

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, August 8, 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 July 11, 2023 Minutes +
  - b) Acknowledgement of Bills Paid in July +
  - c) July 2023 Budget Status Report +

Informational/Discussion (45 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Open Meeting Law I+

Decisional (10 minutes)

6. Proposed Board Bylaws Revisions A+

Reports (30 minutes)

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

10. Public Commentary

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

11. 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, August 7, 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  
July 11, 2023  
Minutes**

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

**ABSENT:**

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

**AGENDA ITEM 3: Consent Calendar**

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

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

Hemer reported on her visit to two libraries in Iceland.

Lockyear followed up on the open meeting law discussion from the June board meeting. Committee meeting dates and times will be posted on the public bulletin by the Third Street entrance.

**AGENDA ITEM 5: Director Evaluation Process**

Lockyear reminded trustees that the director evaluation process occurs in September. She noted that the process and related documents are provided in the July packet and asked for trustees to send in goal ideas. Simon asked if the current goals could be provided to trustees again. Troendle will send.

**AGENDA ITEM 6: Proposed Board Bylaws Revisions**

Lockyear reported that at the June board meeting, trustees discussed adding an Advocacy Committee consisting of members of the board and also outside members. She explained that the current bylaws do not address whether the committee members have to be board members or if they could be other members as well. The proposed revision includes specific language about who can serve on the committee or task force. The revision includes that the chair shall be a member of the board but membership is not restricted to the board or staff. Lockyear noted that the revised bylaws, including the proposed wording change in June from “audit” to “review” will be brought to the board in August for approval.

Hemer commented that the language is much improved. She believes it is important that the chairs are trustees.

Panciera asked about the language that states “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.” He noted that discussions about the Advocacy Committee have indicated that this committee

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**July 11, 2023**  
**Minutes**

will be taking action and doing things, such as recruiting and training volunteers, sending postcards, etc. Does the committee need to have the ability to act and not solely advise? He wants to make sure that the bylaws are appropriately worded.

Hemer noted that the other committees of the board also take on tasks. For example, the Facilities Committee gathers information, meets with contractors, and asks for bids for board review. Lockyear agreed. The advisory powers statement is about decision-making authority. The committees of the board do not make a decision or take action without the authority of the board. Lockyear explained that if the Advocacy Committee wanted to recruit volunteers or send out mailings or take other actions, this would be part of an advocacy plan that would come to the board for approval. The committees act under the direction of the board and do not make decisions on behalf of the board.

Panciera asked about instances when the committee may need decision-making authority. Lockyear noted that this authority would be a special and specific delegation of power. This authority has sometimes been granted in the past due to timing issues. If there is a contract that needs to be signed prior to the next board meeting for urgent work to be completed, the power to sign the contract or choose between two vendors may be specifically delegated to a committee by the board.

Hansen also noted that trustees, under the listed duties of the Stillwater Public Library Board of Trustees, already have the ability to act as ambassadors of the library. Once the Advocacy Committee is created, they will likely spend the first 6 months or longer flushing out a plan for the work that they will do. This plan will then be brought to the board for approval.

**AGENDA ITEM 7: Library Advocacy Plan**

Lockyear reported that some questions have been raised about the advocacy plan and recommendations presented in June. She asked Simon and Hansen, chairs of the Advocacy Task Force, to provide additional information and answer questions presented in the July packet.

Simon provided background information and context for the advocacy work. She noted that this project came out of analysis and work with an external partner that started last summer. The goal is to advocate for the library – to take all of the information and great things that the library is doing and reach beyond current users to those that have fallen out of touch with the library. Also, the goal is to expand the scope of current efforts and find new and additional ways to get our message out without overburdening staff. We want to grow support and awareness of the library, and we want to be the ones telling our story. The benefit of advocacy is to get the library's story out there in the way we want it to be told.

Hansen expanded on Simon's background information. He was on the board when the decision was made to hire a consultant. The board desired broader community support than just users and wanted to expand our base, especially as the overall climate for libraries has become more hostile. The board also experienced the issue that if the library doesn't tell its story then other people will tell their version of it. An Advocacy Committee allows the Board of Trustees to coordinate messaging and build a close relationship with library partners. It helps the board shape the library message.

Simon and Hansen reported that the Advocacy Task Force came up with a long list of many advocacy efforts that could be considered. They are not recommending that this list is a set blueprint that must be

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**July 11, 2023**  
**Minutes**

followed but rather a starting point for planning and discussion. The Advocacy Committee would need to take a look at these ideas, discuss what is realistic, and likely start small.

Simon and Hansen then addressed the questions asked in the board packet.

Q: How would the work of the Advocacy Committee be financed?

A: This would be similar to other financial items. The Advocacy Committee would bring forward funding requests to the board for approval. The Foundation has also indicated support for advocacy and could likely be approached to help fund some of this, with board approval.

Q: Should the Advocacy Committee and actions outlined in the RACI chart be managed by the Friends/Foundation?

A: No.

Q: Do the by-laws allow for the initiation of actions in the community beyond Trustees speaking on behalf of library?

A: Yes. Discussed under previous agenda item.

Q: Would the Board review and approve all actions taken by committee members/associated volunteers?

A: Yes.

Q: How would volunteers be recruited to do the work outlined in the RACI chart? Who would train the volunteers?

A: Recruiting and training volunteers is something that the Advocacy Committee would need to discuss and plan. Two starting points for recruitment would be the volunteer members of the Advocacy Task Force and the people that currently volunteer at the library. This existing volunteer base has already shown dedication to the library and knows the library.

Q: Do we have our story written?

A: Key messages and sample talking points have been drafted. The Advocacy Committee would work more on this to tailor to specific events and equip the volunteers with appropriate tools. Hollatz noted that our key messages should include all are welcome and the library is free.

Q: What actions outlined in the RACI chart are doable and within what time frame?

A: The Advocacy Committee would carefully review the RACI, determine what the group is ready and able to accomplish, and modify actions and timeframes accordingly.

Q: What would key performance and metrics be and how they will be measured?

A: Some performance measures and metrics were included in the advocacy recommendations. The board and committee would need to look at these and set the metrics. Some may vary based on the specific project.

Q: Would staff be voting members on the committee?

A: Staff are ex-officio and would serve as non-voting members. Panciera noted that his research indicated that ex-officio does not necessarily mean non-voting. Simon looked up ex-officio during the

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**July 11, 2023**  
**Minutes**

meeting and found guidance that indicated that this should be formally stated as ex-officio, non-voting. Lockyear requested that the proposed bylaws (under agenda item 6) be updated to include non-voting following “ex-officio.” The text would read “Staff may serve on committees as ex-officio, non-voting members.”

**AGENDA ITEM 8: Facilities 101**

Mathre and Hemer presented Facilities 101 based on the PowerPoint presentation in the board packet.

In looking at the enhancement project for the interior of the parking ramp and 3<sup>rd</sup> Street entry and the related potential relocation of the community bulletin board, trustees discussed the community bulletin board and its importance. They feel it provides valuable information and should exist in some location at the library.

Trustees also discussed the electric vehicle charging station. Hemer reported that she learned in her conversations with Sustainable Stillwater that the units could run between \$10,000 to \$20,000 and another \$5,000 to \$10,000 for hookups. Panciera wondered what the ongoing cost of providing electricity would be. Collins reported that he reached out to the League of Minnesota Cities regarding grants that might be available for start-up costs and ongoing electricity costs. They indicated that some grants just closed, but new grants will likely become available for both costs.

Panciera requested a copy of the PowerPoint. Lockyear commented that the file size is too large to emailed, but they would determine a way to send it to him.

Burns noted that maintenance or enhancement projects that help the library better meet ADA requirements should be prioritized.

**AGENDA ITEM 9: 2024 Operating Budget Request**

Hansen introduced topic. Goeltl explained the budget was created by starting on a flat baseline. Personnel expenditures were only increased for step increases and annual wage adjustments based on settled city union contracts to keep pay scales in alignment with city. Insurance, energy, and plant maintenance agreements were increased to keep up with current pricing. All other line items were flat. This baseline budget was a 6.49%.

The only room for changes was in the IT equipment budget. The Finance Committee looked at three different options – 1) following the original IT replacement schedule with \$62,300 in purchases, 2) pursuing a middle approach and completing some of the replacements but shifting others further out (\$29,100), or 3) shifting a majority of replacements farther into the future and actually cutting IT expenditures in 2024 (\$15,500). The Finance Committee reviewed the options and recommended the middle approach to creating a more stable and consistent level of funding from year to year, which is needed as the operating budget does not support fluctuations in requests in the same way as a capital budget.

Burns noted that 95% of the budget is fixed. This budget is really the floor. Lockyear commented that \$30,000 request for IT purchases is not a lot in the overall budget picture. Hansen also clarified that the

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**July 11, 2023**  
**Minutes**

library's budget is different from the budgets of city departments as it includes items like IT purchases, custodial, etc. These costs are not necessarily included in department-specific budgets.

*Motion to approve the 2024 operating and supplemental budget request. Hansen moved. Hemer second.*

Burns requested that it be noted that the rest of the library's budget is pretty much flat.

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

**AGENDA ITEM 10: 2024-2028 Capital Improvement Plan**

Troendle explained that there are two CIPs for board consideration. The first CIP, found in the board packet, includes all of the items on the Kraus Anderson (KA) list that were slated for replacement in the 2024-2028 timeframe. The second CIP (distributed at the meeting and included as part of the July minutes) is based on a spreadsheet recently received from the city, which only included KA items as a capital project if the condition was listed as poor and replacement was scheduled for the 2024-2028 timeframe. The second CIP includes the ballpark estimate for the masonry project of \$50,000.

Both CIP options slate the terrace roof project for 2027 based on the KA Study. However, Troendle reported that City Facilities Manager indicated that the City Administrator is considering the replacement of the inverted roof on the terrace in 2024. Troendle was told that the underlayment, installed in 2006, had a 10-year lifespan. If the roof would fail, it could cause extensive damage to the library. Moving this project to 2024 would need to go to the council for review and approval. It may have a different funding source than other capital projects. We don't know how responsive the council would be to this proposal.

Lockyear noted that moving the roofing project up in the timeframe can save significant money and would be \$750,000 if done more immediately. Burns asked if the terrace enhancement work [slated for 2028] should also occur at the same time as the terrace roof for efficiency and cost savings. Troendle explained that these are separate projects, and the library would not gain efficiency or savings by doing them together. The terrace enhancement project includes purchasing additional seating and furnishings for the terrace which would be difficult to store during the underlayment replacement and paver leveling. If the terrace roof is replaced sooner, the library could consider doing the enhancements in an earlier year but not necessarily in the same year as the replacement itself.

Simon asked about planning for the replacement of items on the KA Study that are not listed in poor condition. She expressed concern that these items will be allowed to deteriorate into poor status or even fail if not addressed. Simon, Mathre, and Hemer supported keeping the items on the KA Study in the CIP. They serve as important placeholders and allow the library and city to plan for future repairs. Troendle noted that he is concerned with the accuracy of some of the information in the KA Study. For example, the elevator is on the schedule for replacement in 2027 as it was listed as installed in 2015 with an expected life of 12 years. Troendle noted that the system was actually installed in 2006, and his background indicates that they have 30+ years of life. Panciera noted that these items may be subjective.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 11, 2023  
Minutes**

Lockyear agreed that not including these items in the CIP seems to go against being planful, but perhaps the library should review the list separately and do further investigation item by item to see if the projects listed are reasonable in scope and timeframe. As the city is primarily concerned about 2024, the board could focus on this for now. KA items could be added in future years if library assessment indicates that they are essential to include.

*Motion to approve the second CIP which includes the KA items listed in poor condition with a 2023-2028 replacement date, the masonry project at \$50,000 for 2024, and the terrace roof replacement in 2024 at a cost of \$750,000, with the provision that the library will assess the items in the KA list and address with appropriate timing. Panciera moved. Hemer second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.*

**AGENDA ITEM 11: Grant Request**

Troendle reviewed the grant request to the Hugh J. Andersen Foundation (HJA) as presented on page 95 of the board packet. Troendle noted that this request is for 2024 funding. The submittal deadline of August 15 allows the library to know HJA's funding decision before the start of the next fiscal year. He explained that HJA prefers a request with a menu of options to select from. HJA could fund some, all, or none of these ideas. The menu of options includes:

- \$18,500 for Summer Explorers, a collaborative effort between Bayport Public Library and Stillwater Public Library
- \$8,350 for Early Literacy
- \$5,200 for Nature is for Everyone, a collaborative effort between Bayport Public Library and Stillwater Public Library
- \$10,000 for Adult Arts Programming
- \$8,000 for Genealogy and Historical Research

*Motion to approve proposed grant request to the Hugh J. Andersen Foundation. Hansen moved. Simon second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.*

**AGENDA ITEM 12: Director and Other Staff Reports**

No additional comments.

**AGENDA ITEM 13: Board Committee Reports**

- a) Executive Committee: Report in packet.
- b) Facilities Committee: Report in packet.
- c) Finance Committee: Report in packet.
- d) Library Advocacy Task Force: Did not meet.

**AGENDA ITEM 14: Foundation & Friends Report**

Troendle reported that Light a Spark was a successful event. The Foundation sold 289 tickets, and about 225 people attended the event. The net profit was approximately \$39,000.

**AGENDA ITEM 15: Public Commentary**

No emails or public commentary received by Lockyear. Troendle received a card for Maureen Bell that expressed thanks to trustees and staff.

STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 11, 2023  
Minutes

**AGENDA ITEM 16: Adjournment**

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

Meeting adjourned at 7:25 PM.



# Stillwater

## Public Library

### Stillwater Public Library CIP 2024-2028 – Alternate (Draft 7/11/2023)

| 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> | 50,000        | 0              | 0              | 0                | 0              | 50,000           |
| Hot Water Heater Replacement            | 0             | 0              | 6,000          | 0                | 0              | 6,000            |
| Low Voltage Panel Replacement           | 0             | 0              | 5,000          | 0                | 0              | 5,000            |
| Exterior Doors (KA 119&126)             | 0             | 0              | 24,188         | 0                | 0              | 24,188           |
| Terrace Roof (KA 134) <sup>2</sup>      | 0             | 0              | 0              | 1,008,480        | 0              | 1,008,480        |
| <i>Total</i>                            | <i>50,000</i> | <i>0</i>       | <i>35,188</i>  | <i>1,008,480</i> | <i>0</i>       | <i>1,093,668</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>70,000</b> | <b>105,000</b> | <b>115,188</b> | <b>1,008,480</b> | <b>450,000</b> | <b>1,748,668</b> |

| 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 | 50,000        | 72,000         | 54,188         | 1,008,480        | 22,000         | 1,206,668        |
| 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>70,000</b> | <b>177,000</b> | <b>129,188</b> | <b>1,008,480</b> | <b>472,000</b> | <b>1,856,668</b> |

<sup>1</sup> Vendor contacted Troendle about masonry on 7/10/23. Vendor provided ballpark estimate of \$30,000 - \$50,000.

<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. Estimated cost in 2024 is \$916,800. Funding source may be different than traditional capital funds.

| 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:<br><b>Acknowledgment of Bills Paid in July 2023</b>  |                     |  |                           |                     |
| OWNER:<br><b>Goeltl, Business &amp; Communications Manager</b>   |                     | PRESENTER:<br><b>Troendle, Director</b>            |                           |                     |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>A</b>   |                     | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |                           |                     |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:<br><b>Approval of July 2023 bills paid</b>   |                     |  |                           |                     |
| BACKGROUND/CONTEXT:<br><b>Following is a bill report summary for the month of July:</b>  |                     |  |                           |                     |
| <b>July 2023 (2023 Fiscal Year)</b>  |                     |  |                           |                     |
|  | <i>City</i>         | <i>Foundation</i>                                  | <i>Other Supplemental</i> | <i>Total</i>        |
| <b>Operating Expenditures</b>  | \$ 14,068.08        | \$ 45,135.86                                       | \$ 1,043.86               | \$ 60,247.80        |
| <b>Capital Expenditures</b>  | \$ -                | \$ -   | \$ -                      | \$ -                |
| <b>Total</b>   | <b>\$ 14,068.08</b> | <b>\$ 45,135.86</b>                                | <b>\$ 1,043.86</b>        | <b>\$ 60,247.80</b> |
| <p>Explanations of large or out-of-the-ordinary payments are listed below:<br/> <i>Bill Resolution: July 5, 2023 (\$10,083.98)</i></p> <ul style="list-style-type: none"> <li>• \$6,153 was paid to Xcel for gas and electric.</li> </ul> <p><i>Bill Resolution: July 18, 2023 (\$50,163.82)</i></p> <ul style="list-style-type: none"> <li>• \$28,211 was paid to the Minnesota Historical Society as the second payment of the newspaper digitization project funded through the Stillwater Public Library Foundation.</li> <li>• \$9,690 was paid to Image 360 Woodbury as a deposit on the first phase of the library signage project funded by the Huelsmann grant, through the Stillwater Public Library Foundation.</li> <li>• \$2,695 was paid to Mobile Beacon for renewal of annual service on 11 circulating hotspots and for the purchase of an annual service plan for 11 new hotspots. Hotspots are funded through the Stillwater Public Library Foundation.</li> <li>• \$1,997 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$1,463 was paid to Midwest Tape for audiovisual materials.</li> <li>• \$1,210 was paid to Loffler for Aruba, wi-fi network management technology.</li> </ul> |                     |  |                           |                     |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:<br><b>7/5/2023 Bill Resolution</b><br><b>7/18/2023 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>     |              |                                     |  |                     |                    |                                   |
| 1N4T-WCK4-J9WF              | 6/19/2023    | Amazon Business                     | Materials - Adult Fiction (235 Palmer) | 27.28               | 235-4235-2101-0000 | Library Donations Materials       |
| 1047995                     | 6/15/2023    | American Library Association        | ALA Membership (Angie)                 | 205.00              | 230-4230-4000-0000 | Memberships and Dues              |
| 8103                        | 6/22/2023    | ArtStart                            | Programs - JUV (SPLF HJA SRP)          | 450.00              | 232-4232-2407-0000 | SPLF - Programs                   |
| 2106699                     | 6/20/2023    | Blackstone Publishing               | Materials - Audio (SAAB - Friends)     | 143.98              | 229-4229-2113-0000 | Friends - Materials               |
| SHUK10001                   | 6/26/2023    | Davies Joshua                       | Programs - Adult (Friends)             | 150.00              | 229-4229-2407-0000 | Friends - Programs                |
| 1499                        | 1/10/2023    | Dazzling Dave Yo-Yo Extraordinaire  | Programs - JUV (SPLF HJA SRP)          | 360.00              | 232-4232-2407-0000 | SPLF - Programs                   |
| 06142023CM                  | 6/14/2023    | Haltarhuu Erdenechimeg              | Programs - JUV (SPLF HJA SRP)          | 25.00               | 232-4232-2407-0000 | SPLF - Programs                   |
| 13042301                    | 4/13/2023    | Holt Erin                           | Programs - Adult (SPLF HJA)            | 790.00              | 232-4232-2407-0000 | SPLF - Programs                   |
| 20237140                    | 6/20/2023    | Huebsch Service                     | Towels & Rugs                          | 229.74              | 230-4231-4099-0000 | Miscellaneous Charges - Lib Plant |
| 99958                       | 6/16/2023    | Library Ideas LLC                   | Materials - JUV (VOX - Friends)        | 447.89              | 229-4229-2113-0000 | Friends - Materials               |
| 4400999                     | 6/26/2023    | Loffler Companies                   | Copier/Printer                         | 868.21              | 230-4230-3707-0000 | Maintenance Agreements            |
| 23782                       | 6/13/2023    | Menards                             | Janitorial Supplies                    | 151.54              | 230-4231-2102-0000 | Janitorial Supplies               |
| 24119                       | 6/20/2023    | Menards                             | Janitorial Supplies                    | 24.00               | 230-4231-2102-0000 | Janitorial Supplies               |
| 2170000657                  | 6/20/2023    | Regents of the U of M               | Processing Barcodes                    | 58.00               | 230-4230-3404-0000 | Processing Fee                    |
|                             |              | <b>INVOICES SUBTOTAL</b>            |  | <b>\$ 3,930.64</b>  |                    |                                   |
| <b>LIBRARY CREDIT CARD</b>  |              |                                     |  |                     |                    |                                   |
| None                        |              |                                     |  |                     |                    |                                   |
|                             |              | <b>CREDIT CARD SUBTOTAL</b>         |  | <b>\$ -</b>         |                    |                                   |
| <b>SPECIAL BILL PAYOUTS</b> |              |                                     |  |                     |                    |                                   |
| 833931751                   | 6/26/2023    | Xcel Energy                         | Gas                                    | \$ 159.03           | 230-4231-3601-0000 | Natural Gas                       |
| 829866334                   | 6/26/2023    | Xcel Energy                         | Electric                               | \$ 5,994.31         | 230-4231-3600-0000 | Electricity                       |
|                             |              | <b>SPECIAL BILL PAYOUT SUBTOTAL</b> |  | <b>\$ 6,153.34</b>  |                    |                                   |
| <b>GRAND TOTAL</b>          |              |                                     |  | <b>\$ 10,083.98</b> |                    |                                   |

These bills are submitted and approved for payment.

*Mark Troendle*

07/05/2023

Mark Troendle, Library Director

*Craig Hansen*

07/05/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

| INVOICE #                   | INVOICE DATE | VENDOR                                 | ITEM                                       | AMOUNT              | FUND CODE          | FUND NAME                    |
|-----------------------------|--------------|--|--|---------------------|--------------------|------------------------------|
| <b>INVOICES PAYABLE</b>     |              |  |  |                     |                    |                              |
| 716                         | 6/30/2023    | 16 Wins                                | Website Maintenance - June                 | 380.00              | 230-4230-3098-0000 | Technology Support           |
| 139M-PT7P-KT3W              | 6/30/2023    | Amazon Business                        | Programs - JUV (WAW)                       | 178.73              | 235-4236-4099-0000 | Library Donations Programs   |
| 1K1G-C63Q-HFJN              | 7/6/2023     | Amazon Business                        | Programs - JUV SPLF - HJA SRP              | 79.35               | 232-4232-2407-0000 | SPLF - Programs              |
| 2037627129                  | 6/29/2023    | Baker and Taylor                       | Programs - JUV SRP Reward Books (SPLF BA)  | 15.55               | 232-4232-2407-0000 | SPLF - Programs              |
| 2037627130                  | 6/29/2023    | Baker and Taylor                       | Programs - JUV SRP Reward Books (SPLF)     | 31.10               | 232-4232-2407-0000 | SPLF - Programs              |
| 2108660                     | 7/5/2023     | Blackstone Publishing                  | Materials - Audio (SAAB Friends)           | 95.98               | 229-4229-2113-0000 | Friends - Materials          |
| 7182023                     | 7/18/2023    | Brodart Co                             | Materials - Juv                            | 270.57              | 230-4230-2400-0000 | Childrens Books              |
| 7182023                     | 7/18/2023    | Brodart Co                             | Materials - Adult Fiction                  | 975.91              | 230-4230-2401-0000 | Adult Books - Fiction        |
| 7182023                     | 7/18/2023    | Brodart Co                             | Materials - Adult Nonfiction               | 560.07              | 230-4230-2405-0000 | Adult Books - Non Fiction    |
| 7182023                     | 7/18/2023    | Brodart Co                             | Materials - YA                             | 95.58               | 230-4230-2406-0000 | Teen Books                   |
| 7182023                     | 7/18/2023    | Brodart Co                             | Materials - Processing                     | 95.54               | 230-4230-3404-0000 | Processing Fee               |
| 5472666                     | 5/15/2023    | Brodini Comedy Magic Show              | Programs - JUV (SPLF HJA SRP)              | 825.00              | 232-4232-2407-0000 | SPLF - Programs              |
| 125018                      | 6/20/2023    | Card Source                            | Library Cards                              | 597.04              | 230-4230-2101-0000 | General Supplies             |
| 0-1137                      | 3/31/2023    | Carpenter St. Croix Valley Nature Cent | Programs - JUV (SPLF HJA SRP)              | 355.00              | 232-4232-2407-0000 | SPLF - Programs              |
| 306-02444792-3              | 6/30/2023    | Culligan of Stillwater                 | Water                                      | 57.20               | 230-4230-4099-0000 | Miscellaneous Charges        |
| 7328009                     | 6/28/2023    | Demco Inc.                             | Processing Supplies                        | 316.80              | 230-4230-3404-0000 | Processing Fee               |
| 230                         | 5/2/2023     | Hooperina                              | Programs - JUV (SPLF HJA SRP)              | 325.00              | 232-4232-2407-0000 | SPLF - Programs              |
| 20230703KL                  | 7/3/2023     | Lentz Kristin                          | Programs - JUV (SPLF Program Asst Grant)   | 330.00              | 232-4232-2407-0000 | SPLF - Programs              |
| 4402114                     | 6/27/2023    | Loffler Companies                      | Aruba                                      | 1210.11             | 230-4230-3098-0000 | Technology Support           |
| 504017394                   | 7/3/2023     | Midwest Tape                           | Materials - Video (SAV)                    | 1278.84             | 230-4230-2408-0000 | Film/Video                   |
| 504017394                   | 7/3/2023     | Midwest Tape                           | Materials - Processing                     | 184.64              | 230-4230-3404-0000 | Processing Fee               |
| 29304                       | 6/30/2023    | MN Historical Society                  | Newspaper Digitization (pmt 2 of 3 - SPLF) | 28211.00            | 232-4232-4099-0000 | SPLF - Miscellaneous Charges |
| 323                         | 6/28/2023    | Parcel Arts LLC                        | Programs - YA (SPLF HJA SRP)               | 389.00              | 232-4232-2407-0000 | SPLF - Programs              |
| 1623-B                      | 6/30/2023    | Space St. Croix                        | Programs - JUV (SPLF HJA SRP)              | 243.00              | 232-4232-2407-0000 | SPLF - Programs              |
|                             |              | <b>INVOICES SUBTOTAL</b>               |  | <b>\$ 37,101.01</b> |                    |                              |
| <b>LIBRARY CREDIT CARD</b>  |              |  |  |                     |                    |                              |
| #pKXQ                       | 5/25/2023    | Candyland                              | Programs - Adult (SPLF)                    | 30.00               | 232-4232-2407-0000 | SPLF - Programs              |
| 2080386 230611              | 6/12/2023    | Dream Host                             | Website hosting                            | 19.95               | 230-4230-3098-0000 | Technology Support           |
| #pw4t                       | 5/25/2023    | Forge and Foundry Distillery Company   | Programs - Adult (SPLF)                    | 30.00               | 232-4232-2407-0000 | SPLF - Programs              |
| #laqP                       | 5/25/2023    | Herman Electric Bikes                  | Programs - Adult (SPLF)                    | 50.00               | 232-4232-2407-0000 | SPLF - Programs              |
| 3016787738                  | 5/31/2023    | LEGO Retail                            | Programs - Adult (SPLF)                    | 49.99               | 232-4232-2407-0000 | SPLF - Programs              |
| #vVjf                       | 5/25/2023    | Lift Bridge Brewing Co                 | Programs - Adult (SPLF)                    | 30.00               | 232-4232-2407-0000 | SPLF - Programs              |
| PMT-06142023                | 5/14/2023    | Mobile Beacon                          | Materials - Hotspots (SPLF)                | 1320.00             | 232-4232-2113-0000 | SPLF - Materials             |
| PMT-613332                  | 5/25/2023    | Mobile Beacon                          | Materials - Hotspots (SPLF)                | 1375.00             | 232-4232-2113-0000 | SPLF - Materials             |
| 00218288 380247             | 5/25/2023    | River Market Co-Op                     | Programs - Adult (SPLF)                    | 30.00               | 232-4232-2407-0000 | SPLF - Programs              |
| 286746                      | 5/25/2023    | Rose Floral                            | Programs - Adult (SPLF)                    | 30.00               | 232-4232-2407-0000 | SPLF - Programs              |
| #nx9z                       | 5/25/2023    | Sara's Topsy Pies                      | Programs - Adult (SPLF)                    | 31.17               | 232-4232-2407-0000 | SPLF - Programs              |
| 434815                      | 5/25/2023    | Valley Bookseller                      | Programs - Adult (SPLF)                    | 40.00               | 232-4232-2407-0000 | SPLF - Programs              |
|                             |              | <b>CREDIT CARD SUBTOTAL</b>            |  | <b>\$ 3,036.11</b>  |                    |                              |
| <b>SPECIAL BILL PAYOUTS</b> |              |  |  |                     |                    |                              |
| I-SG-19285                  | 07/18/23     | Image 360 Woodbury                     | Signage Project Deposit (SPLF)             | \$ 9,690.70         | 232-4232-4099-0000 | SPLF - Miscellaneous Charges |
| 37000E                      | 06/29/23     | Levander, Gillen & Miller, PA          | Attorney Fees                              | \$ 336.00           | 230-4230-3099-0000 | Other Professional Services  |
|                             |              | <b>SPECIAL BILL PAYOUT SUBTOTAL</b>    |  | <b>\$ 10,026.70</b> |                    |                              |
| <b>GRAND TOTAL</b>          |              |  |  | <b>\$ 50,163.82</b> |                    |                              |

These bills are submitted and approved for payment.

*Mark Troendle* 07/18/2023

Mark Troendle, Library Director

*Craig Hansen* 07/18/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

**Agenda Items Details**

|  |  |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>July 2023 Budget Status Report</b>   |  |
| OWNER:<br><b>Troendle, Library Director<br/>Goeltl, Business &amp; Communications Manager</b>  | PRESENTER:<br><b>Troendle, Library Director</b>    |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>I</b>   | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  |  |
| <p><b>BACKGROUND/CONTEXT:</b><br/>Attached is a budget status report for the period of January 1 – July 31, 2023.</p> <p><u><b>120 Funds – Capital:</b></u><br/>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, \$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. \$13,378 was for interior painting and repairs from fund balance. \$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 was budgeted for signage. An invoice for phase 1 of the signage project has been received and paid, but this portion of the project will be recategorized as an operating expense (as unit cost of signs are under \$5,000) following consultation with the City Finance Director. This does not pose a funding/budgetary issue as this project is funded through the Foundation.</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. \$27,706 is for interior painting and repairs, and \$6,700 is for lawn damage repairs.</p> <p><u><b>230 Funds – Revenues:</b></u><br/>Charges for Services: Budgeted revenue from meeting room rentals, copier/printer sales, and other sales is \$5,900. Actual revenue received is \$3,724 to date. This is on track with the budgeted pace.</p> <p>Miscellaneous: The budget for miscellaneous library-generated revenues (excluding unrealized gains/losses*) is \$22,587. \$17,167 of this budget is an anticipated in-kind gift from the Foundation for funding the volunteer coordinator that is not entered until the year-end. Actual revenue received is \$1,120 and is on track with the expected budget pace.</p> <p>*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> |  |

230-4230 Funds – Operating Expenditures:

Personnel Services: Personnel expenditures total \$580,409 to date. This is on track with the budgeted pace of \$590,008.

Materials: The city-funded materials budget is \$62,300. \$52,170 has been ordered to date, with \$25,069 paid to date.

Services and Charges: The budget for services and charges is \$58,195. \$34,747 has been expended to date. Based on the recent 2022 general insurance actuals, we are now projecting that 2023 operating insurance will be about \$2,000 over the 2023 budget. We also anticipate that professional service fees (primarily attorney fees) will be higher than budgeted.

Miscellaneous: The budget for miscellaneous is \$3,035. \$1,656 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$66,180 has been expended to date and is on track with the budgeted pace.

Plant – Supplies: The plant supplies budget is \$6,500. \$5,194 has been expended to date. This is running higher than budgeted.

Plant – Services and Charges: The plant services and charges budget is \$125,655. \$49,240 has been expended to date. Energy costs are at \$40,009 to date, which is 58% 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 \$2,138 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

Our starting 2023 fund balance is \$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 July Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 8/2/2023 - 10:23 AM  
 Period: 1 to 7, 2023



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



# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 8/2/2023 - 10:38 AM  
 Period: 1 to 7, 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      | 2,346.30      | 2,346.30   | 1,153.70   | 0.00              | 1,153.70   | 32.96       |
| 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      | 3,724.80      | 3,724.80   | 2,175.20   | 0.00              | 2,175.20   | 36.87       |
| 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        | 240.00        | 240.00     | 180.00     | 0.00              | 180.00     | 42.86       |
| 230-0000-3880-0030 | Lost Materials                 | 2,000.00      | 635.05        | 635.05     | 1,364.95   | 0.00              | 1,364.95   | 68.25       |
| 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     | 14,089.34     | 14,089.34  | 8,497.66   | 0.00              | 8,497.66   | 37.62       |
| 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  | 767,902.64    | 767,902.64 | 760,761.36 | 0.00              | 760,761.36 | 49.77       |

| Account Number       | Description                              | Budget Amount | Period Amount | YTD Amount  | YTD Var     | Encumbered Amount | Available  | % Available |
|----------------------|--|---------------|---------------|-------------|-------------|-------------------|------------|-------------|
|                      | Dept 0000 Sub Totals:                    | -1,528,664.00 | -767,902.64   | -767,902.64 | -760,761.36 | 0.00              |            |             |
| Dept 230-4230<br>E05 | LIBRARY OPERATIONS<br>PERSONNEL SERVICES |               |               |             |             |                   |            |             |
| 230-4230-1000-0000   | Full Time Salaries                       | 224,199.50    | 110,777.70    | 110,777.70  | 113,421.80  | 0.00              | 113,421.80 | 50.59       |
| 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        |
| 230-4230-1112-0000   | Sick Pay                                 | 0.00          | 8,721.57      | 8,721.57    | -8,721.57   | 0.00              | -8,721.57  | 0.00        |
| 230-4230-1113-0000   | Vacation Pay                             | 0.00          | 20,996.15     | 20,996.15   | -20,996.15  | 0.00              | -20,996.15 | 0.00        |
| 230-4230-1200-0000   | Part Time Salaries                       | 653,655.89    | 316,181.99    | 316,181.99  | 337,473.90  | 0.00              | 337,473.90 | 51.63       |
| 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     | 32,710.23     | 32,710.23   | 33,129.27   | 0.00              | 33,129.27  | 50.32       |
| 230-4230-1420-0000   | FICA/Medicare                            | 67,156.61     | 34,909.46     | 34,909.46   | 32,247.15   | 0.00              | 32,247.15  | 48.02       |
| 230-4230-1500-0000   | Hospital / Medical                       | 88,458.96     | 53,328.46     | 53,328.46   | 35,130.50   | 0.00              | 35,130.50  | 39.71       |
| 230-4230-1520-0000   | Dental Insurance                         | 4,294.80      | 2,368.50      | 2,368.50    | 1,926.30    | 0.00              | 1,926.30   | 44.85       |
| 230-4230-1540-0000   | Life Insurance                           | 769.00        | 322.42        | 322.42      | 446.58      | 0.00              | 446.58     | 58.07       |
| 230-4230-1990-0000   | Grant Pass Thru                          | 0.00          | 0.00          | 0.00        | 0.00        | 0.00              | 0.00       | 0.00        |
|                      | E05 Sub Totals:                          | 1,121,541.26  | 580,409.44    | 580,409.44  | 541,131.82  | 0.00              | 541,131.82 | 48.25       |
| E10                  | SUPPLIES                                 |               |               |             |             |                   |            |             |
| 230-4230-2000-0000   | Office Supplies                          | 0.00          | 0.00          | 0.00        | 0.00        | 0.00              | 0.00       | 0.00        |
| 230-4230-2101-0000   | General Supplies                         | 3,000.00      | 2,330.83      | 2,330.83    | 669.17      | 0.00              | 669.17     | 22.31       |
| 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     | 6,659.82      | 6,659.82    | 7,840.18    | 0.00              | 7,840.18   | 54.07       |
| 230-4230-2401-0000   | Adult Books - Fiction                    | 15,500.00     | 5,990.05      | 5,990.05    | 9,509.95    | 0.00              | 9,509.95   | 61.35       |
| 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     | 6,041.94      | 6,041.94    | 4,658.06    | 0.00              | 4,658.06   | 43.53       |
| 230-4230-2406-0000   | Teen Books - Materials                   | 3,500.00      | 890.58        | 890.58      | 2,609.42    | 0.00              | 2,609.42   | 74.55       |
| 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      | 2,357.83      | 2,357.83    | 3,142.17    | 0.00              | 3,142.17   | 57.13       |
| 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       |
|                      | E10 Sub Totals:                          | 88,600.00     | 30,816.91     | 30,816.91   | 57,783.09   | 0.00              | 57,783.09  | 65.22       |
| E15                  | SERVICES AND CHARGES                     |               |               |             |             |                   |            |             |
| 230-4230-3098-0000   | Technology Support                       | 9,500.00      | 6,642.41      | 6,642.41    | 2,857.59    | 0.00              | 2,857.59   | 30.08       |
| 230-4230-3099-0000   | Other Professional Services              | 5,000.00      | 3,880.00      | 3,880.00    | 1,120.00    | 0.00              | 1,120.00   | 22.40       |
| 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        |

| Account Number     | Description                   | Budget Amount | Period Amount | YTD Amount | YTD Var    | Encumbered Amount | Available  | % Available |
|--------------------|-------------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| 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     | 3,221.40      | 3,221.40   | 7,778.60   | 0.00              | 7,778.60   | 70.71       |
| 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      | 1,528.04      | 1,528.04   | 1,471.96   | 0.00              | 1,471.96   | 49.07       |
| 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        | 152.74        | 152.74     | 47.26      | 0.00              | 47.26      | 23.63       |
|                    | E15 Sub Totals:               | 58,195.00     | 34,747.74     | 34,747.74  | 23,447.26  | 0.00              | 23,447.26  | 40.29       |
| E20                | MISCELLANEOUS                 |               |               |            |            |                   |            |             |
| 230-4230-4000-0000 | Memberships and Dues          | 500.00        | 435.00        | 435.00     | 65.00      | 0.00              | 65.00      | 13.00       |
| 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      | 648.75        | 648.75     | 1,351.25   | 0.00              | 1,351.25   | 67.56       |
|                    | E20 Sub Totals:               | 3,035.94      | 1,656.68      | 1,656.68   | 1,379.26   | 0.00              | 1,379.26   | 45.43       |
| 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  | 647,630.77    | 647,630.77 | 623,741.43 | 0.00              | 623,741.43 | 49.06       |
|                    | Dept 230-4231 Sub Totals:     | 1,271,372.20  | 647,630.77    | 647,630.77 | 623,741.43 | 0.00              |            |             |
| Dept 230-4231      | LIBRARY PLANT                 |               |               |            |            |                   |            |             |
| E05                | PERSONNEL SERVICES            |               |               |            |            |                   |            |             |
| 230-4231-1000-0000 | Full Time Salaries            | 69,836.50     | 34,282.90     | 34,282.90  | 35,553.60  | 0.00              | 35,553.60  | 50.91       |
| 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          | 940.81        | 940.81     | -940.81    | 0.00              | -940.81    | 0.00        |
| 230-4231-1113-0000 | Vacation Pay                  | 0.00          | 2,468.06      | 2,468.06   | -2,468.06  | 0.00              | -2,468.06  | 0.00        |
| 230-4231-1200-0000 | Part Time Salaries            | 27,388.45     | 12,787.17     | 12,787.17  | 14,601.28  | 0.00              | 14,601.28  | 53.31       |
| 230-4231-1410-0000 | PERA                          | 7,234.50      | 3,703.58      | 3,703.58   | 3,530.92   | 0.00              | 3,530.92   | 48.81       |
| 230-4231-1420-0000 | FICA/Medicare                 | 7,437.71      | 3,919.88      | 3,919.88   | 3,517.83   | 0.00              | 3,517.83   | 47.30       |

| <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> |
|-----------------------|-------------------------------|----------------------|----------------------|-------------------|-------------------|--------------------------|-------------------|--------------------|
| 230-4231-1500-0000    | Hospital / Medical            | 11,518.44            | 7,691.14             | 7,691.14          | 3,827.30          | 0.00                     | 3,827.30          | 33.23              |
| 230-4231-1520-0000    | Dental Insurance              | 505.20               | 336.80               | 336.80            | 168.40            | 0.00                     | 168.40            | 33.33              |
| 230-4231-1540-0000    | Life Insurance                | 116.00               | 50.40                | 50.40             | 65.60             | 0.00                     | 65.60             | 56.55              |
| 230-4231-1990-0000    | Grant Pass Thru               | 0.00                 | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00              | 0.00               |
|                       | <b>E05 Sub Totals:</b>        | <b>124,036.80</b>    | <b>66,180.74</b>     | <b>66,180.74</b>  | <b>57,856.06</b>  | <b>0.00</b>              | <b>57,856.06</b>  | <b>46.64</b>       |
| E10                   | <b>SUPPLIES</b>               |                      |                      |                   |                   |                          |                   |                    |
| 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             | 3,332.25             | 3,332.25          | 667.75            | 0.00                     | 667.75            | 16.69              |
| 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               |
|                       | <b>E10 Sub Totals:</b>        | <b>6,500.00</b>      | <b>5,194.94</b>      | <b>5,194.94</b>   | <b>1,305.06</b>   | <b>0.00</b>              | <b>1,305.06</b>   | <b>20.08</b>       |
| E15                   | <b>SERVICES AND CHARGES</b>   |                      |                      |                   |                   |                          |                   |                    |
| 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            | 26,996.16            | 26,996.16         | 21,003.84         | 0.00                     | 21,003.84         | 43.76              |
| 230-4231-3601-0000    | Natural Gas                   | 21,000.00            | 13,012.89            | 13,012.89         | 7,987.11          | 0.00                     | 7,987.11          | 38.03              |
| 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               |
|                       | <b>E15 Sub Totals:</b>        | <b>125,655.00</b>    | <b>49,240.30</b>     | <b>49,240.30</b>  | <b>76,414.70</b>  | <b>0.00</b>              | <b>76,414.70</b>  | <b>60.81</b>       |
| E20                   | <b>MISCELLANEOUS</b>          |                      |                      |                   |                   |                          |                   |                    |
| 230-4231-4099-0000    | Miscellaneous Charges         | 1,100.00             | 2,138.84             | 2,138.84          | -1,038.84         | 0.00                     | -1,038.84         | 0.00               |
|                       | <b>E20 Sub Totals:</b>        | <b>1,100.00</b>      | <b>2,138.84</b>      | <b>2,138.84</b>   | <b>-1,038.84</b>  | <b>0.00</b>              | <b>-1,038.84</b>  | <b>0.00</b>        |
| E40                   | <b>OTHER FINANCING USES</b>   |                      |                      |                   |                   |                          |                   |                    |
| 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             |
|                       | <b>E40 Sub Totals:</b>        | <b>40,000.00</b>     | <b>0.00</b>          | <b>0.00</b>       | <b>40,000.00</b>  | <b>0.00</b>              | <b>40,000.00</b>  | <b>100.00</b>      |
|                       | <b>Expense Sub Totals:</b>    | <b>297,291.80</b>    | <b>122,754.82</b>    | <b>122,754.82</b> | <b>174,536.98</b> | <b>0.00</b>              | <b>174,536.98</b> | <b>58.71</b>       |
|                       | <b>Dept 4231 Sub Totals:</b>  | <b>297,291.80</b>    | <b>122,754.82</b>    | <b>122,754.82</b> | <b>174,536.98</b> | <b>0.00</b>              |                   |                    |
| Dept 230-4900         | <b>IMPROVEMENT PROJECTS</b>   |                      |                      |                   |                   |                          |                   |                    |
| E15                   | <b>SERVICES AND CHARGES</b>   |                      |                      |                   |                   |                          |                   |                    |
| 230-4900-3099-0000    | Other Professional Services   | 0.00                 | 0.00                 | 0.00              | 0.00              | 0.00                     | 0.00              | 0.00               |
|                       | <b>E15 Sub Totals:</b>        | <b>0.00</b>          | <b>0.00</b>          | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>              | <b>0.00</b>       | <b>0.00</b>        |
| E25                   | <b>CAPITAL OUTLAY</b>         |                      |                      |                   |                   |                          |                   |                    |
| 230-4900-5200-0000    | C/O & Improvements            | 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> |
|-----------------------|--------------------------|----------------------|----------------------|-------------------|----------------|--------------------------|------------------|--------------------|
|                       | 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         | 767,902.64           | 767,902.64        | 760,761.36     | 0.00                     | 760,761.36       | 49.77              |
|                       | Fund Expense Sub Totals: | 1,568,664.00         | 770,385.59           | 770,385.59        | 798,278.41     | 0.00                     | 798,278.41       | 50.89              |
|                       | Fund 230 Sub Totals:     | 40,000.00            | 2,482.95             | 2,482.95          | 37,517.05      | 0.00                     |                  |                    |

**Agenda Items Details**

|   |   |
|---|---|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Trustee &amp; Council Liaison Information Sharing</b>   |   |
| OWNER:<br><b>Trustees &amp; Council Liaison</b>   | PRESENTER:<br><b>Trustees &amp; Council Liaison</b> |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>I</b>  | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:   |   |
| <p><b>BACKGROUND/CONTEXT:</b><br/> 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>• <b>7/17/2023:</b> On behalf of Panciera, Troendle emailed the following articles to trustees: <ul style="list-style-type: none"> <li>○ A guest essay in The New York Times titled “What Physical Space Means in a Public Library”</li> <li>○ An article about Brown County Public Library in Nashville, Indiana. The library’s web address is <a href="https://browncountylibrary.info/">https://browncountylibrary.info/</a>.</li> </ul> </li> <li>• <b>7/28/2023:</b> Troendle emailed the following article to trustees on behalf of Lockyear: <a href="https://www.ala.org/news/press-releases/2023/07/president-obama-extends-support-american-librarians-open-letter">https://www.ala.org/news/press-releases/2023/07/president-obama-extends-support-american-librarians-open-letter</a></li> <li>• <b>8/2/2023:</b> On behalf of Simon, the director email the following article to trustees: <a href="https://www.forbes.com/sites/adigaskell/2023/03/16/is-2023-the-year-of-third-space-working/?sh=463bc8b34778">https://www.forbes.com/sites/adigaskell/2023/03/16/is-2023-the-year-of-third-space-working/?sh=463bc8b34778</a></li> <li>• Lockyear visited the Mineral Point Public Library in Mineral Point, WI. Photos are attached.</li> <li>• Three trustees have terms that will be expiring at the end of 2023 – Hansen, Hollatz, and Mathre. All are eligible to serve an additional term and may reapply online when the vacancies are posted by the city this fall. The application deadline is a month from the posting date. An interview committee may be needed if resident applications are received. An interview committee will be provided with the list of trustees requesting reappointment and residents who have applied for the vacancy posting or have applied for consideration within the past year. The committee will determine the interview process and provide a recommendation for appointments to the Board of Trustees at the December meeting.</li> <li>• 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. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Board President for consideration.</li> </ul> |   |

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

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

**Mineral Point Library Photos**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

## Mineral Point Library

First photo is the exterior entrance.

Second and third photos are of the old card catalog now used to hold cards of poetry and a sign explaining the card catalog poetry activity. The sign states that "It's All in the Cards! Please help us repurpose our card catalog "one card" at time!." The poet can then take a card to write their poem, which are then filed by subject.





**Agenda Items Details**

|  |  |
|--|--|
|  |  |
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Review of Open Meeting Law</b>   |  |
| OWNER:<br><b>Executive Committee</b>   | PRESENTER:<br><b>Lockyear, President</b>           |
| REQUESTED AGENDA TYPE (A, I, D):<br><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>Based on recent reviews of OML, Executive Committee feels it is prudent to review the impact of the law on committee activity.</p> <p>A review of OML and its impact on email communication will be shared.</p> |  |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:   |  |
| PREVIOUS ACTION ON ITEM:   |  |
| REVIEWED BY COMMITTEE?:  |  |

**Agenda Items Details**

|  |  |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Proposed Board Bylaws Revisions</b>  |  |
| OWNER:<br><b>Executive Committee</b>   | PRESENTER:<br><b>Lockyear, President</b>           |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>A</b>   | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:<br><b>Motion to approve proposed Board Bylaws revisions.</b>   |  |
| BACKGROUND/CONTEXT:<br><br><p>In June and July, proposed bylaw changes were brought to the trustees for review</p> <ul style="list-style-type: none"> <li>• Update Article VII, Section 1, Subsection C 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.</li> <li>• 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.</li> <li>• During July’s meeting, the trustees also requested that Article VI, Section 1 and Section 3, of the Board Bylaws be updated to specify that staff members are ex-officio, <i>non-voting</i> members. Ex-officio alone does not mean non-voting.</li> </ul> |  |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:<br><b>Redlined copy of the proposed Bylaws changes</b><br><b>Draft proposal of revised Bylaws without redlining and marked DRAFT</b>  |  |
| PREVIOUS ACTION ON ITEM:   |  |
| REVIEWED BY COMMITTEE?:  |  |

## 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, non-voting 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. Staff may serve on task forces as ex-officio, non-voting members. ~~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.

# Stillwater

## Public Library

**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, non-voting 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. Staff may serve on task forces as ex-officio, non-voting 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 review and approve all library expenditures. Trustees set goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

### **ARTICLE VIII: Director**

The Director is the library's executive officer and shall have sole administration of the

# Stillwater

## Public Library

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



### Major Accomplishments

- Congratulations to our Youth Services staff for being nominated for a Stillwater Human Rights Award. The certificate was signed by the Mayor and reads: “On behalf of a grateful City and upon the recommendation of leading citizens, the Mayor and City Council hereby extend appreciation to Stillwater Public Library – Children’s Department For being nominated for the Stillwater Human Rights Award by going above and beyond to ensure the enjoyment and protection of human rights without regard to race, color, creed, religion, national origin, gender, marital status, disability, sexual orientation, age, or economic status and for outstanding service in support of the City of Stillwater’s mission.”
- On July 20, Finance Committee Chair Craig Hansen and Mark met with the City Administrator and Finance Director to discuss the library’s operating and capital funding requests and answer questions.
- On August 2, the newest edition of the library’s e-newsletter ShelfLife, created by Business and Communications Manager Keri Goeltl, was emailed to subscribers.
- Mark and Keri reviewed signage proofs, submitted feedback, and will review revised proofs when ready.
- HR tasks required considerable time over the past month. Among other responsibilities, the recruitment and onboarding processes for two different positions were completed in July and early August. Two people were hired as Shelves. Julianne has considerable library experience and began orientation on July 21, and Jaslyn started on August 2. Additionally, after much searching, we’re pleased to announce that Erin Look was hired for the grant-funded Youth Services Librarian I position, and her orientation began on August 1. Erin has a master’s in library and information science from the UW-Madison, plus experience in youth services positions in three libraries in Wisconsin and Michigan.
- With the addition of a new Librarian in Youth Services, more office and storage space was needed. The Youth Services office is on the mezzanine level and accommodates two people. Also on that same level is a workroom shared by the Friends of the Library and the Library Foundation. Due to changes in how the book sale is organized, and in collaboration with the Friends, staff were able to create an office area for Youth Services Supervisor Angie Petrie in that room, which enabled the new YS Librarian to move to Angie’s old desk and share office space with Librarian Kim Faurot. These changes took quite a bit of advance planning and communication to implement.
- In collaboration with supervisors, Mark is preparing the library’s portion of a 2024 grant request to the Hugh J. Andersen Foundation due by mid-August. As previously approved by the library board, the library is seeking \$18,500 for next year’s summer reading program, \$8,350 for early literacy support, \$5,200 for nature-based learning, up to \$10,000 for adult arts programming, and \$8,000 for genealogy and historical research initiatives.
- Mark wrote a progress report to the donor funding this year’s \$40,000 signage project.

### Near-Term Future Focus

- Advocating for the library’s 2024 operating budget and the five-year CIP budget.
- Drafting grant proposals for 2024 programming needs and Phase 2 of the newspaper digitization project.
- Determining how to implement specific advocacy projects.
- Continue working toward implementing the first part of the signage project.

## Adult Programs

### Book Clubs

- **Romance:** 4 members discussed Romance books written by male authors.
- **Mystery:** 8 members discussed Legal or Courtroom inspired mysteries.

### Art Events

- **Artist Reception:** 123 community members helped Erik Sletten celebrate his gallery exhibit *art•ist: er•ik slet•ten ret•ro•spec•tive*. Attendees enjoyed small plates of food provided by a local chef and guitar picking by musician Justin Roth. Erik Sletten's work will be on display through September.
- **Valley Winds Community Band:** 182 attendees enjoyed the Valley Winds Community Band recital on the terrace. The concert had a mystery theme and the conductor challenged guests to answer different musical-mystery questions throughout the evening.
- **Karen Chan:** 44 participants painted a Pastoral Sunrise following Karen's instruction. Two events were offered, virtual and in-person.
- **Sunflower Cross-Stitch Bookmark:** 13 participants learned a new skill at this class taught by Associate Librarian Cami Andersen. A few pleased patrons provided this feedback:  
"This was a great class taught by an experienced instructor!"  
"I plan on making these bookmarks for my book club! A great skill to have to share!"

### Lifelong Learning Events

- **Tech Help:** 5 one-on-one tech help sessions were available in July.
- **Virtual Reality:** 3 virtual reality sessions were available in July.

### Summer Reading

- **Summer Star Explorers:** Adult readers have been participating in Star Explorers by submitting book reviews online or in-person. Submitting a weekly review is an entry into a drawing, and the prizes are gift cards to local businesses. Participation is trending similar to 2022 for adult readers.
- **Farmer's Market Outreach:** 50 people interacted with Library staff that attended the farmer's market in July. Staff gave coloring bookmarks to kids, registered several new library cards, and checked out books, including a new Vox Book. Associate Librarian Jodi Kaericher helped a patron access Libby on their phone to download audiobooks, the patron was very excited and started listening to her first audiobook immediately!
- **Water Bar:** Associate Librarian Jodi Kaericher partnered with the director of Art Reach St. Croix to host a Water Bar at the Library Foundation's Light a Spark event on July 4. The Water Bar involved sampling water from Minneapolis, Stillwater, and St. Paul to compare the taste and learn about drinking water sources. The Water Bar helped promote the We are Water installation that the library is hosting beginning in October 2023. Favorite comments from young taste-testers include: "One tastes like fish ice cream and the other like shrimp Jello", and water from Minneapolis tastes "dry".

### "Heard Around the Library"

A paleontologist contacted reference staff to inquire whether there was a mammoth tusk on display in the library! The paleontologist had heard a rumor about a mammoth tusk that was excavated from Myrtle Street in the late 1800s. Staff did not locate the tusk in question, but did find a blog post suggesting that the missing

specimen was lost in a fire. Staff also found an event on the Washington County Historical Society's timeline of county history noting that the fossil was found in 1858.

- Blog Post: <https://equatorialminnesota.blogspot.com/2019/05/stillwater-tusks-minnesotas-first.html>
- Washington County Historical Society: <https://www.wchsmn.org/timeline/#statehood>



Associate Librarian Jodi Kaericher and Art Reach St. Croix Director Heather Rutledge host a group of water tasters at the Water Bar during the Light a Spark event.



Associate Librarian Cami Andersen assists during the Sunflower Bookmark Cross-Stich program.



Circulation Assistant Paula McHugh shares library information with a family at the farmer's market.

### **July Children's Programs and Activities**

- Comedy Magic Show with Brodini (238)
- Bill the Juggler (88)
- Beastly Bodies with Carpenter Nature Center (50)
- Hooperina (184)
- Exploring Macroinvertebrates with William O' Brien State Park Naturalist (39)
- Rap, Rock & Read with Miss Nina, Children's Musician (170)
- Clay Dragons with Silly Millies (28)
- Clay Dragons with Silly Millies (31) – 2<sup>nd</sup> session due to popular demand
- Wendy's Wiggle, Jiggle & Jam! (128)
- Summer Fun Scavenger Hunt (647)
- Bees & Butterflies with ArtStart (17)

### **July Teen Programs and Activities**

- Teen Pet Show passive program – Pet Pictures including a mule and a gecko (3 teens)
- Tie Dye Tote Bag for Teens with eHolt Arts (9)
- Manga-inspired design coloring sheets

### **Upcoming Programs**

- [Puppet Show: The Poetry of Puppetry](#) – Wednesday, August 9 and Saturday, August 12 at Stillwater (Tuesday, August 1 at Bayport)

### **Program Notes**

2023 Summer SPACE Explorers is nearing its end on August 12. Here are some participation numbers as of August 2, 2023. This is a partnership with Bayport Public Library hence the inclusion of Beanstack numbers.

- Beanstack registration – Stillwater (504), Bayport (65)
- Paper registration for people who elected to not use Beanstack – Stillwater (46)
- Beanstack minutes of reading – Stillwater (81,529), Bayport (7593)
- Jotform minutes of reading (an alternate tracking method) - Stillwater (20,410)
- Beanstack book reviews – Stillwater (114), Bayport (17)

July's responses to the question, "Tell us what your child enjoyed most about the Discovery Room":

- Shooting stars air machine with scarves, mission control areas with keyboards, phones, and buttons to push
- They loved all of it, truly. It's remarkable what wonderful programming you all put together. We come here regularly and the kids never want to leave.
- Mission Control, the lighted buttons, wind tunnel, planets hanging from the ceiling
- She loves all the things to do! The typing, the air shoot, the microwave with the food.
- This summer's theme is outer space and it is so well done!! My son loved using the keyboards and on and off switches as he sat as if he was in the space ship. He also loved how the scarf/fan added the shooting stars element.
- Loved the space area and the scarves, per usual. We love this library!

July's responses to the question, "Is there anything else you'd like to share with Youth Services Staff?"

- We LOVED the space theme today! All 3 of my children enjoyed it even with them being different ages. (9, 6, 3). This is such a great resource for families, especially if the children's museum is too expensive or too far for families to get to. Thank you for providing this for our children!
- Keep up the great work. Thank you!
- Thanks for keeping the kids entertained while learning!
- Everything was so thoughtfully done. The decorations, written explanations, usage of the space, and creativity of the stations! While we were there, several other families came through and everyone loved it.

## Other Highlights



The image shows a Facebook post from Stillwater Public Library, dated Tuesday. The post congratulates the Youth Services Department for being nominated for the Stillwater Human Rights Award. The text of the post is: "Congratulation to our Youth Services Department for being nominated for the Stillwater Human Rights Award! They make the children's area warm, welcoming, and fun for all youth patrons while continuing to provide outstanding materials and programming. Thank you, Miss Angie and Miss Kim, for your tireless work in keeping Stillwater Public Library a place for everyone and protecting human rights. City of Stillwater, Minnesota - Local Government #humanrights #librarians #librariansrock". Below the post is a photograph of two women, Miss Angie and Miss Kim, standing together. The woman on the left is wearing a patterned top and glasses, and the woman on the right is wearing a dark top. They are both smiling and holding a framed certificate. To the left of the women is a blue starburst graphic with the text "Congratulations Stillwater Public Library Youth Services Department!". Below the photograph is a close-up of the award certificate. The certificate is titled "STILLWATER CITY COUNCIL SERVICE AWARD" and is presented to "Stillwater Public Library - Children's Department". The text on the certificate reads: "On behalf of a grateful City and upon the recommendation of leading citizens, the Mayor and City Council hereby extend appreciation to *Stillwater Public Library - Children's Department* For being nominated for the Stillwater Human Rights Award by going above and beyond to ensure the enjoyment and protection of human rights without regard to race, color, creed, religion, national origin, gender, marital status, disability, sexual orientation, age, or economic status and for outstanding service in support of the City of Stillwater's mission." The certificate is signed by the Mayor and features a gold seal.



Carolyn Blocher  
Congratulations Angie Petrie and Kim!

Love Reply 1d



Peggy Hayden  
Way to go Angie and Kim! Love our library! \*\*\*

Love Reply 1d



Karen Freebs  
We are so incredibly blessed to have Kim and Angie. Their love for this community shows in everything they do for us!! Well deserved 🥰🥰🥰

Love Reply 1d



Nick Gorski  
Bravo !!



Like Reply 16h



Stephanie Norgaard  
They are definitely the best! We appreciate everything they do 😊

Like Reply 14h



Top fan

Leslie Jones  
Well deserved! Congrats. 🎉🍷

Like Reply 21h



Sheila Allen  
The best! Love ya Angie!

Love Reply 1d



### Program Pictures





**Agenda Items Details**

|  |  |                 |
|--|--|-----------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Executive Committee Report</b>   |  |                 |
| OWNER:<br><b>Executive Committee</b>   | PRESENTER:<br><b>Lockyear</b>                      |                 |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>I</b>   | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |                 |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  |  |                 |
| BACKGROUND/CONTEXT:<br><b>Executive Committee Meeting Notes</b><br><b>August 2, 2023</b><br><b>1:00 PM</b><br><b>Conference Room</b><br><b>Present: Pat Lockyear, Craig Hansen, Dana Weigman, Mark Troendle</b><br><b>Note taker: Weigman</b>  |  |                 |
| <hr/>  |  |                 |
| <b>Agenda item:</b> Open Meeting Law   | <b>Presenter:</b> All                              |                 |
| <b>Discussion:</b><br>Open meeting Laws and their importance were discussed. These apply both to committee meetings as well as meetings of the full board of trustees.   |  |                 |
| <b>Conclusions:</b><br>An informational item will be presented at the August board meeting as a refresher for trustees.  |  |                 |
| <b>Action items</b>  | <b>Person responsible</b>                          | <b>Deadline</b> |
| ✓ Submit item for agenda   | Pat Lockyear                                       | 8/4/23          |
| <hr/>  |  |                 |
| <b>Agenda item:</b> Advocacy Committee   | <b>Presenter:</b> Pat Lockyear                     |                 |
| <b>Discussion:</b><br>The charge of the committee was agreed upon and the membership discussed. The committee will need to have a set meeting time that is agreeable for all members.  |  |                 |
| <b>Conclusions:</b><br>The committee will be comprised of 5 members: 2 trustees (one is the chair), 1 Foundation member, 1 Friends member, 1 staff, and the volunteer coordinator will be invited as necessary. The charge of the committee and suggested membership will be presented to the full board in September. |  |                 |
| <b>Action items</b>  | <b>Person responsible</b>                          | <b>Deadline</b> |
| ✓ Create action item for inclusion in the September meeting  | Pat Lockyear                                       | 09/06/23        |



|   |                           |                                |
|---|---------------------------|--------------------------------|
| <b>Agenda item:</b> Goals for Mark Troendle   |                           | <b>Presenter:</b> Pat Lockyear |
| <b>Discussion:</b>  |                           |                                |
| While no trustees have suggested performance goals for Mark, it was agreed that he excels at being self-directed and will produce some goals to work toward in the coming year. |                           |                                |
| <b>Conclusions:</b>   |                           |                                |
| Mark will create goals and present them at the September meeting for the board to consider.   |                           |                                |
| <b>Action items</b>   | <b>Person responsible</b> | <b>Deadline</b>                |
| ✓ Create performance goals  | Mark                      | 09/06/23                       |
| <b>Other Information</b>  |                           |                                |
| <b>Special notes:</b>   |                           |                                |
| No further meetings of the committee will be needed in August or September.   |                           |                                |
| Observer: Volta   |                           |                                |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  |                           |                                |
| PREVIOUS ACTION ON ITEM:  |                           |                                |
| REVIEWED BY COMMITTEE?:   |                           |                                |

Stillwater Public Library Foundation  
Board Meeting –June Meeting – Held 6/23/23.  
In person and virtual

Members Present: Paige Hoyle, Dustin Moeller, Mark Troendle, Kevin Sandstrom, Ryan Collier, Aquib Khan, Drew Arnold

1. Ryan Collier, vice president called the meeting open at 8:35am
2. Approval of the Minutes – May meeting minutes were approved. Kevin made a motion to approve. Ryan seconded. Minutes were approved.
3. Reports for the monthly meeting.
  - a. Library Director - Mark  
Reported on Advocacy committee.  
Foundation task force is working on estate planning.
  - b. Treasurer – Dustin  
Getting ready for November audit.  
Gave treasurer’s report.  
Plan interviews for July and August for ED.  
Discussed salary for ED.  
Hope for approval of budget after LAS
5. Other Business – Discussed executive director job description and posting.
6. Adjournment – Kevin motioned to adjourn; Drew seconded. Motion passed unanimously. The meeting was adjourned at 9:06am.

Respectfully submitted,  
Paige Hoyle, Secretary

# Stillwater Public Library 2023 Calendar

|   |   |  |
|---|---|--|
| <p><b>January</b><br/> 1: Library Closed, New Year’s Day<br/> 10: Trustee Meeting, 7:00 pm<br/> 16: Library Closed, MLK Day<br/> 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><br/> 13: Friends Meeting, 6:30 pm<br/> 14: Trustee Meeting, 7:00 pm<br/> 20: Library Closed, Presidents’ Day<br/> 24: SPLF Board Meeting, 8:30 am</p>  | <p><b>March</b><br/> 13: Friends Meeting, 6:30 pm<br/> 14: Presentation at Stillwater Township, 7:00 pm<br/> 14: Trustee Meeting, 7:30 pm<br/> 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><br/> 1: Annual Report to State Due<br/> 9: Library Closed, Easter<br/> 10: Friends Meeting, 6:30 pm<br/> 11: Trustee Meeting, 7:00 pm<br/> 23-29: National Library Week<br/> 28: SPLF Board Meeting, 8:30 am<br/> 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><br/> 8: Friends Meeting, 6:30 pm<br/> 9: Trustee Meeting, 5:30 pm<br/> 26: SPLF Board Meeting, 8:30 am<br/> 28: Library Closed on Sundays for Summer<br/> 29: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> <li>• Begin 2024 budget prep</li> </ul>   | <p><b>June</b><br/> 12: Friends Meeting, 6:30 pm<br/> 13: Trustee Board Meeting, 5:30 pm<br/> 19: Library Closed, Juneteenth<br/> 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><br/> 4: Library Closed, Independence Day<br/> 11: Trustee Meeting, 5:30 pm<br/> 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><br/> 8: Trustee Meeting, 5:30 pm<br/> 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><br/> 4: Library Closed, Labor Day<br/> 10: Sunday Hours Resume<br/> 11: Friends Meeting, 6:30 pm<br/> 12: Trustee Meeting, 5:30 pm<br/> 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><br/> 9: Friends Meeting, 6:30 pm<br/> 9: Library Closed Until 2 PM for Staff Training Day<br/> 10: Trustee Meeting, 5:30 pm<br/> 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><br/> 10: Library Closed, Veterans Day<br/> 13: Friends Meeting, 6:30 pm<br/> 14: Trustee Meeting, 5:30 pm<br/> 23: Library Closed, Thanksgiving Day<br/> 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><br/> 1: SPLF Board Meeting, 8:30 am<br/> 12: Trustee Meeting, 5:30 pm<br/> 23: Library Closed, Christmas Eve Eve<br/> 24: Library Closed, Christmas Eve<br/> 25: Library Closed, Christmas Day<br/> 31: Library Closed, New Year’s Eve<br/> 31: SPL Board Terms End<br/> 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

---

## 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<br>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<br>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<br>Vice President            | 1st Term: Jan 1, 2022 - Dec 31, 2024 | 4    |
| <i>Council Liaison:</i><br>Ryan Collins   |                                      | 1    |
| <i>Library Director:</i><br>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