

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, September 12, 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 August 8, 2023 Minutes +
 - b) Acknowledgement of Bills Paid in August +
 - c) August 2023 Budget Status Report +

Informational/Discussion (25 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Foundation Legacy Planning Event I+
6. 2024 Budget Update I+
7. Health Insurance Plan MOA I+
8. Board Self-Assessment D+

Decisional (15 minutes)

9. Advocacy Committee A+
10. Water Heater Replacement A+

Reports (10 minutes)

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

14. Public Commentary

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

Closed Session (60 minutes)

15. Director Evaluation: Annual Review D+

Return to Open Session

16. Director Step Movement A+

17. 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, September 11, 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
August 8, 2023
Minutes

PRESENT: Burns, Hansen, Hollatz, Lockyear, Mathre (arrived 5:31 PM), Panciera, Simon, Weigman

ABSENT: Hemer, Council Liaison Collins

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Hollatz reported on her visits to Bayfield Carnegie Library (WI) and Redwood Falls Library (MN).

Lockyear reported on her visit to the Mineral Point Library (WI).

Lockyear reported that three trustees have terms expiring in December. The three trustees are all eligible to apply to renew terms. If new applications are received through the city, these will be forwarded to an interview committee.

Lockyear also noted that the September meeting will include a closed session for the annual performance review of the library director. Goal ideas may still be sent to Lockyear.

Lockyear read an emailed update from Ryan Collins as he was unable to attend the meeting:

- Construction on Main Street is on track for completion by September 8.
- As of August 1, recreational marijuana is legal in Minnesota. The council has passed a moratorium to allow the city to prepare. This means no retail sales of adult-use cannabis until we lift the moratorium or until January 1, 2025, which is when the Office of Cannabis Management, which will be the regulatory agency responsible for licensing all cannabis, is scheduled to be up and operating. The council has also passed an ordinance making smoking or vaping marijuana illegal in parks and other public places. Doing so will result in a petty misdemeanor.
- Waste Management wants to implement bins for yard waste. There would be no charge for these. The hope is that this will help to speed up their service and will be easier on the collectors.
- City Council will be getting a first look at the budget this week and will be discussing it at the next meeting.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 8, 2023
Minutes

AGENDA ITEM 5: Open Meeting Law

Lockyear reported that she and Troendle followed up with the City Attorney regarding open meeting laws. The City Attorney advised that all committee meetings fall under open meeting laws, even if the committee meeting does not have a quorum of trustees.

Until the boards and commissions training in June, the library board believed it was following open meeting law. In 2019, Troendle sent an email communication to the City Attorney confirming that library committees were operating appropriately. Committees consisted of no more than three trustees, did not comprise a quorum of the board, and thus did not fall under open meeting laws.

This new guidance from the City Attorney indicates that the library's committees should follow open meeting laws. This applies to emails, remote meetings, and in-person meetings. In general, everything that a committee does needs to follow the same type of guidelines or standards as a board meeting. Lockyear recommended that trustees consult Chapter 7 of the League of Minnesota's Handbook for helpful information regarding open meeting laws.

AGENDA ITEM 6: Proposed Board Bylaws Revisions

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

AGENDA ITEM 7: Director and Other Staff Reports

Library will be closed on Monday, September 4, 2023, for Labor Day. Sunday Hours resume on September 10.

Lockyear noted that it was wonderful that the Children's Department was nominated for the Stillwater Human Rights Award.

AGENDA ITEM 8: Board Committee Reports

- a) Executive Committee: Report in packet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet. The 2024 city budget will be discussed by the council at a work session next Tuesday. The public is welcome to attend as it is a city council meeting, but the public cannot speak at a work session meeting. If the budget presentation is received by the library prior to the meeting, Troendle will forward the packet to trustees.
- d) Library Advocacy Task Force: Did not meet.

AGENDA ITEM 9: Foundation & Friends Report

Interviews are underway for the Foundation's Executive Director position.

The Friends' next meeting is September 11.

AGENDA ITEM 10: Public Commentary

No emails or public commentary were received by Lockyear.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 8, 2023
Minutes

AGENDA ITEM 11: Adjournment

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

Meeting adjourned at 6:14 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in August 2023				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of August 2023 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of August:				
August 2023 (2023 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 22,985.02	\$ 4001.93	\$ 766.85	\$ 27,753.80
Capital Expenditures	\$ 1,840.00	\$ -	\$ -	\$ 1,840.00
Total	\$ 24,825.02	\$ 4,001.93	\$ 766.85	\$ 29,593.80
<p>Explanations of large or out-of-the-ordinary payments are listed below: <i>Bill Resolution: August 2, 2023 (\$20,921.79)</i></p> <ul style="list-style-type: none"> • \$6,754 was paid to Xcel Energy for gas and electricity. • \$6,309 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$3,722 was paid to Washington County Library for the purchase of digital materials through Overdrive. <p><i>Bill Resolution: August 15, 2023 (\$8,672.01)</i></p> <ul style="list-style-type: none"> • \$3,136 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$1,840 to Palen Kimball for roof leak repairs from the 2022 Capital Roof Upgrade project. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 8/2/2023 Bill Resolution 8/15/2023 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
235392 3798	7/14/2023	Ace Hardware	Janitorial Supplies	31.15	230-4231-2102-0000	Janitorial Supplies
1YRP-C44L-V73M	7/18/2023	Amazon Business	Programs - JUV (SPLF HJA SRP)	38.96	232-4232-2407-0000	SPLF - Programs
11KY-1NLV-H94P	7/20/2023	Amazon Business	Supplies	197.88	230-4230-2101-0000	General Supplies
11RV-RVGX-MLTR	7/21/2023	Amazon Business	Supplies	176.32	230-4230-2101-0000	General Supplies
1WJX-1XFT-6TV7	7/26/2023	Amazon Business	Materials - Adult Nonfiction (235 Johnson)	25.45	235-4235-2101-0000	Library Donations Materials
8104	6/22/2023	ArtStart	Programs - JUV (SPLF HJA SRP)	500.00	232-4232-2407-0000	SPLF - Programs
2110111	7/17/2023	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
2110337	7/18/2023	Blackstone Publishing	Materials - Audio (SAAB - Friends)	99.18	229-4229-2113-0000	Friends - Materials
2110591	7/19/2023	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
8022023	8/2/2023	Brodart Co	Materials - Juv (Friends)	7.01	229-4229-2113-0000	Friends - Materials
8022023	8/2/2023	Brodart Co	Materials - Adult Fiction (Friends Wilson)	79.37	229-4229-2113-0000	Friends - Materials
8022023	8/2/2023	Brodart Co	Materials - Adult Nonfiction (Friends)	45.20	229-4229-2113-0000	Friends - Materials
8022023	8/2/2023	Brodart Co	Materials - Juv	2042.62	230-4230-2400-0000	Childrens Books
8022023	8/2/2023	Brodart Co	Materials - Adult Fiction	1378.34	230-4230-2401-0000	Adult Books - Fiction
8022023	8/2/2023	Brodart Co	Materials - Adult Nonfiction (McHugh)	45.37	230-4230-2405-0000	Adult Books - Non Fiction
8022023	8/2/2023	Brodart Co	Materials - Adult Nonfiction	1392.33	230-4230-2405-0000	Adult Books - Non Fiction
8022023	8/2/2023	Brodart Co	Materials - YA	675.31	230-4230-2406-0000	Teen Books
8022023	8/2/2023	Brodart Co	Materials - Processing	603.71	230-4230-3404-0000	Processing Fee
8022023	8/2/2023	Brodart Co	Materials - Adult Nonfiction (235 Prent)	22.24	235-4235-2101-0000	Library Donations Materials
8022023	8/2/2023	Brodart Co	Materials - Adult Nonfiction (235 Beaudet)	17.79	235-4235-2101-0000	Library Donations Materials
55071323	7/13/2023	Chan Karen	Programs - Adult (SPLF)	780.00	232-4232-2407-0000	SPLF - Programs
20160	7/21/2023	Clay Squared to Infinity	Programs - JUV (SPLF HJA SRP)	200.00	232-4232-2407-0000	SPLF - Programs
177035963	7/1/2023	Comcast	Internet - July	188.10	230-4230-3098-0000	Technology Support
1675735	7/17/2023	Folkmanis Inc	Programs - Juv (WAW)	135.70	235-4236-4099-0000	Library Donations Programs
20243713	7/18/2023	Huebsch Service	Towels & Rugs	229.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10004122276	7/17/2023	Info USA Marketing Inc.	Materials - Ref	390.00	230-4230-2113-0000	Reference
100625	7/13/2023	Library Ideas LLC	Materials - JUV (VOX - Friends)	43.08	229-4229-2113-0000	Friends - Materials
24841	7/5/2023	Menards	Janitorial Supplies	75.98	230-4231-2102-0000	Janitorial Supplies
25392	7/17/2023	Menards	Janitorial Supplies	22.39	230-4231-2102-0000	Janitorial Supplies
25540	7/20/2023	Menards	Janitorial Supplies	54.76	230-4231-2102-0000	Janitorial Supplies
MN2302	5/9/2023	Miss Nina LLC	Programs - JUV (SPLF HJA SRP)	400.00	232-4232-2407-0000	SPLF - Programs
216302	7/25/2023	Washington County Library	Q2 Overdue Notices	184.36	230-4230-3102-0000	Postage
216306	7/25/2023	Washington County Library	Q2 Lost & Damaged	18.99	230-0000-3880-0030	Lost/Damaged Fees
216307	7/25/2023	Washington County Library	Materials - Digital	3722.96	230-4230-2409-0000	Electronic Materials
230726	7/26/2023	Wendy's Wiggle Jiggle & Jam	Programs - JUV (SPLF HJA SRP)	260.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 14,167.49		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
837852094	7/25/2023	Xcel Energy	Gas	\$ 65.42	230-4231-3601-0000	Natural Gas
837852094	7/25/2023	Xcel Energy	Electric	\$ 6,688.88	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 6,754.30		
GRAND TOTAL				\$ 20,921.79		

These bills are submitted and approved for payment.

Mark Troendle 08/01/2023
 Mark Troendle, Library Director

Craig Hansen 08/01/2023
 Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
718	7/31/2023	16 Wins	Website Maintenance - July	380.00	230-4230-3098-0000	Technology Support
3798_235901	8/4/2023	Ace Hardware	Janitorial Supplies	23.98	230-4231-2102-0000	Janitorial Supplies
1FGF-TYLC-969P	8/2/2023	Amazon Business	Programs - JUV (WAW)	79.96	235-4236-4099-0000	Library Donations Programs
1RPH-1G6F-9PYJ	8/2/2023	Amazon Business	Materials - Library of Things (SPLF) CD Player	44.99	232-4232-2113-0000	SPLF - Materials
8152023	8/15/2023	Brodart Co	Materials - Adult Nonfiction (Friends)	99.87	229-4229-2113-0000	Friends - Materials
8152023	8/15/2023	Brodart Co	Materials - Adult Fiction (Friends WILS)	44.22	229-4229-2113-0000	Friends - Materials
8152023	8/15/2023	Brodart Co	Materials - Juv	945.59	230-4230-2400-0000	Childrens Books
8152023	8/15/2023	Brodart Co	Materials - Adult Fiction	876.84	230-4230-2401-0000	Adult Books - Fiction
8152023	8/15/2023	Brodart Co	Materials - Adult Nonfiction	633.98	230-4230-2405-0000	Adult Books - Non Fiction
8152023	8/15/2023	Brodart Co	Materials - YA	194.79	230-4230-2406-0000	Teen Books
8152023	8/15/2023	Brodart Co	Materials - Processing	323.39	230-4230-3404-0000	Processing Fee
8152023	8/15/2023	Brodart Co	Materials - Adult Nonfiction (235 Prentiss)	17.79	235-4235-2101-0000	Library Donations Materials
55080923	8/9/2023	Chan Karen	Programs - Adult (SPLF)	780.00	232-4232-2407-0000	SPLF - Programs
306-02444792-3	7/31/2023	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
12363	8/2/2023	HealthPartners Occupational Medicine	Drug screening	174.00	230-4230-4099-0000	Miscellaneous Charges
20230731KL	7/31/2023	Lentz Kristin	Programs - JUV (SPLF Programs Asst Grant)	330.00	232-4232-2407-0000	SPLF - Programs
PS-INV202971	8/7/2023	Magna-Tiles	Equipment-JUV (SPLF Heuer)	67.98	232-4232-2302-0000	SPLF - Minor Equipment
8152023	8/15/2023	Midwest Tape	Materials - Audio (SJAB - Friends)	49.99	229-4229-2113-0000	Friends - Materials
8152023	8/15/2023	Midwest Tape	Materials - Audio (SJM)	9.89	230-4230-2402-0000	Audio
8152023	8/15/2023	Midwest Tape	Materials - Video (SAV)	598.98	230-4230-2408-0000	Film/Video
8152023	8/15/2023	Midwest Tape	Materials - Processing	106.16	230-4230-3404-0000	Processing Fee
W23060576	7/14/2023	Office of MN IT Services	Phone - June	148.35	230-4231-3101-0000	Telephone
SVC1920200	7/29/2023	Palen Kimball LLC	2022 Capital Roof Upgrade (#22-4231-934) Repair Ro	1840.00	120-4230-5200-0000	C/O & Improvements
3109562	7/29/2023	Per Mar Security Services	Security Monitoring 8/2023 - 11/2023	202.08	230-4231-3707-0000	Maintenance Agreements - Lib Plant
20230812HS	8/12/2023	Skye Heather Evelyn	Programs - JUV (SPLF HJA SRP)	600.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 8,630.03		
LIBRARY CREDIT CARD						
2080386_230710	7/10/2023	Dream Host	Website 1 Year Renewal	17.99	230-4230-3098-0000	Technology Support
2080386_230712	7/12/2023	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 41.98		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 8,672.01		

These bills are submitted and approved for payment.

Mark Troendle 08/16/2023

Mark Troendle, Library Director

Craig Hansen 08/16/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: August 2023 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – August 31, 2023.</p> <p><u>120 Funds – Capital:</u> The original capital budget for 2023 was \$100,000 (consisting of city capital of \$20,000, \$40,000 from fund balance, and \$40,000 from supplemental funds). In March, an additional \$40,000 in fund balance was approved for potential capital expenditure. In May, another \$24,000 in fund balance expenditure was approved for potential capital expenditure, bringing the total capital budget to \$164,000.</p> <p>Of the \$164,000 budget for 2023, \$120,686 has been expended.</p> <ul style="list-style-type: none"> • \$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. • 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 the unit cost of the signs is 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. <p>An additional \$36,246 of capital expenditure is 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, \$6,700 is for lawn damage repairs, and \$1,840 is for additional roof leak repairs. A final invoice from AllStar for the roof is pending and should be paid in September.</p> <p><u>230 Funds – Revenues:</u> Charges for Services: Budgeted revenue from meeting room rentals, copier/printer sales, and other sales is \$5,900. Actual revenue received is \$4,905 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 \$1,168 and is running slightly behind 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 \$663,218 to date. This is running below the budgeted pace of \$674,000.

Materials: The city-funded materials budget is \$62,300. \$55,202 has been ordered to date, with \$38,059 paid to date.

Services and Charges: The budget for services and charges is \$58,195. \$36,410 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 will be higher than budgeted.

Miscellaneous: The budget for miscellaneous is \$3,035. \$1,887 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$75,912 has been expended to date and is on track with the budgeted pace.

Plant – Supplies: The plant supplies budget is \$6,500. \$5,403 has been expended to date. This is running higher than budgeted.

Plant – Services and Charges: The plant services and charges budget is \$125,655. \$56,345 has been expended to date. Energy costs are at \$46,763 to date, which is 67% of the total energy budget for the year. Repair and maintenance work is planned for this fall and should stay within budget. Based on the 2022 general insurance actuals, we are projecting that 2023 plant insurance will be about \$6,000 over budget.

Plant – Miscellaneous: Plant miscellaneous is budgeted at \$1,100 with \$2,368 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.

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:

August 2023 Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/7/2023 - 12:10 PM
 Period: 1 to 8, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230 E25	LIBRARY CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	100,000.00	156,932.00	156,932.00	-56,932.00	0.00	-56,932.00	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	156,932.00	156,932.00	-56,932.00	0.00	-56,932.00	0.00
	Expense Sub Totals:	100,000.00	156,932.00	156,932.00	-56,932.00	0.00	-56,932.00	0.00
	Dept 4230 Sub Totals:	100,000.00	156,932.00	156,932.00	-56,932.00	0.00		
Dept 120-4231 E25	LIBRARY PLANT CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/7/2023 - 12:18 PM
 Period: 1 to 8, 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	2,052.50	2,052.50	-352.50	0.00	-352.50	0.00
230-0000-3520-0100	Copier/Printer Sales	3,500.00	2,841.95	2,841.95	658.05	0.00	658.05	18.80
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	4,905.45	4,905.45	994.55	0.00	994.55	16.86
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	683.05	683.05	1,316.95	0.00	1,316.95	65.85
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	14,137.34	14,137.34	8,449.66	0.00	8,449.66	37.41
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	769,131.29	769,131.29	759,532.71	0.00	759,532.71	49.69
	Dept 0000 Sub Totals:	-1,528,664.00	-769,131.29	-769,131.29	-759,532.71	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	224,199.50	124,744.02	124,744.02	99,455.48	0.00	99,455.48	44.36
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-1112-0000	Sick Pay	0.00	11,212.97	11,212.97	-11,212.97	0.00	-11,212.97	0.00
230-4230-1113-0000	Vacation Pay	0.00	25,816.74	25,816.74	-25,816.74	0.00	-25,816.74	0.00
230-4230-1200-0000	Part Time Salaries	653,655.89	360,815.34	360,815.34	292,840.55	0.00	292,840.55	44.80
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	37,459.25	37,459.25	28,380.25	0.00	28,380.25	43.11
230-4230-1420-0000	FICA/Medicare	67,156.61	39,954.43	39,954.43	27,202.18	0.00	27,202.18	40.51
230-4230-1500-0000	Hospital / Medical	88,458.96	60,090.15	60,090.15	28,368.81	0.00	28,368.81	32.07
230-4230-1520-0000	Dental Insurance	4,294.80	2,662.71	2,662.71	1,632.09	0.00	1,632.09	38.00
230-4230-1540-0000	Life Insurance	769.00	370.18	370.18	398.82	0.00	398.82	51.86
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	663,218.75	663,218.75	458,322.51	0.00	458,322.51	40.87
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	2,705.03	2,705.03	294.97	0.00	294.97	9.83
230-4230-2113-0000	Reference	1,200.00	662.00	662.00	538.00	0.00	538.00	44.83
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	9,648.03	9,648.03	4,851.97	0.00	4,851.97	33.46
230-4230-2401-0000	Adult Books - Fiction	15,500.00	8,245.23	8,245.23	7,254.77	0.00	7,254.77	46.80
230-4230-2402-0000	Audio	1,900.00	9.89	9.89	1,890.11	0.00	1,890.11	99.48
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	8,113.62	8,113.62	2,586.38	0.00	2,586.38	24.17
230-4230-2406-0000	Teen Books - Materials	3,500.00	1,760.68	1,760.68	1,739.32	0.00	1,739.32	49.69
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	3,040.01	3,040.01	2,459.99	0.00	2,459.99	44.73
230-4230-2409-0000	Electronic Materials	5,500.00	3,722.96	3,722.96	1,777.04	0.00	1,777.04	32.31
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	1,167.44	1,167.44	332.56	0.00	332.56	22.17
	E10 Sub Totals:	88,600.00	44,365.67	44,365.67	44,234.33	0.00	44,234.33	49.93
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	9,500.00	7,252.49	7,252.49	2,247.51	0.00	2,247.51	23.66
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
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	4,254.66	4,254.66	6,745.34	0.00	6,745.34	61.32
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	171.72	171.72	28.28	0.00	28.28	14.14
	E15 Sub Totals:	58,195.00	36,410.06	36,410.06	21,784.94	0.00	21,784.94	37.43
E20	MISCELLANEOUS							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	879.95	879.95	1,120.05	0.00	1,120.05	56.00
	E20 Sub Totals:	3,035.94	1,887.88	1,887.88	1,148.06	0.00	1,148.06	37.82
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	745,882.36	745,882.36	525,489.84	0.00	525,489.84	41.33
	Dept 230 Sub Totals:	1,271,372.20	745,882.36	745,882.36	525,489.84	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	69,836.50	39,106.79	39,106.79	30,729.71	0.00	30,729.71	44.00
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,140.42	1,140.42	-1,140.42	0.00	-1,140.42	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,300.64	3,300.64	-3,300.64	0.00	-3,300.64	0.00
230-4231-1200-0000	Part Time Salaries	27,388.45	14,529.79	14,529.79	12,858.66	0.00	12,858.66	46.95
230-4231-1410-0000	PERA	7,234.50	4,236.08	4,236.08	2,998.42	0.00	2,998.42	41.45
230-4231-1420-0000	FICA/Medicare	7,437.71	4,510.14	4,510.14	2,927.57	0.00	2,927.57	39.36
230-4231-1500-0000	Hospital / Medical	11,518.44	8,652.58	8,652.58	2,865.86	0.00	2,865.86	24.88
230-4231-1520-0000	Dental Insurance	505.20	378.90	378.90	126.30	0.00	126.30	25.00
230-4231-1540-0000	Life Insurance	116.00	57.60	57.60	58.40	0.00	58.40	50.34
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	124,036.80	75,912.94	75,912.94	48,123.86	0.00	48,123.86	38.80
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	200.00	378.28	378.28	-178.28	0.00	-178.28	0.00
230-4231-2102-0000	Janitorial Supplies	4,000.00	3,540.51	3,540.51	459.49	0.00	459.49	11.49
230-4231-2202-0000	Building Repair Supplies	1,500.00	426.59	426.59	1,073.41	0.00	1,073.41	71.56
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	1,057.82	1,057.82	-257.82	0.00	-257.82	0.00
	E10 Sub Totals:	6,500.00	5,403.20	5,403.20	1,096.80	0.00	1,096.80	16.87
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	890.10	890.10	809.90	0.00	809.90	47.64
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	33,685.04	33,685.04	14,314.96	0.00	14,314.96	29.82
230-4231-3601-0000	Natural Gas	21,000.00	13,078.31	13,078.31	7,921.69	0.00	7,921.69	37.72

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	7,985.92	7,985.92	2,014.08	0.00	2,014.08	20.14
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	125,655.00	56,345.03	56,345.03	69,309.97	0.00	69,309.97	55.16
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	2,368.58	2,368.58	-1,268.58	0.00	-1,268.58	0.00
	E20 Sub Totals:	1,100.00	2,368.58	2,368.58	-1,268.58	0.00	-1,268.58	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
	E40 Sub Totals:	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
	Expense Sub Totals:	297,291.80	140,029.75	140,029.75	157,262.05	0.00	157,262.05	52.90
	Dept 4231 Sub Totals:	297,291.80	140,029.75	140,029.75	157,262.05	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,528,664.00	769,131.29	769,131.29	759,532.71	0.00	759,532.71	49.69
	Fund Expense Sub Totals:	1,568,664.00	885,912.11	885,912.11	682,751.89	0.00	682,751.89	43.52
	Fund 230 Sub Totals:	40,000.00	116,780.82	116,780.82	-76,780.82	0.00		

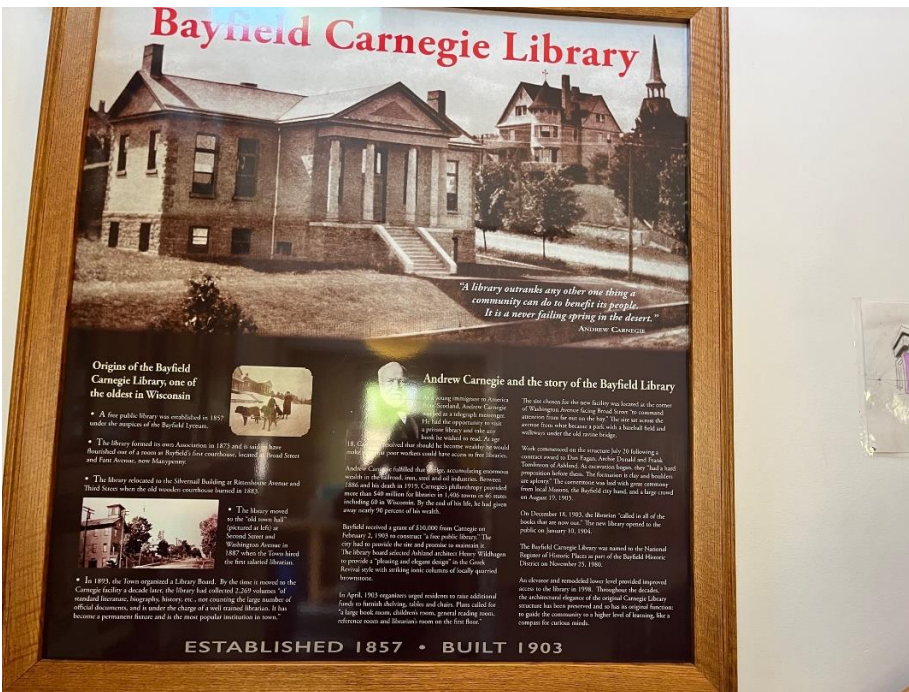
Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: 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"> • 8/7/2023: On behalf of Panciera, Troendle emailed the following article to trustees: <ul style="list-style-type: none"> ○ An article in The Washington Post titled “Welcome to the discipline center. It used to be a library.” • 8/7/2023: Troendle forwarded three photos sent by trustee Hollatz from her visit to the Bayfield Carnegie Library. Hollatz discussed her visit at the August board meeting. • 8/11/2023: Troendle emailed trustees regarding the City Council’s budget workshop on Tuesday, August 15 at 3:30 PM. He included a link to the entire city council packet (https://cityofstillwater.granicus.com/GeneratedAgendaViewer.php?view_id=3&event_id=1780) and a pdf of the budget-only section. • 8/30/2023: Goeltl emailed trustees with an invitation to the Docent Training (3:30 – 4:30 PM) and VIP Opening Reception (4:30 – 5:30 PM) on Thursday, October 12 for the We Are Water MN exhibit. • 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. <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Bayfield Carnegie Library Photos	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Bayfield Carnegie Library



Above Left: Trustee Hollatz by sign that reads “Bayfield Carnegie Library, Est, 1857”
 Above Right: Blue cart sitting outside library with discarded books for sale



Framed sign with the history of Bayfield Carnegie Library. The sign reads:

Bayfield Carnegie Library

Established 1857, Built 1903

"A library outranks any other one thing a community can do to benefit its people. It is a never failing spring in the desert." Andrew Carnegie

Origins of Bayfield Carnegie Library, one of the oldest in Wisconsin

- A free public library was established in 1857 under the auspices of the Bayfield Lyceum.
- The library formed its own Association in 1875 and is said to have flourished out of a room at Bayfield's first courthouse, located at Broad Street and Fant Avenue, now Manypenny.
- The library relocated to the Silvernail Building at Rittenhouse Avenue and Third Street when the old wooden courthouse burned in 1883.
- The library moved to the "old town hall" (pictured at the left) at Second Street and Washington Avenue in 1887 when the Town hired the first salaried librarian.
- In 1893, the Town organized a Library Board. By the time it moved to the Carnegie facility a decade later, the library had collected 2,269 volumes "of standard literature, biography, history, etc., not counting the large number of official documents, and is under the charge of a well trained librarian. It has become a permanent fixture and is the most popular institution in town."

Andrew Carnegie and the story of the Bayfield Library

As a young immigrant to America from Scotland, Andrew Carnegie worked as a telegraph messenger. He had the opportunity to visit a private library and take any book he wished to read. At age 18, Carnegie resolved that he should become wealthy he would make sure that poor workers have access to free libraries.

Andrew Carnegie fulfilled that pledge, accumulating enormous wealth in the railroad, iron, steel and oil industries. Between 1886 and his death in 1919, Carnegie's philanthropy provided more than \$40 million for libraries in 1,406 towns in 46 states including 60 in Wisconsin. By the end of his life, he had given away nearly 90 percent of his wealth.

Bayfield received a grant of \$10,000 from Carnegie on February 2, 1902 to construct "a free public library." The city had to provide the site and promise to maintain it. The library board selected Ashland architect Henry Wildhagen to provide a "pleasing and elegant design" in the Greek Revival style with striking ionic columns of locally quarried brownstone. The site chosen for the new facility was located at the corner of Washington Avenue facing Broad Street "to command attention from far out on the bay." The site sat across from what became a park with a baseball fields and walkways under the old ravine bridge.

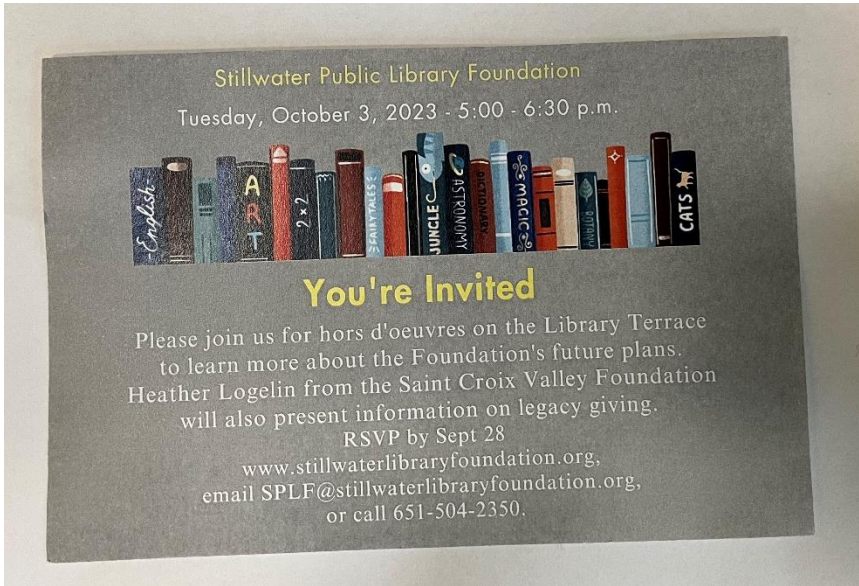
Work commenced on the structure July 20 following a contract award to Dan Eagan, Archie Donald and Frank Tomlinson of Ashland. As excavation began, they "had a hard proposition before them. The formation is clay and boulders are aplenty." The cornerstone was laid with great ceremony from local Masons, the Bayfield city band, and a large crowd on August 19, 1903.

On December 18, 1903, the librarian "called in all of the books that are now out." The new library opened to the public on January 10, 1904.

The Bayfield Carnegie Library was named to the National Register of Historical Places as part of the Bayfield Historic District on November 25, 1980.

An elevator and remodeled lower level provided improved access to the library in 1998. Throughout the decades, the architectural elegance of the original Carnegie library structure has been preserved and so has its original function: to guide the community to a higher level of learning, like a compass for curious minds.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Foundation Legacy Planning Event</p>	
<p>OWNER: Pat Lockyear, President Troendle, Director</p>	<p>PRESENTER: Lockyear, Troendle</p>
<p>REQUESTED AGENDA TYPE (A, I, D): I</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: Stillwater Public Library Foundation will be hosting a legacy planning event on the library's terrace on Tuesday, October 3 from 5:00 to 6:30 PM. Heather Logelin, President & CEO of the St. Croix Valley Foundation, will be the featured speaker. She will provide news about the St. Croix Valley Foundation and will share information about supporting nonprofits through legacy planning.</p> <p>Appetizers will be served. Event is open to the public, but registration is required. RSVP by September 28 by emailing splf@stillwaterlibraryfoundation.org, registering online at stillwaterlibraryfoundation.org, or calling 651-504-2350.</p> <p>As this will occur at the same time as a City Council meeting when the library director is scheduled to give a department update, we will ask at the board meeting if there is a trustee able to attend the Foundation program and give a 10-minute library update in the event the Council meeting is still in session. The library can provide the talking points.</p>	
	
<p>If you plan to attend, please also inform Keri Goeltl so she can be aware of the total number of trustees for a potential special gathering posting in accordance with open meeting laws.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Budget Update	
OWNER: Mark Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: On August 15, the City Council met to review the budget proposal from the City Administrator and City Finance Director. Attached is a pdf of the budget presented by the city.</p> <p>Following is an overview of the proposed budget:</p> <ul style="list-style-type: none"> • The library board approved an overall budget of \$1,633,485. The requested transfer in from property taxes was \$1,605,998, which would be a 7.05% increase. • The City Administrator’s proposed transfer in was \$1,565,996, which would be a 4.39% increase to the library’s budget, if approved. • The difference between what the library requested and what the City Administrator proposed is \$40,000. • The City Administrator’s proposal included funding for the library’s requested 2024 capital projects, which includes \$750,000 for the terrace roof replacement. <p>At the council workshop sessions on August 15 and September 5, councilmembers discussed the difference between the library’s requested amount and the city’s proposed amount. On September 6, the City Administrator and Library Director had a further conversation and confirmed their shared understanding is that the majority of council is likely in favor of approving an overall budget that will include the original allocation for the library as proposed by the City Administrator on August 15, and that the difference could be offset by the library’s fund balance, though the Library Board has the discretion and authority to determine how to proceed. Past guidance from the City has been that fund balance be used for one-time purchases, and not ongoing costs such as wages or utilities. Council will adopt an overall 2024 city budget on September 19.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2024 City of Stillwater Budget Proposal	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



DATE: August 15, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Joe Kohlmann, City Administrator
Sharon Provos, Finance Director
SUBJECT: 2024 Budget Proposal

Pursuant to Article VII, Section 7.01 of the Stillwater City Charter, I am pleased to present the City Administrator's 2024 Budget Recommendation for the City of Stillwater for your review and consideration. The 2024 Budget Recommendations propose a budget that continues and enhances excellence from city services and programs to meet the needs of the citizens of Stillwater.

The City Council has consistently worked through Strategic Planning to address: revenue enhancement; increasing service demand; increasing operational costs; managing infrastructure needs; maximizing economic development opportunities; and planning for changing dynamics in the workforce and community.

The recommended total property levy increase for 2024 is **7.95%**.

Some highlights of the proposed 2024 Budget include:

Operational Highlights

- Five new positions.
 - Assistant Public Works Director
 - 2 Police Officers (one funded through Public Safety Funds)
 - 2 Fire Fighters (one funded through Public Safety Funds)
- Zoning Code Updates
- Community Development Software Upgrades / Contracted services
- Leadership Facilitation
- Increase in Building Repairs budget
- Economic Development
- County Managed Elections

Capital Improvement Highlights

- Recreation Center Roof replacement
- Library Terrace/Inverted Roof Replacement
- Central Commons/Curve Crest Utility Project
- Downtown Street Lighting
- PW Roof Replacement (insurance)
- Riverfront Parks Development
- Parking Ramp surface upgrade/repair
- Myrtle Street Study

Closing

The City Council will meet on Tuesday, August 15th at 3:30 p.m. for a preliminary review of the City Administrator's 2024 budget recommendations included in the slide deck.

The City Council must adopt a preliminary 2024 budget and certify the maximum City property tax levy to the County by September 30, 2023.

2024 Proposed Budget

City of Stillwater - August 15, 2023



2024 Budget Pressures

- Local Government Aid (LGA)
- Health Insurance Premiums (7% increase)
- Staff Wage Adjustments
- Fuel / Energy Costs
- Opportunities to Diversify Revenues
- Staffing Requests
- Capital Requests
- \$132,660 Increase/Decrease in Operating Expenditures
 - 1% of Levy
- 1% Increase/Decrease in Health Insurance Premium
 - \$3,450
- Special Revenue Funds

Strategic Budget Elements - 2024

- Reduce reliance on state Local Government Aids (LGA) for operations support – over time move LGA to support capital expenditures
- Consider staffing adjustment requests where possible to match service demand for increased city resources
- Consider strategic use of certain fund balances to reduce potential levy costs
- Utilization of funds for capital projects

Strategic Plan

Alignment of 2024 Proposed Budget Items

- Communication / Relationship Building
 - Team Building
 - Facilitator for Leadership Team
- Staffing / Recruitment / Retention
 - Assistant Public Works Director
 - 2 Police Officers
 - 2 Fire Fighters

Strategic Plan

Alignment of 2024 Proposed Budget Items *(Continued)*

- Operations
 - Capital Project planning / execution
 - Alternative Revenues
 - CC Fees / Liquor Licenses
- Community Development Customer Service
 - Software Upgrades
 - Increase in contracted services



Property Tax Levy

Proposed 2024 vs Adopted 2023

2023 Adopted	CITY-WIDE LEVY	2024 Requested	2024 Proposed	\$ Increase	% Increase
\$13,265,987	General Operating Tax Levy	\$14,897,194	\$14,847,295	\$1,581,308	11.920%
\$4,221,060	Debt Service Tax Levy	\$4,030,058	\$4,030,058	-\$191,002	-4.525%
\$17,487,047	Totals	\$18,927,252	\$18,877,353	\$1,390,306	7.950%

2023 Adopted	PARCEL-SPECIFIC LEVY	2024 Requested	2024 Proposed	\$ Increase	% Increase
\$40,700	WMO Tax Levy	\$41,800	\$41,800	\$1,100	2.703%

Property Tax Levy

Proposed 2024

CITY-WIDE LEVY	
General Revenue Tax Levy	\$14,847,295
Required Debt Service Tax Levy	\$3,006,353
New Debt Service Tax Levy	\$1,023,705
Total Debt Service Levy	\$4,030,058
TOTAL CITY-WIDE LEVY	\$18,877,353

PARCEL-SPECIFIC LEVY	
WMO Levy	\$41,800

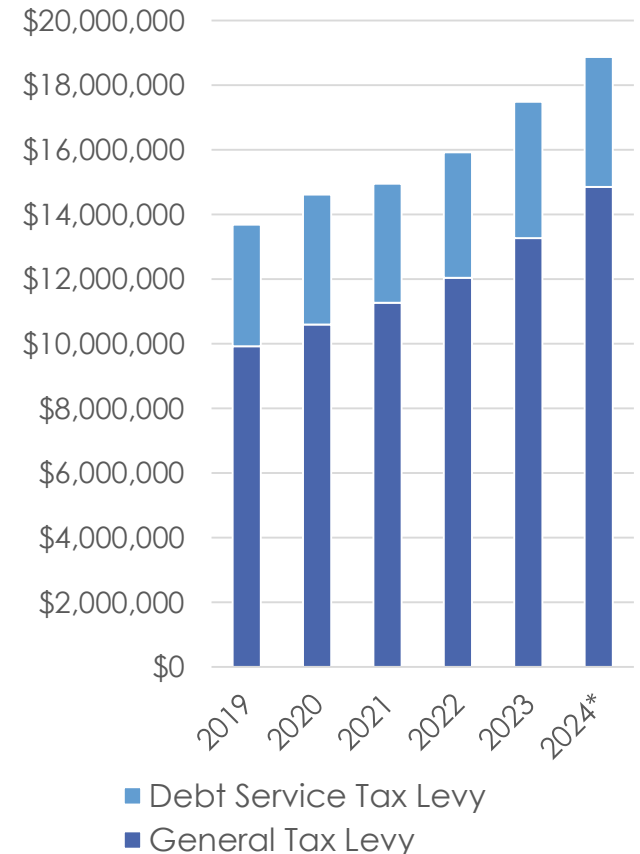
Required Debt Service Tax Levy	Amount
G.O. Capital Outlay 2014A	\$476,060
G.O. Capital Outlay 2016A	\$239,715
G.O. Capital Outlay 2017A	\$397,567
G.O. Capital Outlay 2018A	\$469,578
G.O. Capital Outlay 2019A	\$431,288
G.O. Capital Outlay 2021A	\$401,625
G.O. Capital Outlay 2022A	\$590,520
Total	\$3,006,353

New Bond Issue to fund:	
2023 Capital Improvement Projects	\$5,100,000
2024 Capital Improvement Projects	\$4,500,000

Property Tax Levy

Last 5 years and Proposed 2024*

Year	General Tax Levy	Debt Service Tax Levy	Total Property Tax Levy	\$ Increase from Prior Year	% Increase from Prior Year
2019	\$9,914,425	\$3,773,801	\$13,688,226	\$871,411	6.799%
2020	\$10,587,577	\$4,022,126	\$14,609,703	\$921,477	6.732%
2021	\$11,270,799	\$3,678,755	\$14,949,554	\$339,851	2.326%
2022	\$12,032,975	\$3,890,822	\$15,923,797	\$974,243	6.517%
2023	\$13,265,987	\$4,221,060	\$17,487,047	\$1,563,250	9.817%
2024*	\$1,4847,295	\$4,030,058	\$18,877,353	\$1,390,306	7.950%
				Average	6.690%



New Positions

Proposed - 2024

Department	Position	FTE	Proposed	General Operating Levy Impact	General Operating Levy Increase %
Fire	Firefighter/Engineer (2)	2.0	\$230,060	\$115,030	0.775%
Police	Police Officer (2)	2.0	\$288,680	\$144,340	0.972%
Public Works	Assistant Public Works Director	1.0	\$179,760	\$80,892	0.545%
TOTALS		5.0	\$698,500	\$340,262	2.292%

*One Police Officer and One Fire Fighter funded through Public Safety Funds

Public Safety Funds

State Funds – one time

- \$851,750
- (\$115,030) – Fire Fighter
- (\$144,340) – Police Officer
- (\$50,000) – Police Equipment

- \$542,380

Noted Positions

Running List

- ~~3 Patrol Officers~~ 1 Patrol Officer
- Investigator
- CSO
- ~~4 Firefighters~~ 2 Fire Fighters
 - 2 Firefighters Later for 24/7
- ~~Public Works Manager~~
- Communications position
- Building Inspector
- Facilities Maintenance
- IT Position
- Administration (undefined)

Notable Line Items

2024 Operating Budget

Department	Purpose	Requested	Proposed
Mayor/Council	Lobbyist	\$40,000	\$40,000
Mayor/Council	Economic Development	\$10,000	\$10,000
Elections	County Manage Elections	\$23,000	\$23,000
Administration	Zoning Code Updates	\$50,000	\$50,000
Administration	Leadership Facilitation	\$20,000	\$20,000
Facilities	Building Repairs	\$40,000	\$40,000
Comm. Dev.	Software	\$10,000	\$10,000
Police	Wellness	\$30,000	\$15,000
Inspections	Plan Review/Inspection Contracting	\$100,000	\$80,000
Contingency	Lumberjack Days	\$30,000	\$30,000
	TOTALS	\$353,000	\$318,000

GENERAL FUND

Operating Revenues/Expenditures



General Fund

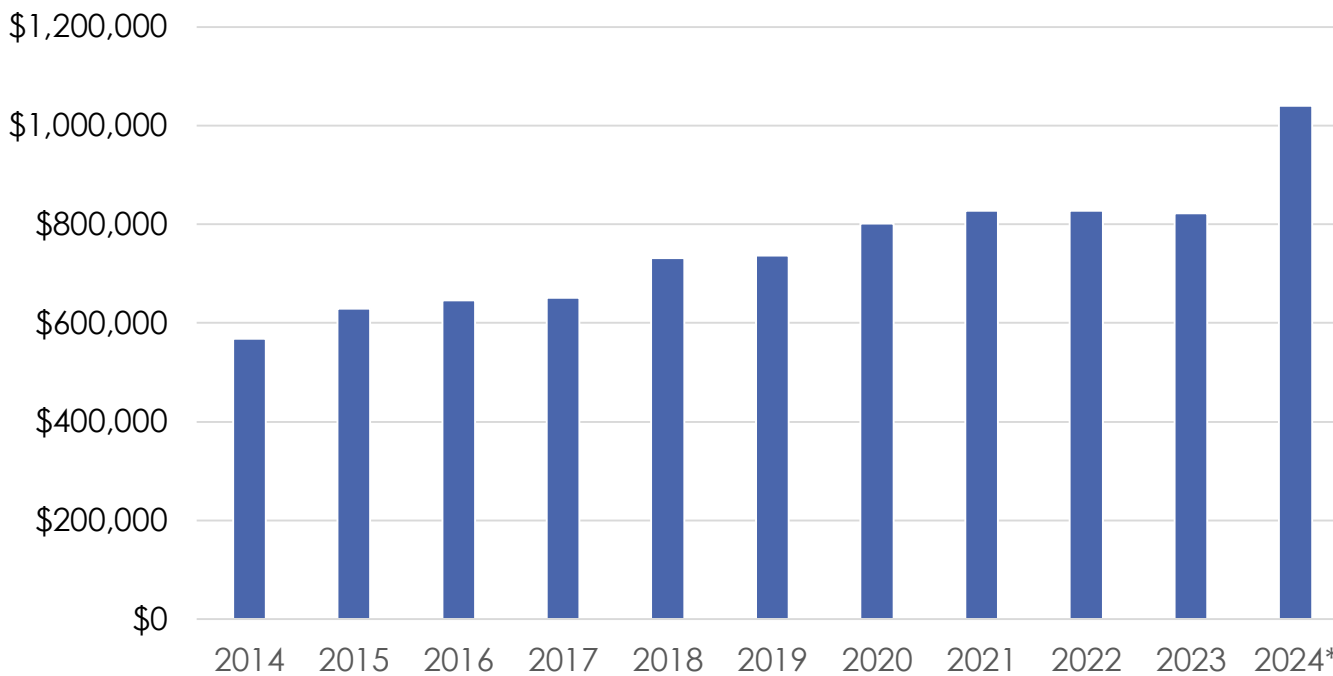
Operating Revenues

2023 Adopted	Revenue Type	2024 Requested	2024 Proposed	Variance	% of Budget
\$10,374,714	Levy	\$11,727,943	\$11,718,046	1,343,332	73.69%
490,000	Franchise Fees	490,000	490,000	0	3.08%
41,900	Other Property Taxes	41,900	41,900	0	0.26%
608,950	Licenses and Permits	665,900	665,900	56,950	0.00%
1,320,214	Intergovernmental	1,361,591	1,361,591	41,377	4.19%
1,363,554	Charges for Services	1,461,994	1,461,994	98,440	8.56%
49,000	Fines and Forfeits	50,000	50,000	1,000	9.19%
133,550	Miscellaneous	113,050	373,050	239,500	1.31%
\$14,381,882	Total Revenues	\$15,912,378	\$16,162,481	1,780,599	

- ▶ \$567,214 Local Government Aid (LGA) in General Fund
- ▶ 473,144 LGA for Capital Outlay
- \$1,040,035 *Total LGA*

Local Government Aid (LGA)

Received in last 10 years and Certified 2024*



Year	Amount
2014	\$568,591
2015	\$629,046
2016	\$645,603
2017	\$650,846
2018	\$732,114
2019	\$736,496
2020	\$801,740
2021	\$827,165
2022	\$827,165
2023	\$822,214
2024*	\$1,040,358

General Fund

Operating Expenditures

2023 Adopted	Expenditure Type	2024 Requested	2024 Proposed	Variance
\$202,074	Mayor & Council	\$224,101	\$224,101	\$22,027
\$22,510	Elections	\$44,500	\$44,500	\$21,990
\$633,153	MIS Support Services	\$684,014	\$684,014	\$50,861
\$563,185	Finance	\$614,976	\$614,976	\$51,791
\$326,629	Human Resources	\$334,017	\$334,017	\$7,388
\$710,834	Administration	\$785,809	\$830,809	\$119,975
\$202,890	Legal/City Attorney	\$207,925	\$202,925	\$35
\$367,724	Plant/City Hall	\$415,646	\$455,646	\$87,922
\$635,182	Community Development	\$657,492	\$657,492	\$22,310
\$4,929,223	Police	\$5,674,300	\$5,659,484	\$730,261
\$2,483,998	Fire	\$2,723,648	\$2,838,677	\$354,679
\$522,813	Inspections	\$624,109	\$604,109	\$81,296
\$19,460	Emergency Management	\$21,460	\$21,460	\$2,000
\$415,973	Engineering	\$495,155	\$495,155	\$79,182
\$1,384,338	Street	\$1,527,949	\$1,527,949	\$143,611
\$961,896	Unallocated	\$877,277	\$907,277	-\$54,619
\$14,381,882	Total Operating Expenditures	\$15,912,378	\$16,102,591	\$1,720,709

General Fund

Total

2023 Adopted	Expenditure Type	2024 Requested	2024 Proposed	Variance
\$10,939,976	Personnel Services	\$11,969,917	\$12,090,130	\$1,150,154
\$706,775	Supplies	\$779,375	\$784,375	\$77,600
\$2,528,890	Services and Charges	\$2,950,621	\$2,985,621	\$456,731
\$206,241	Miscellaneous	\$212,465	\$242,465	\$36,224
\$14,381,882	Total Operating Expenditures	\$15,912,378	\$16,102,591	\$1,720,709

Operating Expenditures



2024 Budget Impacts

- ▶ 11.96% proposed increase in General Fund operating expenditures



SPECIAL REVENUE FUNDS

OPERATING REVENUES/EXPENDITURES

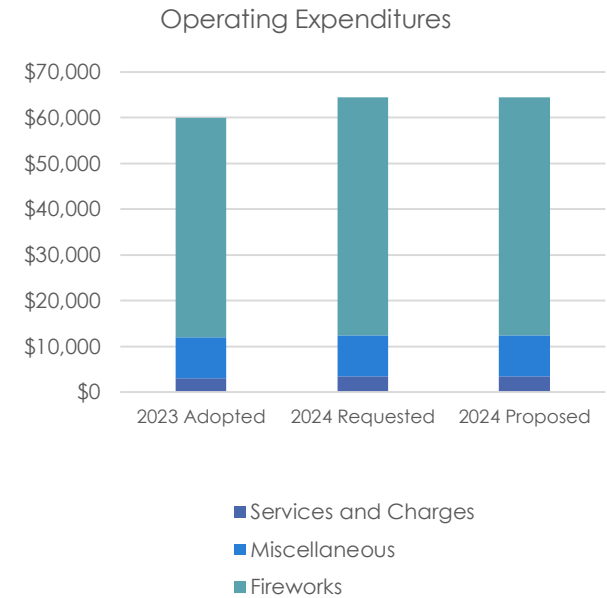


Special Revenue Fund

Special Events

2023 Adopted	Revenue Type	2024 Requested	2024 Proposed	Variance
\$48,000	Property Taxes	\$48,000	\$48,000	\$0
\$12,000	Donations	\$12,000	\$12,000	\$0
\$60,000	Total Revenues	\$60,000	\$60,000	\$0

2023 Adopted	Expenditure Type	2024 Requested	2024 Proposed	Variance
\$3,000	Services and Charges	\$3,000	\$3,000	\$0
\$9,000	Miscellaneous	\$9,000	\$9,000	\$0
\$48,000	Fireworks	\$48,000	\$48,000	\$0
\$60,000	Total Expenditures	\$60,000	\$60,000	\$0



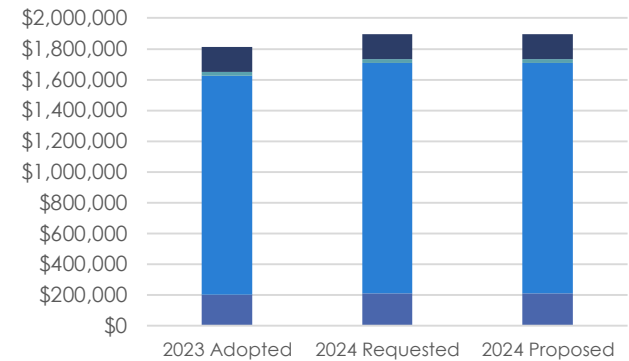
Special Revenue Fund

St Croix Valley Recreation Center

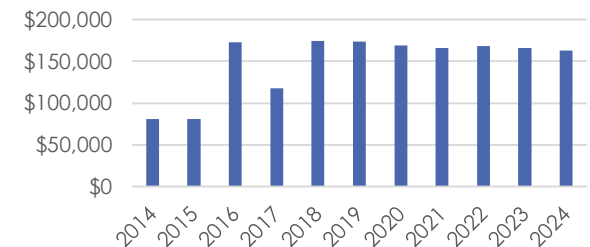
2023 Adopted	Revenue Type	2024 Requested	2024 Proposed	Variance
\$1,834,935	Charges for Services	\$1,996,065	\$1,996,065	\$161,130
\$1,834,935	Total Revenues	\$1,996,065	\$1,996,065	\$161,130

2023 Adopted	Expenditure Type	2024 Requested	2024 Proposed	Variance
\$202,534	Supplies	\$212,216	\$212,216	\$9,682
\$1,424,237	Services and Charges	\$1,498,055	\$1,498,055	\$73,818
\$22,064	Miscellaneous	\$24,000	\$24,000	\$1,936
\$165,710	Debt Service Contribution	\$162,717	\$162,717	-\$2,993
\$195,000	Transfer to Capital Outlay	\$110,000	\$110,000	-\$85,000
\$2,009,545	Total Expenditures	\$2,006,988	\$2,006,988	-\$2,557

Operating Expenditures



Debt Service Contribution



Special Revenue Fund

Library

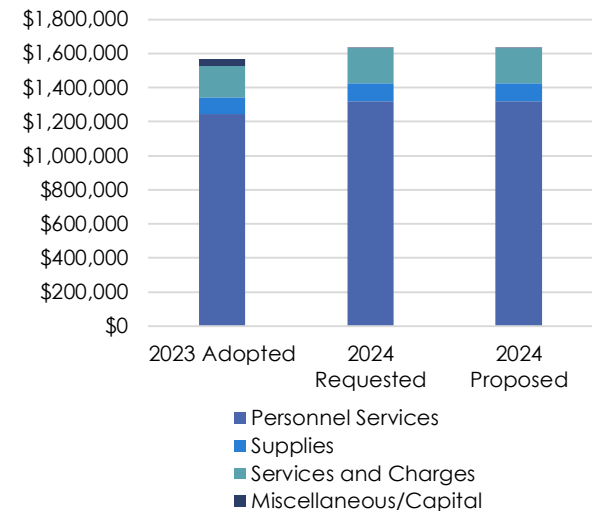
2023 Adopted	Revenue Type	2024 Requested	2024 Proposed	Variance
\$1,500,177	Property Taxes	\$1,605,998	\$1,565,996	\$65,819
\$5,900	Services and Charges	\$5,900	\$5,900	\$0
\$22,587	Miscellaneous	\$21,587	\$21,587	-\$1,000
\$1,528,664	Total Revenues	\$1,633,485	\$1,593,483	\$64,819

2023 Adopted	Expenditure Type	2024 Requested	2024 Proposed	Variance
\$1,245,578	Personnel Services	\$1,319,447	\$1,319,447	\$73,869
\$95,100	Supplies	\$103,600	\$103,600	\$8,500
\$183,850	Services and Charges	\$206,300	\$206,300	\$22,450
\$4,136	Miscellaneous	\$4,136	\$4,136	\$0
\$40,000	Transfer to Capital Outlay	\$0	\$0	-\$40,000
\$1,568,664	Total Expenditures	\$1,633,483	\$1,633,483	\$64,819

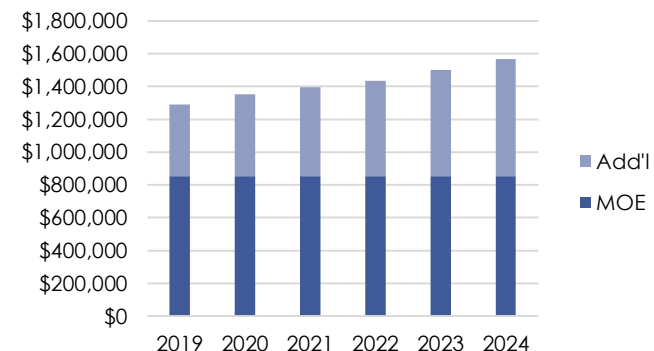
2024 Budget Impacts

- ▶ 4.39% increase in property taxes (2024 Proposed vs 2023 Adopted)
- ▶ 2023 Maintenance of Effort (MOE) requirement = \$852,617

Operating Expenditures



Property Taxes



Special Revenue Fund

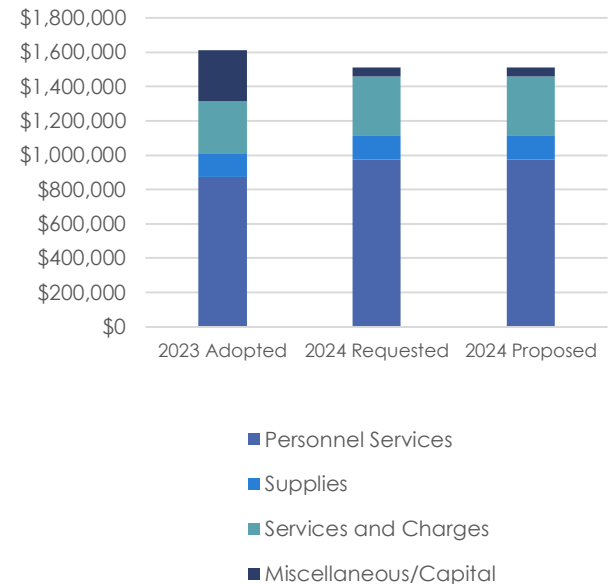
Parks

2023 Adopted	Revenue Type	2024 Requested	2024 Proposed	Variance
\$1,274,096	Property Taxes	\$1,446,253	\$1,446,253	\$172,157
\$28,900	Services and Charges	\$29,000	\$29,000	\$100
\$19,000	Miscellaneous	\$10,000	\$10,000	-\$9,000
\$1,321,996	Total Revenues	\$1,485,253	\$1,485,253	\$163,257

2023 Adopted	Expenditure Type	2024 Requested	2024 Proposed	Variance
\$873,151	Personnel Services	\$975,233	\$975,233	\$102,082
\$138,850	Supplies	\$138,600	\$138,600	-\$250
\$299,765	Services and Charges	\$345,920	\$345,920	\$46,155
\$50,500	Miscellaneous	\$50,500	\$50,500	\$0
\$250,000	Transfer to Capital Outlay	\$0	\$0	-\$250,000
\$1,612,266	Total Expenditures	\$1,510,253	\$1,510,253	-\$102,013

*\$25,000 fund balance

Operating Expenditures

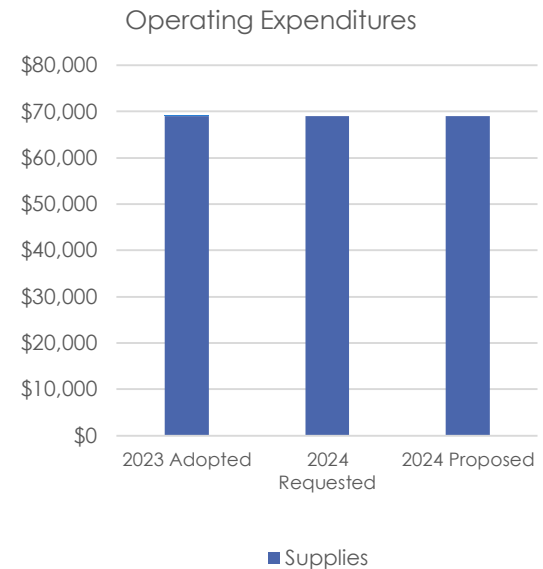


Special Revenue Fund

Community Beautification

2023 Adopted	Revenue Type	2024 Requested	2024 Proposed	Variance
\$69,000	Property Taxes	\$69,000	\$69,000	\$0

2023 Adopted	Expenditure Type	2024 Requested	2024 Proposed	Variance
\$69,000	Supplies	\$69,000	\$69,000	\$0
\$69,000	Total Expenditures	\$69,000	\$69,000	\$0



2024 Budget Impacts

- ▶ Per Resolution #2013-162, dated September 17, 2013 – requires a minimum \$15,000 budget appropriation.

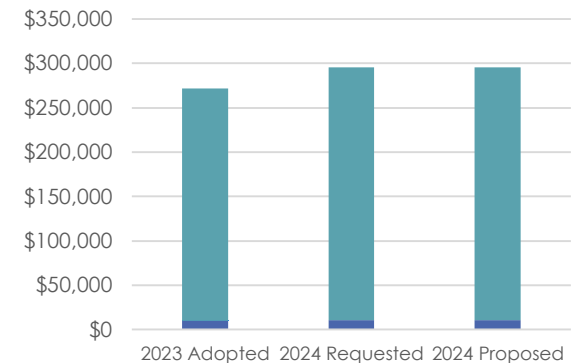
Special Revenue Fund

Lodging Tax

2023 Adopted	Revenue Type	2024 Requested	2024 Proposed	Variance
\$275,000	Intergovernmental	\$300,000	\$300,000	\$25,000

2023 Adopted	Expenditure Type	2024 Requested	2024 Proposed	Variance
\$10,072	Personnel Services	\$10,562	\$10,562	\$490
\$65	Services and Charges	\$0	\$0	-\$65
\$261,250	Lodging Tax Disbursements	\$285,000	\$285,000	\$23,750
\$271,387	Total Expenditures	\$295,562	\$295,562	\$24,175

Operating Expenditures



- Lodging Tax Disbursements
- Service and Charges
- Personnel Services

Capital Outlay

Department/Fund	2024 Requested
General Fund	
Building Inspections	\$35,000
Emergency Operations	\$200,000
Finance	\$66,200
Fire	\$612,625
MIS	\$222,500
Plant/City Hall	\$235,900
Police	\$556,835
Streets	\$789,000
Total General Fund	\$2,718,060
St Croix Valley Recreation Center	\$790,000
Library	\$820,000
Parks	\$902,000
Permanent Improvement	\$9,675,000
TOTAL	\$14,905,060

Permanent Improvement Projects

Proposed

2024 Proposed Projects	Annual GO Debt	State Funding	MSA	Special Assessments	Lighting Fund	ARPA	2024 Budget
Terra Springs Wall Assessment	\$100,000						\$100,000
Annual Street Improvement Project	\$980,000			\$1,820,000			\$2,800,000
Annual Sidewalk Project	\$87,500			\$87,500			\$175,000
Myrtle Street Concrete Paving Project	\$500,000						\$500,000
Lumberjack Landing	\$100,000	\$6,000,000					\$6,100,000
Downtown Street Lighting			\$1,200,000		\$1,200,000	\$1,000,000	\$3,400,000
TOTAL	\$1,767,500	\$6,000,000	\$1,200,000	\$1,907,500	\$1,200,000	\$1,000,000	\$13,075,000

2024 Budget Impacts

- ▶ Maximum planned bonding is approximately \$4,500,000.

Major Capital Project Overview

2023 and 2024 – project list into 2024

- Rec Center Roof – Cash
- PW Roof – Insurance
- Library Terrace / Inverted Roof – Cash
- Parking Ramp Surface – Parking Fund
- Downtown Street Lighting – Lighting/ARPA/MSA
- Curve Crest Utilities – Utilities
- Riverfront Parks – State
- Myrtle Street Study – Current G.O.

Enterprise Funds

- Transitioned to Single Utility Billing System in 2022
- Sanitary Sewer Fund
 - Long Term Forecasting – rate increased to fund operating costs (including Met Council increases), capital costs, repay interfund loans and replenish reserves.
 - Continuing Lift Station Upgrades
- Water Fund
 - Rate increased in 2023 to fund operating costs and capital costs.
 - Continue to Monitor
- Storm Sewer Fund
 - Continue to Monitor
 - Rate increased 2023
- Street Lighting Fund
 - Revenues slightly above expenditures
 - \$3.00 increase in Fall 2023
 - Continue to Monitor

Enterprise Funds

(Continued)

- Parking Fund
 - Monitored by Parking Commission
 - Currently fund able to fund:
 - Operating Expenses
 - Capital Expenses
- Parking Ramp Fund
 - Monitored by Parking Commission
 - Currently able to fund:
 - Operating Expenses
 - Capital Expenses
 - \$350,000 Parking Ramp Surface
- 2022 Year End Parking cash balance
 - \$846,000
- 2022 Year End Ramp cash balance
 - \$69,335



Utility Improvement Projects

2023 Proposed Projects	Sanitary Sewer	Storm Sewer	Water	Street Lighting	Parking
Aiple lift station grinder	175,000				
Mary Knoll lift station conversion	425,000				
Lift station upgrade Rumpfs lift staion	85,000				
Portable Flow Meters	20,000				
Long Lake Trail overflow project		50,000			
Olive Street garage			75,000		
Telemetry well upgrade			15,000		
Chlorine & fluoride equipment			50,000		
Wellhouse pump & rehab (#8)			50,000		
Painting Tower Dr. water tower			1,010,000		
Well house maintenance			20,000		
LED City lights conversion				45,000	
Parking Ramp Surface					\$350,000
TOTAL	\$705,000	\$50,000	\$1,220,000	45,000	\$350,000

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Health Insurance Plan MOA	
OWNER: Lockyear, Troendle	PRESENTER: Lockyear, Troendle
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>An insurance work group, comprised of representatives across city departments, meets as necessary to review plan performance, potential health plan design changes, renewal rates, and other developments. The City sought and received proposals for insurance plans beginning next year. Based on a comparison of the proposals, the work group unanimously agreed that it would be beneficial to change health insurance providers. This proposal was brought to all city bargaining groups for a vote. The library’s union unanimously approved it, and thank you to our members for completing their process within the requested time frame. As the turnaround time provided was very short, library staff worked with HR Manager Donna Robole and President Lockyear to complete the memorandum of agreement. Also, the library’s labor agreement with its bargaining unit expires at the end of this year, and negotiations are anticipated to begin later this fall.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Health Insurance Plan MOA	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the Stillwater Public Library Board of Trustees (hereafter "Library"), and the American Federation of State, County, and Municipal Employees (Local No. 517) (hereafter "Union").

WHEREAS, the Library and the Union are parties to a collective bargaining agreement for 2022-2023; and

WHEREAS, the City of Stillwater and Union participated in a Labor Management Insurance Work Group process wherein health insurance plan design changes were discussed; and

WHEREAS, upon the City of Stillwater receiving proposals from HealthPartners for health insurance for 2024 and 2025, this information has been shared during the Labor Management Insurance Work Group; and

WHEREAS, the Library and Union have agreed to health insurance plan design change for health insurance effective January 1, 2024; and

NOW, THEREFORE, the Library and the Union agree to the following health insurance plan decision changes effective January 1, 2024.

1. The plan design change shall be as follows:
 - a. The group health insurance plan from Blue Cross Blue Shield Minnesota be discontinued;
 - b. The HealthPartners Gold \$400 Plan for both the Open Access and Achieve network will be added;
 - c. The Health Partners \$3300 High Deductible Health Plan with Health Savings Account for both the Open Access and Achieve network will be added;
 - d. The HealthPartners \$4500 High Deductible Health Plan with Health Savings Account for both the Open Access and the Achieve network will be added.
2. This Memorandum of Agreement is contingent upon the ability of the City of Stillwater to make said changes for the group health insurance plan, including but not limited to the agreement of all bargaining units for said changes.
3. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on
31st day of August 2023.

STILLWATER PUBLIC LIBRARY



AFSCME COUNCIL 5
LOCAL NO. 517



 Field Rep



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Self-Assessment	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The Board completed the first self-assessment in October 2021 using SurveyMonkey. The results were published in the November 2021 packet. The ad-hoc committee that developed the assessment survey recommended the survey be completed every one to two years with the intent to develop continuity in the process and develop longitudinal data for comparison year to year.</p> <p>Should the survey be conducted this year in October using the SurveyMonkey process? Results could be reported in November/December based on staff work load.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2021 Board Self-Assessment Survey	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Board Self-Assessment Survey

The Stillwater Public Library Board of Trustees will complete the Board Self-Assessment each year, which is a simple tool to evaluate the effectiveness of the board and to quantify the perceptions of the trustees as to their role on the board. The results of the self-assessment can help identify areas needing clarification, gaps in skills trustees believe they need for the board to be successful, and topics for future board education.

As background material, here is a link to the [City of Stillwater Council & Boards/Commissions Handbook](#). The chapter on Open Meeting Law and Data Practices begins on page 18. While this information is not needed to complete the survey, it is provided as an additional resource that may be of interest.

Please select a number from 0-5 to answer the following statements. Zero means no awareness of principle/policy. Five means full understanding and adherence.

* 1. The Stillwater Public Library Board of Trustees members understand their roles and responsibilities.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 2. The Stillwater Public Library Board of Trustees new members are given an orientation inclusive of structure, function, committees, and role participation.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 3. The Stillwater Public Library Board of Trustees work effectively as a group, resolving differences professionally.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 4. The Stillwater Public Library Board of Trustees uses mission and vision when making policy and making decisions.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 5. The Stillwater Public Library Board of Trustees is involved in the development and monitoring of the library's strategic goals/plan.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 6. The Stillwater Public Library Board of Trustees maintains an effective relationship with the library director, providing community perspective and support that will assist the director and staff to provide smooth operation for the library.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 7. The Stillwater Public Library Board of Trustees provides timely and meaningful evaluation of the library director in accordance with policy and procedures.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 8. The Stillwater Public Library Board of Trustees monthly meetings are well planned and organized with enough allocated time to complete business effectively.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 9. The Stillwater Public Library Board of Trustees members regularly attend monthly meetings and assigned committee meetings.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 10. The Stillwater Public Library Board of Trustees understands the budget and provides effective oversight for fiscal operation.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 11. The Stillwater Public Library Board of Trustees promotes, advocates for, and supports the library in the community.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Comments

13. Recommendations for future training

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Advocacy Committee	
OWNER: Hansen, Simon	PRESENTER: Hansen, Simon
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Adoption of the Advocacy Task Force recommendations to form an Advocacy Committee.	
BACKGROUND/CONTEXT: <p>Motion: Adopt the Advocacy Task Force recommendations to form an Advocacy Committee with the following composition and charges:</p> <p>The committee shall be composed of one Stillwater Public Library staff, the Stillwater Public Library Foundation Volunteer Coordinator, one representative from the Board of Trustees, one representative of the Friends of the Stillwater Public Library, and one representative of the Stillwater Public Library Foundation.</p> <p>This committee shall create a committee charter based on the Charge to the committee and present the charter to the board within three months of the first committee meeting.</p> <p>Charge to Committee:</p> <ul style="list-style-type: none"> • Focus on maintaining open communication between SPFL, Friends of SPL and Library Board. • Work to ensure mutual messaging between groups with focus on non-patrons and greater community. • Complete a risk assessment and feasibility analysis of Advocacy Task Force RACI identifying which actions are realistic and actionable. • Prepare a proposed budget for such actions. • Present an actionable plan and budget for 2023-2024 with focus on use of volunteers where feasible. • Develop a process for measuring outcomes of advocacy work with quarterly reports to full Board summarizing actions taken and results. • All committee activity shall observe open meeting law requirements and current City practice. <p>Background information — Task Force Recommendations presented to Board in June meeting:</p> <ol style="list-style-type: none"> 1. Creation of a standing Advocacy Committee with regular reporting to the full Board of Trustees. This committee to oversee the measurement and actionability process. 2. Each report to produce a written summary of actions taken and results reviewed. 3. All review and ongoing advocacy efforts to be maintained in line with open meeting laws and current City practice. 4. A representative from each group (Friends, Foundation, Public, Trustees) be chosen to participate with the standing committee so that all partners are represented and communication remains open. 	

5. The standing committee will recruit a speakers bureau group of volunteers to advocate for the library under the auspices of the Trustees. Train them in elevator speeches too. (Rotary, Lions Club, Women’s reading club, etc.)
6. Focus on non-patrons/city council and mayor/greater community. There are many programs and opportunities at the library, but the audience they currently target is an insular one.
7. These recommendations be volunteer led and have an established budget, with identified sources.
8. A combination of library staff and volunteer time be devoted to the advocacy effort. This is for two reasons: staff is busy, and advocacy by volunteer stakeholders is far more powerful.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Water Heater Replacement	
OWNER: Facilities Committee	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve expenditure of up to \$10,000 from the Kilty fund to replace the library's water heater.	
BACKGROUND/CONTEXT: <p>The library's water heater no longer functions. It has been repaired in the past, but it now needs to be replaced. The committee asked if a tankless water heater would be an option. Maintenance Worker Shain Henry indicated that is a good option in certain circumstances, but not in this application because the hard water would destroy it without constant upkeep. Tiny tubes in heat exchangers plug up with scale and lose efficiency quickly.</p> <p>Two quotes have been received so far, ranging from \$6653 to \$8615, and we are waiting for a third quote. The amount requested in the motion is precautionary in case unforeseen issues are encountered. The Kilty fund is a bequest that was given for the upkeep of the Stillwater Public Library.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- A grant request to the Hugh J. Andersen Foundation to fund 2024 children's and adult programming was finalized and submitted. This is a collaborative effort between the library and the Library Foundation.
- A memorandum of agreement for health plan design changes in 2024 was approved by our Union members.
- Four Library Corner articles were written and published.
- Attended two City Council meetings, the second of which was the budget workshop.
- After an extensive search process, the Library Foundation has selected a new Executive Director, and her name is Elsbeth Howe. She will formally begin her new role on September 24. Ms. Howe brings over a decade of experience in the nonprofit and foundation field, along with Juris Doctor and Master of Philanthropy degrees. She has served as Development Director at the Inver Hills Community College Foundation since 2020. There she was responsible for fundraising, planned giving, grant writing, event planning, the alumni association, scholarship administration and supervision of staff.

Before Inver Hills, Elsbeth served for many years as Executive Director at Students United, an advocacy and scholarship nonprofit organization for Minnesota state university students. Her career has included the skills of lobbyist, instructor and student senate advisor. She earned her J.D. degree from the University of Iowa College of Law and received her master's degree in philanthropic studies from the Lilly Family School of Philanthropy at Indiana University. She has also served as a consultant to and board member of nonprofits and advocacy organizations.

Elsbeth is "excited about the opportunity to join this organization and contribute to the Stillwater Library Foundation's progress" and eager to apply her skills and enthusiasm working with the board and the library. She lives not too far from Stillwater and is familiar with our library.

Heads-Up

- The director of Washington County Library invited Mark to attend an online demonstration of a possible alternative to the online catalog and backend software platform currently in use. The demo was described as being a preliminary exploration of options. He also sought and received access for supervisors to attend. In past roles, Mark has been involved with migrations to two new platforms and has a good understanding of the process involved when researching alternatives, plus the need for in-depth planning and training for staff if a decision is made to migrate to a new platform.
- A city newsletter will be mailed to Stillwater residents in September, and it will include an informative insert from the library designed by Business & Communications Manager Keri Goeltl.
- The library's open hours for Monday, October 9, will be from 2 to 8 PM because the library will be closed for staff training earlier in the day.
- The vendor for the grant-funded signage project made requested changes to proofs of signs to be produced. The revised proofs were again reviewed by staff and approved. After approval, a sequence of events will commence, including:
 - Ordering raw materials and setting up production files for each piece of equipment that will be used to produce the signs.
 - Cutting raw materials to size for equipment shape (7-10 business days).

- Adding adhesive promotor to face of all pieces to aid in ink adhesion (5-7 business days to allow for drying).
- Laser and routing process for over 200 pieces of material (estimated start time beginning of September, after Labor day – due to number of pieces, this will likely take about 3 weeks).
- After pieces are cut to shape, they are placed back into the printer for white ink print followed by colored ink print (3-5 business days).
- Final assembly and finishing (5 business days).
- Signs will be securely packed and delivered. Based on what we currently know, the library anticipates receiving the delivery in early October.
- Installation of signs by Maintenance Worker Shain Henry will occur as time allows.

Near-Term Future Focus

- Advocating for the library's 2024 operating budget.
- Writing a post-grant final report for the Hugh J. Andersen Foundation regarding its 2023 programming support.
- Collaborating with others to help determine how to implement specific advocacy projects.
- Planning for the half day of staff training on October 9.
- Finalizing strategic plan and progress report documents, if a forthcoming proposed new approach is viewed favorably.
- Collaborating on a grant for a possible second phase of the historical newspaper digitization project.

Report from the Information Services Supervisor, Sarah Rosten

Adult Programs

Book Clubs

- **Mystery:** nine attendees discussed mysteries “Set North of Here” on Wednesday, August 16.
- **Romance:** three attendees discuss cat-themed romance novels in celebration of International Cat Day on Tuesday, August 8.

Art Classes

- **Measuring Outcomes:** To help measure the impact of art programming, library staff established three intended outcomes for art classes at the start of 2023.
 - Three Outcomes: attendees will increase art skills, develop social connections, and meet personal goals.
 - As of August, 95% of attendees reported increasing skills, 63% reported making social connections, and 91% reported meeting a personal goal.
- **Sunflowers in Acrylic with Karen Chan:** 19 in-person attendees and 23 online attendees painted along with Karen Chan on August 3 and August 9.
- **Make Your Own Paper:** 18 attendees experienced making their own paper on August 24. Participants learned about the history of paper and papermaking techniques from a teaching artist.

Life Long Learning

- **Explore Virtual Reality:** 2 attendees explored virtual reality on Friday, August 4. Attendees said: “...[we] had a great time exploring the different options and games. I’m thrilled that this experience was available through the library :)”
- **Tech Help:** Staff helped a resident from a local senior home become more familiar with using the Library’s Libby App on his Kindle.
- **Genealogy Help:** volunteer Catherine worked 1:1 with a library patron on research for an hour on August 18.

Collection, Circulation, Displays, and Booklists

- Nonfiction display, “We Love Memoirs” to celebrate National We Love Memoirs Day on August 31.
- Audiobook lists are now available on the library’s website, in addition to Romance, Mystery, and other topical lists.

St. Croix Collection

- Author Theresa Lynn McGoldrick stopped by the library to donate a copy of her book, “Unspoken Words: a descendent of Stillwater pioneers discovers her ancestors”. Theresa is a genealogist and told reference staff that she used the St. Croix Collection resources for her book. In her book, she mentions that the St. Croix Collection is where she located the obituary for her great-great-great-great-grandmother.

“Heard Around the Library”

- Reference staff helped a local woman create a Tom Cruise themed birthday card for a friend. She was so thrilled with the Tom Cruise card that she left a comment for supervisors praising the staff who helped her.



Social Media Image from Karen Chan classes on August 3 and 9.



Virtual Reality, Friday, August 4



Paper made during class on August 24



Paper making supplies from the class on August 24

Report from the Youth Services Supervisor, Angela Petrie

August Children's Programs and Activities

- Wednesday puppet show (168); Second Saturday puppet show (51)
- Garden Harvest Scavenger Hunt (484)
- Outer Space Discovery Room (3-month installation, June - August)

Summer Collaboration with Bayport Public Library

- Puppet Show @ Bayport Public Library (95)

Upcoming Programs

- [Who Cooks for You? Owl Chef with the DNR](#) – Saturday, September 16
- [LEGO Club](#) – Thursday, September 21
- [Kitchen Science with local author and scientist Liz Heinecke](#) – Saturday, September 23
- [Raptor Show with Carpenter Nature Center](#) – Saturday, September 30
- [Family Engineering Night with The Works Museum](#) – Thursday, October 5

Program Notes

- 2023 Summer SPACE Explorers ended on August 12. Here are some tracked participation numbers. Many chose not to register. Registration included a chance to win donated tickets to the MN State Fair, MN Twins, and SeaLife at MOA. The overarching program is a partnership with Bayport Public Library hence the inclusion of Beanstack numbers.
 - Beanstack registration – Stillwater (529), Bayport (65)
 - Beanstack minutes of reading – Stillwater (133,374), Bayport (8310)
 - Beanstack book reviews – Stillwater (143), Bayport (17)
 - Twenty-three Programs, June-August (2280)
- August responses to the question, "Tell us what your child enjoyed most about the Discovery Room":
 - Please keep doing what you're doing with this space. The kids and I don't often come to the Stillwater Library, as we live almost 30 mins away, but it has become a "destination" library for us. I love that anyone can come and play with zero barriers to entry. Thank you!
 - Pretend play with Mission Control, the shuttle, zero gravity plant research, wind tunnel, and freeze dried food. They had an amazing, enriching time playing here and letting their imaginations run wild, assisted by real-life science and mission tools!
 - Thank you for putting this on, and creating a space for fun, play, and learning for Stillwater area children! It is so important and valued.
 - My kids love the Discovery Room! Every time we come to the library, we need to give the kids at least an hour in there.
 - The entire room was very neat and our 3 year old very much enjoyed the different activity tables. The room was clean and organized. Overall, a great experience to find while visiting the library.
 - What a beautiful library! It was fun to visit on our day trip from Minneapolis
 - My 1 year old LOVES the shooting stars exhibit. He squeals with delight each time he plays at it.
 - Mission control-space. I love the detail and ability to use imagination
 - Mission control and the space ship. They loved the boxes with all of the switches.
 - The entire room of space.

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

- You guys are all absolutely amazing and we are so grateful to have not only a large library full of books, but a staff full of individuals who genuinely care. All the time and effort that's poured into our community through the library by the staff and Friends of the Library is so appreciated. Thank you

Program Pictures



Forty Performing Bananas!



Dancing Funky Snowman (and a young visitor who joined in)

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Lockyear
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Facilities Committee Meeting Notes September 6, 2023 Present: Pat Lockyear, Carrie Simon, Ryan Mathre, Paula Hemer, Mark Troendle</p> <ul style="list-style-type: none"> • Reviewed results of completing weighting document - Prioritization Matrix (see attached Capital Projects Decision Matrix) <ul style="list-style-type: none"> ○ Committee agreed that assigning numbers seemed subjective and the matrix would be more useful as a discussion tool to create a narrative for each project. ○ Committee agreed to use as a tool in future to provide useful details for capital projects to share with Board and to assist in setting priorities. ○ Hemer requested that Troendle provide his priorities to committee as a first step in discussions when prioritizing capital projects. • Troendle provided updates on recent facility issues that have arisen over past several weeks: <ul style="list-style-type: none"> ○ Water heater failed and must be replaced. One bid has been received and staff are seeking additional bids. <ul style="list-style-type: none"> ▪ Requested that this be an action item for upcoming Board meeting to request approval to replace water heater with funding from the Kilty fund for up to \$10,000. ▪ Committee agreed funding should come from Kilty fund as it is a capital repair project. ○ Alarm system is periodically sending false alarms and the cause is being investigated. ○ Terrace drainage pipes are leaking into parking ramp and rubber couplings need replacement. This may be rolled into terrace roof replacement project. ○ Rooftop air conditioning unit has a slow leak. Repairs will be paid for from building repair charges line item in the operating budget. ○ Garage floor will require cleaning and re-striping this year or next. Staff is working on getting quotes. Several column bumpers also need replacing. ○ Lawn sprinklers need repair on both 3rd and 4th street. This may be addressed next spring. ○ Committee discussed funding sources for these repairs. <p>Next meeting</p> <ul style="list-style-type: none"> • No additional meetings set for remainder of calendar year. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Capital Projects Decision Matrix	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Facilities Capital Projects Decision Matrix - Maintenance Projects

		Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5		
Criteria Description		Safety Need <i>(risk to patrons, staff or facility)</i>	Current cost vs. future cost <i>(includes inflationary costs and/or added costs for due to deferring maintenance/ increased wear to facility)</i>	Negative Impact for staff and patrons <i>(level of inconvenience or disruption to work to facility)</i>	Complexity of Project <i>(size of project, amount of staff time, number of contractors, need for fundraising, e.g.)</i>	Speed of Completion <i>(how quickly project can be completed)</i>	*Kraus Anderson projects are not rateable	
		<i>(5=high safety concern, 1=low safety concern)</i>	<i>(5=cost will increase yoy, 1= little concern for \$\$ increase)</i>	<i>(5= low impact, 1= high impact)</i>	<i>(5=low level of effort, 1=high level of effort)</i>	<i>(5=can be completed quickly, 1=project will take)</i>		
PROJECTS	Projected Cost	Criteria 1 SCORES	Criteria 2 SCORES	Criteria 3 SCORES	Criteria 4 SCORES	criteria 5	Total Weighted Score	Must-Haves
Custodial Equipment	\$5,000						0	
3rd St. Masonry	TBD						0	
Hot Water Heater Replacement (aging out)	\$6,000						0	
Low Voltage Panel Replacement (aging out & security alarm connection)	\$5,000						0	
Retaining Walls* (KA 101&102)	\$217,688						0	
Exterior Doors* (KA 119 & 126)	\$24,188						0	
Fire Alarm Replacement* Panel (KA 161)	\$23,000						0	
Sump Pump* (KA 165)	\$3,225						0	
Expansion Tank for Boilers* (KA 166)	\$1,613						0	
VFDs* (KA 186)	\$16,125						0	
Server Room* (KA 188)	\$40,313						0	
Terrace Roof* (KA 134)	\$1,008,480						0	
Elevator & Liff* (KA 157-160)	\$37,125						0	
Stairs & Railing* (KA 106)	\$4,219						0	

Facilities Capital Projects Decision Matrix - Enhancements Projects

		Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 6		
Criteria Description		Safety Need <i>(risk to patrons, staff or facility)</i>	Current cost vs. future cost <i>(includes inflationary costs)</i>	Positive impact for staff and patrons	Complexity of Project <i>(size of project, amount of staff time, number of contractors, need for fundraising, e.g.)</i>	Future maintenance requirements & cost <i>(sustainability of project)</i>	MUST HAVE: All enhancement projects involve staff in planning and buy in prior	
		<i>(5=high safety concern, 1=low safety concern)</i>	<i>(5=cost will increase greatly yoy, 1= little concern for \$\$ increasing)</i>	<i>(5= high benefit, 1= low benefit)</i>	<i>(5=low level of effort, 1=high level of effort)</i>	<i>(5=low maintenance/cost 1=high maintenance/cost)</i>		
PROJECTS	Projected Cost	Criteria 1 SCORES	Criteria 2 SCORES	Criteria 3 SCORES	Criteria 4 SCORES	Criteria 6 SCORES	Total Weighted Score	Must-Haves
Third Street Entrance/ Stairwell	TBD						0	
Meeting Wing	\$150,000						0	
Terrace Enhancements	TBD						0	
Children's Area	\$400,000						0	
Improve Accessibility in St. Croix Collections Rm	tbd						0	
Improve ADA accessibility in restrooms and terrace	tbd						0	
Green roof for terrace	tbd						0	
Electric vehicle charging stations	tbd						0	
Bike charging/fixing stations	tbd						0	
Rooftop solar panels to provide building energy	tbd						0	
Replace general furnishings throughout library	tbd						0	
Refresh restrooms & replace stall partitions	tbd						0	
Enhance 4th Street Lawn	\$150K-\$175K + 25% increase for consultant bid						0	
Digital monitors for signage	tbd						0	
Replace carpeting on upper level	tbd						0	

Stillwater Public Library Foundation
Board Meeting –July Meeting – Held 7/28/23, Rev 2
In person

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

1. Summer Seidenkranz, president called the meeting open at 8:30am
2. Approval of the Minutes – June meeting minutes were approved. Drew made a motion to approve. Kevin seconded. Minutes were approved.
3. Reports for the monthly meeting.
 - a. Past President-Shawn
Reported on staffing process.
 - b. Library Director- Mark
Report from library director. An offer of employment was made to a Youth Services candidate for the grant-funded Librarian position.
There may be major work done on the terrace the summer of 2024, but it is not anticipated to interfere with Light a Spark at this time.
 - c. Treasurer – Dustin
Getting ready for November audit. Investments are doing well. Outperforming market
Gave treasurer’s report. Report is available on GoogleDrive.
2024 budget presented. Motion made by Shawn to approve budget. Kevin seconded.
Motion approved.
 - d. Event and Marketing report- Summer
Reviewed Light a Spark
Discussed ways to stay in touch with sponsors throughout the year.
Discussed October 3rd terrace donor event; Heather Logelin from the St. Croix Valley Foundation will present.
Event committee virtual meeting Tuesday, August 1 at 7pm.
 - e. Interim Executive Director Report- Elaine
Cleaning up DonorSnap.
Elaine offered to get in touch with various groups and organizations for sponsorships.
4. Other Business – none
6. Adjournment – Kevin motioned to adjourn; Shawn seconded. Motion passed unanimously.

Respectfully submitted,
Paige Hoyle, Secretary

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation: Annual Review (Closed Session)	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The September meeting will include the annual director performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> • Library Director position description • Annual Review Form completed by Director Troendle • Goal Development Worksheet completed by Director Troendle <p>The trustees are to prepare for a discussion using the topics outlined in the Annual Review Form. This discussion will take place in a recorded closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. The closed session will conclude with a brief discussion among the trustees only.</p> <p><u>Request to Hold a Closed Meeting:</u> Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board’s authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p> <p><u>Request to Reopen Meeting:</u> Motion to reopen meeting following the conclusion of the annual performance evaluation of the director.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Step Movement	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve movement to step 9 effective the first full pay period following the director’s anniversary date and subject to satisfactory performance evaluation.	
BACKGROUND/CONTEXT: Troendle is currently at grade 11, step 8 on the class compensation pay grid. Per the performance evaluation process, future annual step movement occurs along the compensation pay grid and is subject to a satisfactory performance review. If the board evaluates the director’s performance as satisfactory, a motion should be made to approve a step increase effective the first full pay period following the director’s anniversary date of September 5. The next step on the new grid would be step 9.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2023 Calendar

<p>January 1: Library Closed, New Year's Day 10: Trustee Meeting, 7:00 pm 16: Library Closed, MLK Day 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 7:00 pm 20: Library Closed, Presidents' Day 24: SPLF Board Meeting, 8:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: Presentation at Stillwater Township, 7:00 pm 14: Trustee Meeting, 7:30 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 9: Library Closed, Easter 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 7:00 pm 23-29: National Library Week 28: SPLF Board Meeting, 8:30 am TBD: Friends Used Book Sale</p> <ul style="list-style-type: none"> • NEA Big Read in the St. Croix Valley 	<p>May 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 26: SPLF Board Meeting, 8:30 am 28: Library Closed on Sundays for Summer 29: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2024 budget prep 	<p>June 12: Friends Meeting, 6:30 pm 13: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2024 budget discussions • Finance 101 • Advocacy Task Force recommendations
<p>July 4: Library Closed, Independence Day 11: Trustee Meeting, 5:30 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2024 operating budget due and 2024-2028 CIP due • Facilities 101 	<p>August 8: Trustee Meeting, 5:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 4: Library Closed, Labor Day 10: Sunday Hours Resume 11: Friends Meeting, 6:30 pm 12: Trustee Meeting, 5:30 pm 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Director evaluation: annual review • Request 2023 health insurance info • Negotiate labor contract with union if due (Executive Committee)
<p>October 9: Friends Meeting, 6:30 pm 9: Library Closed Until 2 PM for Staff Training Day 10: Trustee Meeting, 5:30 pm 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • We Are Water Exhibit • Implement board self-assessment survey every 2-3 years (last done in 2021) • Strategic Plan revision/update 	<p>November 10: Library Closed, Veterans Day 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 23: Library Closed, Thanksgiving Day TBD: Friends Used Book Sale</p> <ul style="list-style-type: none"> • Report on self-assessment results • Adopt holidays for succeeding year 	<p>December 1: SPLF Board Meeting, 8:30 am 12: Trustee Meeting, 5:30 pm 23: Library Closed, Christmas Eve Eve 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed

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

Stillwater

Public Library

2023 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 5:30 PM at the Stillwater Public Library, located at 224 3rd St N in Stillwater, Minnesota.

Members	Term	Ward
Stan Burns	1st Term: Mar 1, 2023 - Dec 31, 2024	4
Craig Hansen Secretary/Treasurer	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Paula Hemer	3rd Term: Jan 1, 2022 - Dec 31, 2024	3
Sharon Hollatz	2nd Term: Jan 1, 2021 - Dec 31, 2023	1
Pat Lockyear President	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Larry Panciera	1st Term: Jan 1, 2023 - Dec 31, 2025	2
Carrie Simon	1st Term: Jan 1, 2023 - Dec 31, 2025	3
Dana Weigman Vice President	1st Term: Jan 1, 2022 - Dec 31, 2024	4
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2023 Committee Rosters:

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

Updated 7/7/2023