12/31/22) + \$5,000 (2023 Gift) - \$5,000 (Adult Programs) <u>- \$1,300 (SCC Scanner)</u> \$21,629	Adult Programs: \$3,500 Materials: \$3,000
Wick	\$3,000		\$13,834 (12/31/22) - \$6,500 (Adult Programs) <u>- \$3,000 (Staff Training)</u> \$4,334	Staff Training: \$3,000
Legacy (Restricted to programming)	\$4,000	Annual allocation determined by MELSA		YS Programs: \$2,000 Adult Programs: \$2,000
MELSA (Restricted to YS programming)	\$1,000	Annual allocation determined by MELSA		YS Programs: \$1,000
<b>\$268,559+</b>				

**PLUS:**

Fund Balance *Guidance is to use for one-time expenditures * Retain \$30,000	Up to \$73,173		\$206,359 (12/31/22) - ~\$84,770 (2023 Masonry) <u>- ~\$18,416 (2023 Repairs)</u> \$103,173	Operating Budget Gap
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**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2024-2028 Capital Improvement Plan</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Facilities Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve the 2024-2028 Capital Improvement Plan presented in the Board Packet.</b>	
BACKGROUND/CONTEXT:  <p>The starting point for the development of the 2024-2028 Capital Improvement Plan (CIP) was the 2023-2027 CIP approved by the board last July. This CIP was reviewed and then modified to:</p> <ul style="list-style-type: none"> <li>• reflect changes in cost and timing of projects currently on the plan</li> <li>• include library projects identified in the recent city-wide facilities review by Kraus-Anderson (KA) and add to CIP based on the timeframe recommended in the KA plan</li> <li>• add in new enhancements identified for 2024-2028</li> </ul> <p>Projects were categorized into four groups: 1) IT equipment (over \$5,000 in unit cost), 2) custodial equipment, 3) repairs/replacement, and 4) renovations/enhancements. In alignment with board discussions last summer, the first three groups contain safety-related, repair, or maintenance projects. The library would request city capital funding for these items. For the fourth group of projects consisting of enhancements/renovations, the library would seek supplemental sources of funding.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS <b>2024-2028 CIP</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



# Stillwater

## Public Library

### Stillwater Public Library CIP 2024-2028 (Draft 7/6/2023)

Facilities Capital Projects:						
	2024	2025	2026	2027	2028	Total
Custodial Equipment	0	0	5,000	0	0	5,000
<i>Repairs &amp; Replacement:</i>						
3 <sup>rd</sup> ST Masonry <sup>1</sup>	TBD	0	0	0	0	TBD
Hot Water Heater Replacement	0	0	6,000	0	0	6,000
Low Voltage Panel Replacement	0	0	5,000	0	0	5,000
Retaining Walls (KA 101&102)	0	0	217,688	0	0	217,688
Exterior Doors (KA 119&126)	0	0	24,188	0	0	24,188
Fire Alarm Replacement Panel (KA 161)	0	0	23,000	0	0	23,000
Sump Pump (KA 165)	0	0	3,225	0	0	3,225
Expansion Tank for Boilers (KA 166)	0	0	1,613	0	0	1,613
VFDs (KA 186)	0	0	16,125	0	0	16,125
Server Room (KA 188)	0	0	40,313	0	0	40,313
Terrace Roof (KA 134) <sup>2</sup>	0	0	0	1,008,480	0	1,008,480
Elevator & Lift (KA 157-160)	0	0	0	37,125	0	37,125
Stairs & Railing (KA 106)	0	0	0	0	4,219	4,219
<i>Total</i>	<i>TBD</i>	<i>0</i>	<i>337,152</i>	<i>1,045,605</i>	<i>4,219</i>	<i>1,386,976+</i>
<i>Renovations &amp; Enhancements:</i>						
Third Street Entrance/Stairwell	20,000	0	0	0	0	20,000
Car Charging Station	0	30,000	0	0	0	30,000
Meeting Wing	0	75,000	75,000	0	0	150,000
Terrace Enhancements	0	0	0	0	50,000	50,000
Children's Area	0	0	0	0	400,000	400,000
<i>Total</i>	<i>20,000</i>	<i>105,000</i>	<i>75,000</i>	<i>0</i>	<i>450,000</i>	<i>650,000</i>
<b>TOTAL FACILITIES PROJECTS</b>	<b>20,000+</b>	<b>105,000</b>	<b>417,152</b>	<b>1,045,605</b>	<b>454,219</b>	<b>2,041,976+</b>

<sup>1</sup> Masonry numbers were to be received by end of May. Vendor was contacted multiple times, including again on July 6. Expect to have an estimate by July 10.

<sup>2</sup> The City Administrator may opt to include the Terrace Roof project (KA 134) as a 2024 request to the City Council in August, but we don't know if this will happen or be approved. It is currently included on the KA schedule for 2027.

# Stillwater

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## Public Library

IT Capital Projects:						
	2024	2025	2026	2027	2028	Total
Upgrade Network Switch	0	22,000	0	0	22,000	44,000
Printer/Copier	0	12,000	0	0	0	12,000
SelfChecks	0	38,000	0	0	0	38,000
Sorter	0	0	14,000	0	0	14,000
<b>TOTAL IT PROJECTS</b>	<b>0</b>	<b>72,000</b>	<b>14,000</b>	<b>0</b>	<b>22,000</b>	<b>108,000</b>

Total Capital Projects:						
	2024	2025	2026	2027	2028	Total
Proposed Funding – City Capital	TBD	72,000	356,152	1,045,605	26,219	1,499,976+
Proposed Funding – Fund Balance	0	0	0	0	0	0
Proposed Funding - Supplemental	20,000	105,000	75,000	0	450,000	650,000
<b>TOTAL CAPITAL</b>	<b>20,000+</b>	<b>177,000</b>	<b>431,152</b>	<b>1,045,605</b>	<b>476,219</b>	<b>2,149,976+</b>

Facilities Building & Grounds Project Details					
<p><b>Masonry Repairs</b></p> <p><i>Timeframe:</i> 2019 - 2024</p> <p><i>Estimated Cost:</i></p> <ul style="list-style-type: none"> <li>• 2019: \$13,608 for work above 4th St Door), BRC (Funding: City, Kilty)</li> <li>• 2020: \$29,776 for work above 3rd St door and along terrace railing, BRC (Funding: Huelsmann, MR, Kilty, City)</li> <li>• 2021: \$54,800 for work along terrace rock area, A&amp;K (Funding: City, Huelsmann)</li> <li>• 2022: \$40,200 (Funding: Fund Balance)</li> <li>• 2023: \$104,770 total <ul style="list-style-type: none"> <li>▪ West and South sides: \$43,900</li> <li>▪ expanded scope on West and South: \$3,220</li> <li>▪ terrace side: \$57,650</li> <li>▪ Funding: \$20K City, \$84,770 Fund Balance</li> </ul> </li> <li>• 2024: TBD for masonry work on 3<sup>RD</sup> ST</li> </ul> <p><i>Funding Source:</i> City, Fund Balance, Donations</p>	<p><b>Library Signage &amp; 3<sup>rd</sup> Street/Ramp Entry</b></p> <p><i>Timeframe:</i> 2023 - 2024</p> <p><i>Estimated Cost:</i></p> <ul style="list-style-type: none"> <li>• 2023: \$40,000 for signage (Funding: Huelsmann 2022 &amp; 2023 grants)</li> <li>• 2024: TBD; Additional funding possibly needed for enhancements to 3<sup>rd</sup> St/Ramp entries</li> </ul> <p><i>Funding Source:</i> Huelsmann, Kilty, Foundation</p>	<p><b>Electric Vehicle Charging Station</b></p> <p><i>Timeframe:</i> 2024-2025</p> <p><i>Estimated Cost:</i></p> <p>2024: Planning/grant application process</p> <p>2025: \$30,000 ballpark estimate for level 2 charger</p> <p>Further research on costs needed for station(s), installation, lines, ongoing maintenance and electricity</p> <p><i>Funding Source:</i> Grants</p>	<p><b>Meeting Wing (MR, Coffee Shop, Gallery)</b></p> <p><i>Timeframe:</i> 2024 - 2026</p> <p><i>Estimated Cost:</i> 2024: TBD</p> <ul style="list-style-type: none"> <li>• Repurpose coffee shop and catering kitchen</li> <li>• Refinish coffee shop ceiling and walls</li> </ul> <p>2025 &amp; 2026: \$150K</p> <ul style="list-style-type: none"> <li>• Replace tables &amp; chairs in MR: \$50K</li> <li>• Replace carpeting: \$30K</li> <li>• Sound abatement: \$30K</li> <li>• Repaint/replace wall covering: \$20K</li> <li>• Improve gallery seating area: \$15K</li> <li>• UV Window Film: \$5K</li> </ul> <p><i>Funding Source:</i> Supplemental/ Foundation</p>	<p><b>Terrace Improvements</b></p> <p><i>Timeframe:</i> 2027 &amp; 2028</p> <p><i>Estimated Cost:</i></p> <p>Paver repairs:</p> <ul style="list-style-type: none"> <li>• 2027: \$1,008,480 based on KA report for underlying roof repairs and paver leveling; Timing of project determined by city and could change</li> </ul> <p>Furnishings/Design:</p> <ul style="list-style-type: none"> <li>• 2028: 2022 estimate was up to \$80K</li> </ul> <p><i>History:</i> In 2022, the library received quote of \$90K to level pavers. \$20K from Huelsmann to assist with project. In August 2022, library learned that the inverted roof system should be replaced for an estimated cost of \$750K. Project put on hold. City evaluated as part of KA study, and project slated for 2027. \$20K Hueslmann grant reallocated to signage.</p> <p><i>Funding Source:</i> City for paver repairs Foundation for furnishings/design</p>	<p><b>Children's Area</b></p> <p><i>Timeframe:</i> 2028</p> <p><i>Estimated Cost:</i> \$400K</p> <ul style="list-style-type: none"> <li>• Replace shelving: \$100K</li> <li>• Replace flooring: \$65K</li> <li>• Painting: \$30K</li> <li>• Moving: \$40K</li> <li>• Sound abatement: \$25K</li> <li>• Replace furnishings: \$100K</li> <li>• Design: \$40K</li> </ul> <p><i>Funding Source:</i> Supplemental/ Foundation</p>
<p><b>Possible Future Enhancements:</b></p> <ul style="list-style-type: none"> <li>• Improve accessibility in St. Croix Collections room</li> <li>• Improve ADA accessibility to restrooms and terrace</li> <li>• Green roof for terrace</li> <li>• Bike repair station</li> <li>• Solar panels on roof to provide energy for building</li> <li>• Replace general furnishings throughout library</li> <li>• Refresh restrooms, replace stall partitions (on KA list after 2028)</li> <li>• Enhance 4th Street Lawn (Design: 2021; Implementation: On Hold; Estimated Cost: \$150-\$175K + 25% increase for consultant fees/bid contingencies and yearly cost increase of 5%; Funding Source: Supplemental)</li> <li>• Consider digital monitors for future signage (various locations to consider – LL, 3<sup>rd</sup> St, Ramp, Gallery)</li> <li>• Replace carpeting on upper level</li> </ul>					

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Request</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve a grant request to the Hugh J. Andersen Foundation.</b>	
BACKGROUND/CONTEXT: There is an opportunity to submit a grant request again this year to the Hugh J. Andersen Foundation (HJA). Staff write the grants, which are submitted through the Library Foundation. Applying by the August 15 deadline helps in planning so that funding sources are known prior to the start of the next fiscal year.  HJA prefers requests with a menu of possible support options. The recommended 2024 grant options for the library are:  A. <b>\$18,500 for Summer Explorers.</b> This is a summer reading program initiative that would continue Stillwater Public Library’s successful collaboration with Bayport Public Library through the shared goals of building a positive experience with the public library while encouraging reading, which develops and enhances literacy skills. The partnership would include: <ul style="list-style-type: none"> <li>• Giveaway books to every child who participates.</li> <li>• Access to Beanstack, a virtual registration, engagement, and measuring tool to offer participation outside the physical library. In 2023, Beanstack was also used for the adult summer reading program at both libraries.</li> <li>• Popular guest presenters in June and July (June 2023 attendance was over 240 each week!).</li> <li>• A staff-designed brochure containing a list of programs at both libraries and a reading tracker for families who prefer a paper option.</li> <li>• A staff-designed bookmark featuring mascot Owliver and friends in their summer-themed handsewn costumes.</li> <li>• A summer reading kickoff performance at each library.</li> <li>• Reader names on the “pillars of participation” that provide high visibility to visitors.</li> <li>• Staff creation and implementation of a summer-themed “Discovery Room” containing literacy activities and play props.</li> </ul> B. <b>\$8,350 for Early Literacy.</b> This funding request for year-round early literacy and school-aged programming includes support for the following: <ul style="list-style-type: none"> <li>• Early literacy music education.</li> <li>• Puppeteers to perform at both libraries using the portable puppet stage funded by the Hugh J. Andersen Foundation.</li> <li>• Art workshops to encourage artistic exploration in a variety of techniques <ul style="list-style-type: none"> <li>○ Support would offset a significant vendor increase in cost per child from approximately \$250 for 20 kids to \$400 for 12.</li> </ul> </li> <li>• Creative writing workshops to build on what is being taught in school.</li> <li>• STEM (science, technology, engineering, and math) programs.</li> </ul>	

- C. **\$5,200 for Nature is for Everyone.** This funding request would make possible a new initiative between Stillwater and Bayport libraries to offer a series of youth and intergenerational programs by a Naturalist-in-Residence to foster environmental stewardship through learning, exploration, and introspection. Topics could include nature walks, birding, foraging, sustainable gardening, and citizen science. The funding request is for the initial pilot program which will run September-December, 2024.
  
- D. **\$10,000 for adult arts programming.** This request would include virtual and in-person attendance options, opportunities to try various mediums, and a public art exhibit to showcase and celebrate the artists and build community around art. At the requested level of funding, the library could offer the following:
  - 2 monthly programs offered by Karen Chan (1 virtual and 1 in-person).
  - 6-10 art programs throughout the year led by library staff.
  
- E. **\$8,000 for genealogy and historical research.** If funded, the library would work with a professional genealogist to offer monthly programs on St. Croix Valley history and to highlight the library's St. Croix Room's collection. Public programs would feature one-on-one research assistance, introduction to genealogy research, and digitization assistance. Support would enable:
  - 1-2 monthly programs with a genealogist.
  - Purchase of a high-quality scanner to help the public digitize photographs, letters, and other documents.

Historical HJA Support:

- In 2023, HJA awarded three grants to the Stillwater Public Library Foundation (SPLF) for the Library: \$17,500 for Summer Explorers; \$6,200 for Early Literacy Programming; and \$7,200 for Adult Programming.
- In 2022, HJA awarded \$15,500 for Summer Explorers and \$8,500 for Early Literacy Programming.
- In 2021, HJA awarded \$12,000 for Summer Explorers and \$10,000 for the 4<sup>th</sup> Street Lawn Design.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



### Major Accomplishments

- Turnout for the Library Foundation's sold-out Light a Spark fundraiser was approximately 289 attendees. Fortunately, rain earlier in the day did not prevent the celebration from being held. Thank you to Councilmember Polehna for making the fireworks soundtrack available to us, which enhances the viewing experience for guests. We appreciate his efforts to make that possible.
- Staff met with a representative from the State Services for the Blind to discuss our current public computer setup for patrons and discuss options to enhance access.
- On July 1, the newest edition of the library's e-newsletter ShelfLife, created by Business and Communications Manager Keri Goeltl, was emailed to subscribers.
- The library's contribution to the City's print quarterly newsletter sent to City residents was also provided in digital form to Stillwater Township. The Township is posting that version of our newsletter under the News Stories category on their website.
- Mark met with Washington County Library director Jacquie Kramer on June 5 to tour the Stillwater Library and talk about library services. Resuming future quarterly meetings with the directors of Washington County, Stillwater and Bayport libraries is being planned for the fall.
- Mark and Keri met with the signage consultant to review wording, quantities, placement, and hardware for the signage project.
- Time was also devoted to working on budget scenarios, clarifying open meeting law questions, strategizing on how to approach and fund future phases of the newspaper digitization project, coordinating with the Friends and staff on sharing work space on the mezzanine level, participating in an IT security awareness training program, and helping prepare for Light a Spark.

### Heads-Up

- A leak from a roof drain that occurred in the administration office during the first weekend in June reappeared on July 4. The City's Facilities Manager and a representative from Garland Roofing inspected the area on July 6 and are making plans to resolve the issue.

### Near-Term Future Focus

- Advocating for the library's 2024 operating and the five-year CIP budget.
- Drafting grant proposals for 2024 summer reading programming and Phase 2 of the newspaper digitization project.
- Determining how to implement specific advocacy projects.
- Completing hiring processes for the Shelver position.
- Recruitment for the grant-funded Youth Services position.
- Working toward implementing the first part of the signage project, and writing a progress report for the donor.

## Adult Programs

### Book Clubs

- **Romance:** Three attendees discussed books around the theme “Read the Rainbow”.
- **Mystery:** Six attendees discussed books around the theme “Humorous Mysteries”

### Art Events

- **Fused Glass Suncatchers and Coasters:** Fifteen attendees created art using glass to be fused at high temperatures in a glass kiln. Attendees pickup their fused art from the library at a later date after it has been fused in a kiln. Images included at the end of this report.
- **Golden Beets in Acrylic with Karen Chan:** Fourteen in-person attendees and twenty-five online attendees followed Karen as they painted Golden Beets using acrylic paints. Images included at the end of this report. Attendees had this to say:

“Karen Chan's art classes are a wonderful learning experience. I really enjoy her classes and further my skills with each class. Thank you do much for offering quality creative learning opportunities. I really appreciate these classes. They stretch my creativity and bring a sense of calm.”

“Love the class, great teacher, very relaxing and inspiring.”

“Karen consistently challenges participants and helps us build skills”

### Lifelong Learning Events

- **Tech Help:** Four opportunities for Tech Help were available throughout the month.
- **Genealogy Help:** The available appointment was filled early and had a waitlist.
- **Explore Virtual Reality:** A family of three explored virtual reality with the help of staff. They said they didn't know anyone who owned a headset, so they were glad to have a chance to try it at the library. Images included at the end of this report.
- **Balanced Wellness, Exercise for Brain Health:** six attendees learned from Liv2BHealthy about how brain health and exercise are linked.
- **Demystifying Astrology:** Five attendees learned about astrology from local expert, Joshua Davies.
- **Stillwater Police Crime Prevention through Environmental Design:** Twelve attendees joined two city police officers to discuss how environmental design can impact crime.
- **Farmers Market:** On June 10, reference and circulation staff visited the Stillwater Farmers' Market to share library resources and information about summer reading. Staff enjoyed the busy first market of the season!

### St. Croix Collection

On June 23<sup>rd</sup> a Marine on St. Croix resident visited the library to verify an old ghost tale from his childhood. He told reference staff that his childhood friend had lived in a home on fourth street south and had claimed it as haunted. Using the library's house index, we found a newspaper clipping about his friend's home that referenced the spooky rumor; this was enough to satisfy his curiosity and validate his memory from childhood.

## Reference Personnel

Reference staff Cami Andersen attended the Twin Cities Pride Festival on June 25 and worked at the [Metropolitan Library Service Agency \(MELSA\)](#) booth, which is staffed by [MELSA member libraries](#). After the event, Cami said this: “We handed out hundreds (if not thousands?) of pins and bookmarks, talked to passersby about their favorite books, and had a cardboard poll for favorite books that represent different identities under the LGBTQIA+ umbrella. The most common comment when someone picked up a pin or bookmark: ‘I love the library!’...”

## Fused Glass

Tuesday, June 13, 2023





**Explore Virtual Reality**  
Friday, June 30, 2023



**Golden Beets in Acrylic with Karen Chan**  
Monday, June 1 (Virtual) and Wednesday, June 14 (in-person)



**June Children's Programs and Activities**

- Comedy Magic Show with Brodini (127)
- Amazing Adaptions with Carpenter Nature Center (100)
- Circus Manduhai (265)
- Junkasaurus (13)
- Tiny Clay Creatures with Silly Millies (29)
- Bill the Juggler (240)
- Dragonflies – Master Hunters with Wm O' Brien Park Ranger (28)
- Dazzling Dave – Yo-Yo Master (240)
- Project Artemis with Space St. Croix (32)
- Outer Space Scavenger Hunt (510)
- Mission Control Family Discovery Room
- Summer Explorers Beanstack Registration (326)

**June Teen Programs and Activities**

- Teen Pet Show passive program
- Rainbow Felted Pin for Teens with Parcel Arts (5)
- Let's Explore a New Series Book Display

**Outreach**

Farmer's Market – 275 visited the library table and around 30 5-minute puppet shows in a mini theater were offered to families to great delight!

**Upcoming Programs**

- [Comedy Magic Show with Brodini](#) – Wednesday, July 5
- [Bill the Juggler](#) – Saturday, July 8
- [Beastly Bodies with Carpenter Nature Center](#) – Tuesday, July 11
- [Hooperina](#) – Wednesday, July 12
- [Exploring Macroinvertebrates](#) – Thursday, July 13
- [Rap, Rock & Read with Miss Nina](#) – Wednesday, July 19
- [Silly Millies: Dragons](#) – Tuesday, July 25
- [Wendy's Wiggle, Jiggle & Jam!](#) – Wednesday, July 26
- [Bees & Butterflies](#) – Thursday, July 27
- [Tie Dye Tote Bags for Teen](#) – Thursday, July 27
- [Puppet Show: The Poetry of Puppetry](#) – Wednesday, August 9 and Saturday, August 12

**June messages of gratitude submitted for the Discovery Room:**

- We have always enjoyed the discovery room. The staff does such a wonderful job putting it all together!
- This type of exhibit in the library adds so much to our visits!
- I love this area - it's always inclusive to any age. Thank you for the work and creativity y'all put into it!
- Keep up the excellent work. We appreciate you!
- They loved the "I spy" display, and the mission control "computers" and interactive buttons.
- Thank you for putting so much time and effort into the kids' area here. We are so lucky to use it!





*Summer Explorers Headquarters*



*Summer Kickoff! Brodini with mini magicians!*





*Miss Kim doing mini puppet shows at the Farmer's Market*



*Miss Abbey teaching us about Amazing Animal Adaptions!*



*Creative teen making a Felted Pin*



*Silly Milles Loch Ness Monster Creation creation!*

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>		
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear</b>	
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:		
BACKGROUND/CONTEXT: <b>Facilities Committee Meeting Notes June 14, 2023 1:00-2:15 PM Conference Room Present: Pat Lockyear, Craig Hansen, Dana Weigman, Mark Troendle Note taker: Weigman</b>		
<hr/>		
<b>Agenda item:</b>	Clarify by-laws regarding who can be on committees formed by the Board of Trustees	<b>Presenter:</b> Pat Lockyear
<b>Discussion:</b> The existing bylaws are silent on who can be on a committee formed by the board of trustees. Options for forming the Advocacy Committee with members who are not trustees were discussed. The Northfield Public Library has a sample that would clarify the issue and would require us to modify the by-laws. Current language in Article VI is silent on membership of Committee and Task Force Members.		
<b>Conclusions:</b> To clarify, a possible language change will be added to the by-laws indicating that members on committees need not be Board or staff members.		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Provide agenda item to staff for July meeting	Pat Lockyear	7/1/23
<hr/>		
<b>Agenda item:</b>	Formation of Advocacy Committee	<b>Presenter:</b> Pat Lockyear/Craig Hansen
<b>Discussion:</b> Formation of an Advocacy Committee will be recommended to the board following the by-law clarification to continue the work started by the Advocacy Task Force. The committee will conduct an assessment, define priorities of doable work, and focus on a coordination of messaging between the Board of Trustees, the Friends of the Library, and the Foundation. The Advocacy Committee will be advisory and will take action only when approved by the Board of Trustees.		

**Conclusions:**

If approved by the full Board of Trustees, the Task force will consist of 6 members: 3 trustees, 1 staff, 1 Friends of the Library, and 1 Foundation member. The committee will write a charter and construct a 2-year plan including a budget and preliminary outline of intended activities 4 months after their inception. The charter will include:

- Focus on maintaining open communication between SPFL, Friends of SPL and Library Board.
- Work to ensure mutual messaging between groups.
- Complete risk assessment and feasibility analysis of Advocacy Task Force RACI identifying which actions are realistic and actionable.
- Prepare a proposed budget for such actions

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Provide agenda item to staff	Pat Lockyear	10/1/23
✓ Contact potential members of committee	Pat Lockyear	10/1/23

Agenda item: Potential Human Resources options for staff      Presenter: Dana Weigman

**Discussion:**

Staff indicated in our March meeting that Human Resources are managed by the Library Director. The possibility of city staff managing that for the library was discussed. A number of factors including expediency, extra cost, and the amount of Human Resources work were clarified by Mark.

**Conclusions:**

No change is recommended at this time.

***Other Information***

**Observers:**

Volta

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Lockyear</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <b>Facilities Committee Meeting Notes</b> <b>June 14, 2023</b> <b>Present: Pat Lockyear, Carrie Simon, Ryan Mathre, Paula Hemer, Mark Troendle</b> <ul style="list-style-type: none"> <li>• Reviewed proposed prioritization criteria and reworded several criteria             <ul style="list-style-type: none"> <li>○ Carrie to update matrix</li> <li>○ Committee members to rate projects using new matrix and submit to Pat for averaging to test how matrix works</li> </ul> </li> <li>• Discussed Facilities 101 presentation for Board             <ul style="list-style-type: none"> <li>○ Pat and Paula to edit and refresh slides</li> <li>○ Paula and Ryan to make presentation</li> </ul> </li> </ul> <p>Next meeting: To be determined</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Finance Committee Report</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Finance Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Finance Committee Meeting Notes</b> <b>June 30, 2023</b> <b>Present: Burns, Goeltl, Hansen, Hollatz, Panciera, Troendle</b></p> <p><b>2024 Operating Budget Planning</b></p> <ul style="list-style-type: none"> <li>• Committee reviewed the timeline for the budget process. <ul style="list-style-type: none"> <li>○ Submit 2024 Budget Request (July 11): Trustees approve a 2024 operating budget request at the July board meeting.</li> <li>○ Meet with City (Mid-July): It is assumed that the City Administrator and City Finance Director will follow past practice and will schedule a July meeting with Troendle and Hansen to discuss the library’s request.</li> <li>○ City Presents 2024 Budget Request to Council (August): The City Administrator will review all departmental requests and present a budget request to the City Council in August.</li> <li>○ Council Adopts Budget (September): City Council will review, discuss, and adjust budgets with approval by the end of September.</li> <li>○ Revise Budget (November/December): Trustees approve a revised 2024 operating budget to align with the approved city budget.</li> </ul> </li> <li>• A budget narrative with specific questions to answer has been requested in the past by the city. This has not been requested to date. If a narrative is requested, the Finance Committee would like to see it for informational purposes.</li> <li>• Committee discussed that the 2024 budget is really a flat budget. Increases in personnel costs and plant expenditures are primarily contractual or inflationary, consisting of adhering to the union contract pay scale, wage adjustments, insurance increases, and energy increases. The biggest additions to the budget are technology expenditures that were considered capital expenditures prior to 2023 and are now considered operating expenditures.</li> <li>• Committee reviewed the three technology expenditure options that were presented to the board in June (a \$15,500 request, a \$29,100 request, and a \$62,300 request) and discussed trustee and staff feedback.</li> <li>• Committee decided to bring all three options to the board again in July for consideration. After discussing the risks and benefits of each scenario, the Committee recommends the middle option of a \$29,100 tech expenditure for 2024. This option helps establish an IT baseline and keep costs more similar year over year.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library Foundation  
Board Meeting –May Meeting – Held 5/26/23.  
In person

Members Present: Shawn Glaser, Paige Hoyle, Dustin Moeller, Mark Troendle, Summer Seidenkranz, Kevin Sandstrom, Drew Arnold, Ryan Collier

1. Approval of the Minutes – April meeting minutes were approved.
2. Reports for the monthly meeting.
  - a. President – Summer Seidenkranz  
Discussed advocacy-recommend to trustees an advocacy policy-standing committee from all three members: Trustees, Foundation, Friends.  
Susie is working to connect with youth and seniors as part of recommendations.  
Trustees will review and let us know what they want to do with the advocacy task force.
  - b. Library Director - Mark  
Submitted written report.
  - c. Treasurer – Dustin  
Gave treasurer’s report.  
Finance committee discussed long term investment goals.  
Motion was made by Shawn to approve the spending policy draft. Ryan seconded the motion. Motion passed unanimously.
  - d. Governance – Kevin  
No report.
  - e. Events and Marketing – board  
Discussed needs for LAS.  
Discussed needs of legacy society.  
Discussed updated logo for the foundation-no objections to looking at updating.
  - f. Interim Executive Report – Elaine Delavy  
Discussed impact report.  
Impact report will be mailed to board members and donors.  
Continuing to focus on LAS.  
Continuing with job description for replacement for Alicia.
5. Other Business – Summer will not attend June board meeting. Ryan will take her place.
6. Adjournment – Shawn motioned to adjourn; Drew seconded. Motion passed unanimously. The meeting was adjourned at 9:23am.

Respectfully submitted,  
Paige Hoyle, Secretary



# Friends of the Stillwater Public Library

May 8, 2023 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

**Attendees:**  
 Mary Ann Sandeen, Jan Kilkelly,  
 Tracy Salvati, Gemma Lockrem,  
 Lyndon Lockrem, Mary Glennon,  
 Kara Hullander, Laurie Burns, Pat  
 Lockyear

## Agenda

**Friends of the Stillwater Public Library Meeting:  
 Monday, May 8, 2023  
 Location: Conference Room  
 Time: 6:30pm**

\*\*\*\*\*

Pat Lockyear, President Stillwater Public Library Board, is joining us tonight.

\*\*\*\*\*

1. Call meeting to order: Mary Ann Sandeen
  2. Secretary’s Report: Tracy Salvati
  3. Treasurer’s Report: Jan Kilkelly
  4. Membership: Gemma Lockrem
  5. Other: All. Thank you, one and all, for All of your efforts to make this Booksale the best one yet! Susie and Kim are Rock Stars!!!!
- Book Sale: All (pros and cons, possible improvements). Gemma: Susie
6. Update: Pat Lockyear

\*\*\*\*\*

### Meeting called to order by Mary Ann Sandeen

- Tracy distributed Monday, April 10, 2023 meeting minutes for review
  - Minutes approved

## Treasurer's report Jan Kilkelly

4/1/2023 – 4/31/2023

Opening Balance: \$68,127.24

Total Receipts: \$8,323.00

Total Disbursements: \$16,451.07

Ending Balance: \$59,999.17

### Membership report Gemma Lockrem

91 memberships

### Topics:

Book sale:

- **Spring book sale total: \$5,128.00**
- Discussed getting the Margaret Rivers Conf. room for the week of the Fall book sale (date TBD)
- On donation day, suggestion to sort books in the garage
- Public is asked about using credit cards at the book sale
  - Venmo discussion, this will not work for the book sale

### Pat Lockyear update:

- Repairs in the library have been completed, lawn will be repaired soon
- Board of Trustees meet at 5:30p (at the library) new time
- City changed the cities web addresses to:
  - [library.stillwatermn.gov](http://library.stillwatermn.gov)
- Article below from SPL fb page:

Our building address is the same but our website address changed last night! The old website address will still work for a while as we make a full transition to a DotGov address. The change will enhance security, and searchability, and make it clearer that this is a Stillwater, Minnesota, government site.

- Library working on digitization project.
- Article below from SPL fb page:

Have you heard the news? Historical issues of the Stillwater Gazette and Stillwater Messenger are going digital!

The Stillwater Newspaper Initiative is working to add 85,000 pages of the early Stillwater newspapers to the Minnesota Digital Newspaper Hub - a service of the Minnesota Historical Society supported by the Legacy Amendment to preserve Minnesota history and cultural heritage. Once completely digitized, you'll be able to easily search for keywords, phrases, and dates from the two longest-running Stillwater news sources from their founding until 1926. The first pages were recently added with an expected 8,500 more pages to be added each month through January 2024.

The project is the first phase of the Stillwater Area Historic Newspaper Initiative, a collaboration between the Stillwater Public Library, Stillwater Public Library Foundation, Washington County Historical Society, and the Stillwater Heritage Preservation Commission through funding from the Fred C. and Katherine B. Andersen Foundation and the Hugh J. Andersen Foundation.

**Meeting Adjourn at 7:30 pm / Next meeting will be on: Monday, June 12, 2023**

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

<b>Period:</b>	<b>5/1/23 5/31/23</b>	<b>Year-to-Date 5/31/23</b>
Opening Balance	\$ 59,999.17	\$ 64,496.55
<b>Receipts:</b>		
Memberships	\$ 420.00	\$ 3,025.00
Donations	\$ 10.62	\$ 3,441.31
Ongoing Book Sales	\$ 356.00	\$ 1,821.00
Semi-Annual Book Sales		\$ 5,128.00
Scanner Fees		\$ 140.00
Book Bag Sales		\$ 75.00
<b>Total Receipts</b>	<b>\$ 786.62</b>	<b>\$ 13,630.31</b>
<b>Disbursements:</b>		
Grants to Library		\$ 16,300.00
Sponsorships		\$ -
Memberships		\$ 35.00
Postage		\$ 87.00
Printing & Supplies		\$ 64.07
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$ -</b>	<b>\$ 17,341.07</b>
<b>Ending Balance</b>	<b>\$ 60,785.79</b>	<b>\$ 60,785.79</b>

*Outstanding Grants Due to Library:*

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

*Other:*

Book Sale Apr. 2018	\$2,223.92
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	\$500.00
Book Sale Apr. 2022	\$4,475.00
Book Sale Apr. 2023	\$5,128.00
	<u>\$16,846.42</u>

**Total** \$25,129.92



# Stillwater Public Library 2023 Calendar

<p><b>January</b>  1: Library Closed, New Year’s Day  10: Trustee Meeting, 7:00 pm  16: Library Closed, MLK Day  27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  13: Friends Meeting, 6:30 pm  14: Trustee Meeting, 7:00 pm  20: Library Closed, Presidents’ Day  24: SPLF Board Meeting, 8:30 am</p>	<p><b>March</b>  13: Friends Meeting, 6:30 pm  14: Presentation at Stillwater Township, 7:00 pm  14: Trustee Meeting, 7:30 pm  24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b>  1: Annual Report to State Due  9: Library Closed, Easter  10: Friends Meeting, 6:30 pm  11: Trustee Meeting, 7:00 pm  23-29: National Library Week  28: SPLF Board Meeting, 8:30 am  TBD: Friends Used Book Sale</p> <ul style="list-style-type: none"> <li>• NEA Big Read in the St. Croix Valley</li> </ul>	<p><b>May</b>  8: Friends Meeting, 6:30 pm  9: Trustee Meeting, 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"> <li>• Begin 2024 budget prep</li> </ul>	<p><b>June</b>  12: Friends Meeting, 6:30 pm  13: Trustee Board Meeting, 5:30 pm  19: Library Closed, Juneteenth  23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2024 budget discussions</li> <li>• Finance 101</li> <li>• Advocacy Task Force recommendations</li> </ul>
<p><b>July</b>  4: Library Closed, Independence Day  11: Trustee Meeting, 5:30 pm  28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2024 operating budget due and 2024-2028 CIP due</li> <li>• Facilities 101</li> </ul>	<p><b>August</b>  8: Trustee Meeting, 5:30 pm  25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b>  4: Library Closed, Labor Day  10: Sunday Hours Resume  11: Friends Meeting, 6:30 pm  12: Trustee Meeting, 5:30 pm  22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Council budget changes; Levy adopted</li> <li>• Director evaluation: annual review</li> <li>• Request 2023 health insurance info</li> <li>• Negotiate labor contract with union if due (Executive Committee)</li> </ul>
<p><b>October</b>  9: Friends Meeting, 6:30 pm  9: Library Closed Until 2 PM for Staff Training Day  10: Trustee Meeting, 5:30 pm  27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• We Are Water Exhibit</li> <li>• Implement board self-assessment survey every 2-3 years (last done in 2021)</li> <li>• Strategic Plan revision/update</li> </ul>	<p><b>November</b>  10: Library Closed, Veterans Day  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"> <li>• Report on self-assessment results</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>December</b>  1: SPLF Board Meeting, 8:30 am  12: Trustee Meeting, 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"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> </ul>

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

# Stillwater

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## Public Library

### 2023 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 5:30 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 7/7/2023