

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, October 10, 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 September 12, 2023 Minutes +
 - b) Acknowledgement of Bills Paid in September +
 - c) September 2023 Budget Status Report +
 - d) Library Supplemental Funds: Gifts & Grants Received +

Informational/Discussion (25 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Director Evaluation Summary I+
6. Advocacy Committee I+
7. Review of Request for Review Policy D+

Decisional (15 minutes)

8. Strategic Plan A+

Reports (10 minutes)

9. Director and Other Staff Reports +
10. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Library Advocacy
11. Foundation and Friends Report +

12. Public Commentary

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

13. 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, October 9, 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
Margaret Rivers A
September 12, 2023
Minutes**

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Hansen shared that he has a new album out of *Winter, Winter, Summer, Winter – Songs from Up North*. It is available on the streaming services and YouTube.

Hollatz shared an article from Star Tribune titled “Libraries see rise in book removal requests” on Tuesday, September 12, 2023.

Collins reported that the Chestnut Street plaza should open by the end of the week. The paid parking spot changes have started, but about 50% of the parking downtown is still free. Council is working on the 2024 budget.

AGENDA ITEM 5: Foundation Legacy Planning Event

The Foundation is holding a legacy planning event on Tuesday, October 3. The Foundation is inviting its donors, those interested in legacy giving, and the general public to attend. As Troendle will need to attend the City Council meeting, Lockyear asked if any trustees could attend instead. Hemer volunteered to attend. Hollatz is willing to be the backup.

AGENDA ITEM 6: 2024 Budget Update

Troendle reported that it appears that the library will receive a transfer in of \$1,565,996, which is \$40,000 less than requested. Troendle shared with the Council that the library is requesting \$250,000 in supplemental support from its partners for the 2024 budget. The Council was interested in this and requested more information at a future time about how the library is using supplemental funds. This report would likely not take place until next year. The library will look at various options to cover the \$40,000 gap.

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The city's budget does include \$750,000 for the replacement of the terrace roofing, which is a significant project.

Collins did encourage the addition of the library to council agenda once or twice during the upcoming year. He suggested perhaps a Facilities 101 earlier in the year and a budget overview in July.

AGENDA ITEM 7: Health Insurance MOA

Lockyear referenced the Health Insurance MOA in the board packet that was turned around quickly based on direction from the city. Mark explained that there is an insurance workgroup comprised of staff from all city unions that work with CBIZ, the city's insurance advising company, that reviewed the city's current plan and rates in comparison to other insurance options. After doing due diligence, the group recommended switching from the current provider to a new insurance provider with a significantly smaller rate increase. The union reps from each group were fully behind the change.

Hollatz asked about the different coverage options. Troendle explained that the coverage options are similar to the city's current plan. Premium costs vary depending on the plan selected.

AGENDA ITEM 8: Board Self-Assessment

Lockyear inquired if trustees were interested in conducting self-assessment. Trustees expressed interest in doing so.

Hemer commented that four questions (1,2,9 and 10) ask trustees to rate the group. She raised concerns that trustees may not be able to accurately speak for the group. The answers provided would be perceptions about the group and not necessarily reality. Should the questions instead be restated at the individual level? For example, question 1 could state "I understand my role and responsibilities."

Pancieria discussed that trustee perceptions of the quality of the board as a whole factor into how the board functions. If trustees don't have confidence that board members understand their roles and responsibilities, this affects the board. Pancieria agreed that question 9 is strictly objective and would be very difficult to answer for any committee that he wasn't on.

Simon wondered if there could be questions to differentiate between these two ideas.

Lockyear reminded us that when the trustees conducted the initial self-assessment, former president Bell suggested not to modify questions because then we can't compare year over year. Hemer noted that it was the pilot survey. Longitudinal data might not be an issue for the first one.

Lockyear noted that we want to understand if the board, as a whole, is functioning well.

Burns asked what was done with the results. Hansen responded that we can use the results to spot trends over time. When results are positive, you might not do anything. If a board is more problematic, the results may help determine areas where the board needs to improve.

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Burns noted that the wording of the questions makes it appear that an external group is assessing the board. He suggested using I or We statements for a self-assessment. Weigman noted that she thinks the questions just need to be tweaked and not overhauled.

Panciera and Hemer volunteered to rework self-assessment questions and bring them back to the board in October.

AGENDA ITEM 9: Advocacy Committee

Motion to adopt the formation of Advocacy Committee. Hansen moved. Hemer second.

Hansen reviewed that the Advocacy Committee recommendation came from a deliberate process of at least three years, including a long series of discussions by the board, hiring a consultant for an advocacy workshop, and forming a task force. The reason behind this is the perceived need for advocacy in the community, the city, and with people who do not currently use the library. Advocacy would help expand the library's visibility and achieve its mission, with an eye on fundraising, but more importantly to establish the library as an important asset for community – for its well-being, development, and support of its children and residents. Advocacy would inform people in a positive and friendly way about library services.

Simon reiterated that documents presented in past packets are recommendations only and not set in stone. They are just a suggested road map for the committee to get started. Hansen noted that if an Advocacy Committee is formed, the first step will be to make a plan. What are achievable goals? What can be done in the first year? Then it will go to the board for approval of the plan and actionable items. Ongoing communication with the board will be key.

Panciera asked about the nature and function of the document, seeking clarification on what the board is adopting. Lockyear clarified that the trustees would adopt the formation of an Advocacy Committee with the charge listed on the cover sheet. The ability to create a committee was established by the board in the by-laws which are posted on the library's website. If the board approves the formation of an Advocacy Committee, the president would form the committee. The president would appoint two trustees to serve on the committee and would invite the presidents of the Friends and Foundation to each send a representative to serve on the committee.

Hemer wondered if adding a community member to the Advocacy Committee was considered. As a non-stakeholder who doesn't need to report back to a specific group, a community member might provide a different perspective. Hansen, Simon, and Lockyear noted that this idea was considered. With the awareness that the stakeholders are already community members with different perspectives and with a goal of keeping a smaller-sized group to start, it was recommended not to add a community member at this time. Simon noted that community members may be involved later in the advocacy efforts.

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

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AGENDA ITEM 10: Water Heater Replacements

Troendle reported that the library's water heater died. It is a commercial water heater of about 50 gallons that provides hot water primarily to the restrooms and staff break room. Three quotes were received. The library would like to go with the lowest quote and replace the heater. Troendle requested an expenditure of up to \$10,000 in case the library runs into any issues.

Motion to approve the expenditure of up to \$10,000 from the Kilty Fund to replace the library's water heater. Panciera moved. Simon second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle asked for any questions. Hemer asked about the Foundation's treasurer report and being able to see the Foundation's financials. Troendle indicated that this could be a conversation to have with the Foundation's new Executive Director. Trustees also discussed inviting the Foundation's new Executive Director to attend a board meeting.

AGENDA ITEM 12: Board Committee Reports

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

AGENDA ITEM 13: Foundation & Friends Report

No additional updates.

AGENDA ITEM 14: Public Commentary

No emails or public commentary were received by Lockyear.

AGENDA ITEM 15: Director Evaluation Annual Review (Closed Session)

Motion to adjourn to closed session pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board's authority. Burns moved. Hollatz second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

Closed session to evaluate the performance of the library director began at 6:22 PM. Director presented his progress report. Board discussed evaluation in absence of director from 6:53 to 7:02 PM. Director returned to the meeting and the evaluation process was completed

Motion to reopen meeting following the conclusion of the annual performance evaluation of the director. Hollatz moved. Hemer second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman No: None

Meeting reopened at 7:05 PM.

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AGENDA ITEM 16: Director Step Movement

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

AGENDA ITEM 17: Adjournment

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

Meeting adjourned at 7:07 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in September 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 September 2023 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of September:				
September 2023 (2023 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 22,254.89	2812.42	\$ 1,735.10	\$ 26,802.41
Capital Expenditures	\$ 31,780.14	\$ -	\$ -	\$ 31,780.14
Total	\$ 54,035.03	\$ 2,812.42	\$ 1,735.10	\$ 58,582.55
<p>Explanations of large or out-of-the-ordinary payments are listed below: <i>Bill Resolution: September 5, 2023 (\$19,731.58)</i></p> <ul style="list-style-type: none"> • \$7,004 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$6,309 was paid to Xcel Energy for gas and electricity. <p><i>Bill Resolution: September 19, 2023 (\$38,850.97)</i></p> <ul style="list-style-type: none"> • \$31,780 was paid to Allstar Construction as the final payment on the 2022 capital roof project. • \$2,542 was paid to Sand Creek for professional services. • \$1,153 was paid to Corval for RTU repairs. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 9/5/2023 Bill Resolution 9/19/2023 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
720	8/31/2023	16 Wins	Website Maintenance - July	380.00	230-4230-3098-0000	Technology Support
1N1F-CMRR-X4NH	8/18/2023	Amazon Business	Programs - JUV (SPLF HJA other)	58.17	232-4232-2407-0000	SPLF - Programs
199K-LQ6H-X9XH	8/27/2023	Amazon Business	Programs - JUV (SPLF HJA other)	197.23	232-4232-2407-0000	SPLF - Programs
2114230	8/11/2023	Blackstone Publishing	Materials - Audio (SAAB - Friends)	67.95	229-4229-2113-0000	Friends - Materials
2115387	8/23/2023	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
9052023	9/5/2023	Brodart Co	Materials - Adult Fiction (WILS Friends)	103.18	229-4229-2113-0000	Friends - Materials
9052023	9/5/2023	Brodart Co	Materials - Adult Nonfiction (Friends)	129.55	229-4229-2113-0000	Friends - Materials
9052023	9/5/2023	Brodart Co	Materials - Juv	2817.94	230-4230-2400-0000	Childrens Books
9052023	9/5/2023	Brodart Co	Materials - Adult Fiction	1626.02	230-4230-2401-0000	Adult Books - Fiction
9052023	9/5/2023	Brodart Co	Materials - Adult Nonfiction	1153.14	230-4230-2405-0000	Adult Books - Non Fiction
9052023	9/5/2023	Brodart Co	Materials - YA	769.13	230-4230-2406-0000	Teen Books
9052023	9/5/2023	Brodart Co	Materials - Processing	405.70	230-4230-3404-0000	Processing Fee
127494	8/14/2023	Card Source	Library Cards	288.16	230-4230-3404-0000	Processing Fee
10326327	8/11/2023	Cole Papers	Janitorial Supplies	385.67	230-4231-2102-0000	Janitorial Supplies
179385390	8/1/2023	Comcast	Internet - August	188.10	230-4230-3098-0000	Technology Support
20230816KF	8/16/2023	Faurot Kimberly	Programs - JUV (SPLF HJA other) Staff Reimbursemen	134.90	232-4232-2407-0000	SPLF - Programs
5151843	8/18/2023	Find Import Corporation	Programs - JUV (SPLF HJA Other)	399.28	232-4232-2407-0000	SPLF - Programs
8182023	8/18/2023	Hedin Susan R	Programs - Juv (WAW)	315.00	235-4236-4099-0000	Library Donations Programs
20250323	8/15/2023	Huebsch Service	Towels & Rugs	229.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
26951	8/21/2023	Menards	Janitorial Supplies	52.71	230-4231-2102-0000	Janitorial Supplies
27096	8/24/2023	Menards	Janitorial Supplies	21.99	230-4231-2102-0000	Janitorial Supplies
9052023	9/5/2023	Midwest Tape	Materials - Audio (JAB Friends)	682.86	229-4229-2113-0000	Friends - Materials
9052023	9/5/2023	Midwest Tape	Materials - Audio (JM)	49.46	230-4230-2402-0000	Audio
9052023	9/5/2023	Midwest Tape	Materials - Processing Fee	66.42	230-4230-3404-0000	Processing Fee
W23070577	8/14/2023	Office of MN IT Services	Phone - July	148.45	230-4231-3101-0000	Telephone
100401264951	8/14/2023	Otis Elevator Company	Elevator Maint 9/23 - 11/23	660.63	230-4231-3707-0000	Maintenance Agreements - Lib Plant
437927	8/10/2023	Playaway Products	Materials - Audio (SJAB)	182.97	230-4230-2402-0000	Audio
167448000	8/21/2023	Uline Inc	Janitorial Supplies	693.98	230-4231-2102-0000	Janitorial Supplies
100	8/10/2023	Wiard Jr. William	Programs - JUV (SPLF HJA SRP)	400.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 12,649.93		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
14746446	8/14/2023	Backgroundchecks.com	Employment Background Checks	\$ 112.07	230-4230-4099-0000	Miscellaneous Charges
30085	7/21/2023	Heritage Printing	ShelfLife Newsletter Insert - Summer	\$ 660.21	232-4232-4099-0000	SPLF - Miscellaneous Charges
842340032	8/25/2023	Xcel Energy	Gas	\$ 60.95	230-4231-3601-0000	Natural Gas
842340032	8/25/2023	Xcel Energy	Electric	\$ 6,248.42	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 7,081.65		
GRAND TOTAL				\$ 19,731.58		

These bills are submitted and approved for payment.

Mark Troendle 09/05/2023
 Mark Troendle, Library Director

Craig Hansen 09/05/2023
 Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
2022-0215-017	8/25/2023	Allstar Construction	2022 Capital Roof (#22-4231-934) Final Payment	31780.14	120-4230-5200-0000	C/O & Improvements
11GT-9PFK-14YQ	9/5/2023	Amazon Business	Programs - Juv (SPLF HJA Other)	35.95	232-4232-2407-0000	SPLF - Programs
1TTD-9Y4W-TLMK	9/9/2023	Amazon Business	Programs - Juv (WAW)	47.00	235-4236-4099-0000	Library Donations Programs
2116842	8/30/2023	Blackstone Publishing	Materials - Audio (SAAB - Friends)	68.00	229-4229-2113-0000	Friends - Materials
2118149	9/8/2023	Blackstone Publishing	Materials - Audio (SAAB - Friends)	141.56	229-4229-2113-0000	Friends - Materials
2118397	9/11/2023	Blackstone Publishing	Materials - Audio (SAAB - Friends)	80.00	229-4229-2113-0000	Friends - Materials
FS091123	9/11/2023	Chan Karen	Programs - Adult (SPLF)	780.00	232-4232-2407-0000	SPLF - Programs
885644	8/31/2023	Corval Constructors	RTU Repairs	1153.27	230-4231-3703-0000	Building Repair Charges
306-02444792-3	8/31/2023	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
ABR0309958X	8/26/2023	MN Dept of Labor and Industry	Boiler License	10.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
2170000758	9/6/2023	Regents of the U of M	Materials - Processing Supplies (RFID)	1207.00	230-4230-3404-0000	Processing Fee
SDC3925-IN	8/31/2023	Sand Creek EAP LLC	Professional Services	2542.26	230-4230-3099-0000	Other Professional Services
3	9/9/2023	Schroer Steven Ronald	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Friends - Programs
		INVOICES SUBTOTAL		\$ 38,002.38		
LIBRARY CREDIT CARD						
2080386-230811	8/11/2023	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
6185C9DA-0004	8/1/2023	JotForm	Tech - Website Form Builder	348.00	230-4230-3098-0000	Technology Support
31914	7/26/2023	Lakeshore Learning Materials	Programs - Juv (SPLF HJA SRP)	41.20	232-4232-2407-0000	SPLF - Programs
467294207	8/15/2023	Lakeshore Learning Materials	Programs - Juv (SPLF HJA SRP)	105.48	232-4232-2407-0000	SPLF - Programs
		CREDIT CARD SUBTOTAL		\$ 518.67		
SPECIAL BILL PAYOUTS						
9012023	09/01/23	Postmaster	September City Newsletter - Library Insert	\$ 329.92	230-4230-3102-0000	Postage
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 329.92		
GRAND TOTAL				\$ 38,850.97		

These bills are submitted and approved for payment.

Mark Troendle 09/19/2023

Mark Troendle, Library Director

Craig Hansen 09/19/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: September 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 – September 30, 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 \$68,026 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, \$1,840 is for additional roof leak repairs, and \$31,780 is the final payment to AllStar.</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 \$5,354 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 \$2,222 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 \$744,200 to date. This is running below the budgeted pace by about \$20,000. The savings were accumulated due to open positions in shelving and information services. Additional projected savings for the remainder of the year is to be determined as vacancies are filled.

Supplies, Materials & Equipment: The total supplies budget is \$88,600 with \$51,384 expended to date.

- General supplies and equipment are budgeted at \$4,200 with \$2,927 expended to date.
- Computer equipment is budgeted at \$20,600 with \$2,211 expended to date. A charge for the library's share of organizational Windows licenses is expected from the city within the next month. This was budgeted at \$7,500. IT also secured a quote for the security camera upgrades of \$10,048 (budgeted at \$10,000) to be completed in 2023.
- The city-funded materials budget is \$62,300. \$55,515 has been ordered to date, with \$44,699 paid to date. The budget will be fully expended by year-end.

Services and Charges: The budget for services and charges is \$58,195. \$41,733 has been expended to date. We are anticipating that services and charges be significantly over budget at year-end due to higher expenses projected in tech support (\$2,000 over), other professional services (at least \$5,800 over), and general insurance (\$2,000 over).

Miscellaneous: The budget for miscellaneous is \$3,035. \$2,216 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$85,232 has been expended to date and is on track with the budgeted pace.

Plant – Supplies: The plant supplies budget is \$6,500. \$6,557 has been expended to date. This is running higher than budgeted, and we are projecting to run about \$2,500 over budget.

Plant – Services and Charges: The plant services and charges budget is \$125,655. \$64,616 has been expended to date. We are projecting to run about \$18,500 over budget at year-end.

- Professional services are expected to be \$1,000 under budget.
- Telephone is projected to be on budget.
- General insurance is projected to be \$6,000 over budget based on 2022 actuals.
- Energy costs are at \$53,072 to date, which is 77% of the total energy budget for the year. Ballpark year-end projection is \$14,000 over budget but this is dependent on the weather. A moderate fall would be very helpful!
- Building repairs are budgeted at \$9,000 with \$1,858 spent to date. Repair and maintenance work is scheduled for the building's sensor control panels, a coolant leak on a rooftop unit, and power wash and striping of the parking garage. Year-end projection is about \$1,000 under budget.
- Maintenance agreements are budgeted at \$10,000 with \$9,645 spent to date. We are projecting to be about \$500 over budget at year-end.

Plant – Miscellaneous: Plant miscellaneous is budgeted at \$1,100 with \$2,608 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 by a projected \$2,400 by year-end.

Year-end Projection

At this time, the ballpark projection shows ending the year between \$5,000 to \$15,000 over budget. The additional expenses in general insurance, professional services, and energy are greater than the savings from personnel. Options to balance the budget include forgoing all or a portion of the security camera updates and thus reducing expenditures up to \$10,000, utilizing fund balance to cover the gap, or utilizing supplemental funds to cover the gap. The Finance Committee will meet to review projections and discuss options.

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:

September 2023 Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 10/3/2023 - 9:48 AM
 Period: 1 to 9, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	100,000.00	188,712.14	188,712.14	-88,712.14	0.00	-88,712.14	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	188,712.14	188,712.14	-88,712.14	0.00	-88,712.14	0.00
	Expense Sub Totals:	100,000.00	188,712.14	188,712.14	-88,712.14	0.00	-88,712.14	0.00
	Dept 4230 Sub Totals:	100,000.00	188,712.14	188,712.14	-88,712.14	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 10/3/2023 - 10:31 AM
 Period: 1 to 9, 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	2,217.50	2,217.50	-517.50	0.00	-517.50	0.00
230-0000-3520-0100	Copier/Printer Sales	3,500.00	3,025.65	3,025.65	474.35	0.00	474.35	13.55
230-0000-3880-0200	Gallery Fees	500.00	100.00	100.00	400.00	0.00	400.00	80.00
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	5,354.15	5,354.15	545.85	0.00	545.85	9.25
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	325.00	325.00	1,175.00	0.00	1,175.00	78.33
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	300.00	300.00	120.00	0.00	120.00	28.57
230-0000-3880-0030	Lost Materials	2,000.00	1,572.27	1,572.27	427.73	0.00	427.73	21.39
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	15,166.56	15,166.56	7,420.44	0.00	7,420.44	32.85
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,500,177.00	1,125,132.75	1,125,132.75	375,044.25	0.00	375,044.25	25.00
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	1,125,132.75	1,125,132.75	375,044.25	0.00	375,044.25	25.00
	Revenue Sub Totals:	1,528,664.00	1,145,653.46	1,145,653.46	383,010.54	0.00	383,010.54	25.06
	Dept 0000 Sub Totals:	-1,528,664.00	-1,145,653.46	-1,145,653.46	-383,010.54	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	224,199.50	139,425.09	139,425.09	84,774.41	0.00	84,774.41	37.81
230-4230-1100-0000	Overtime - Full Time	0.00	92.96	92.96	-92.96	0.00	-92.96	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	11,599.69	11,599.69	-11,599.69	0.00	-11,599.69	0.00
230-4230-1113-0000	Vacation Pay	0.00	31,127.98	31,127.98	-31,127.98	0.00	-31,127.98	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-1200-0000	Part Time Salaries	653,655.89	405,627.26	405,627.26	248,028.63	0.00	248,028.63	37.94
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	42,101.05	42,101.05	23,738.45	0.00	23,738.45	36.06
230-4230-1420-0000	FICA/Medicare	67,156.61	44,940.03	44,940.03	22,216.58	0.00	22,216.58	33.08
230-4230-1500-0000	Hospital / Medical	88,458.96	65,949.77	65,949.77	22,509.19	0.00	22,509.19	25.45
230-4230-1520-0000	Dental Insurance	4,294.80	2,925.83	2,925.83	1,368.97	0.00	1,368.97	31.88
230-4230-1540-0000	Life Insurance	769.00	416.94	416.94	352.06	0.00	352.06	45.78
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	744,206.60	744,206.60	377,334.66	0.00	377,334.66	33.64
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	12,465.97	12,465.97	2,034.03	0.00	2,034.03	14.03
230-4230-2401-0000	Adult Books - Fiction	15,500.00	9,871.25	9,871.25	5,628.75	0.00	5,628.75	36.31
230-4230-2402-0000	Audio	1,900.00	242.32	242.32	1,657.68	0.00	1,657.68	87.25
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	9,266.76	9,266.76	1,433.24	0.00	1,433.24	13.39
230-4230-2406-0000	Teen Books - Materials	3,500.00	2,529.81	2,529.81	970.19	0.00	970.19	27.72
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	3,081.61	3,081.61	2,418.39	0.00	2,418.39	43.97
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	1,510.12	1,510.12	-10.12	0.00	-10.12	0.00
	E10 Sub Totals:	88,600.00	51,348.61	51,348.61	37,251.39	0.00	37,251.39	42.04
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	9,500.00	7,820.59	7,820.59	1,679.41	0.00	1,679.41	17.68
230-4230-3099-0000	Other Professional Services	5,000.00	6,646.26	6,646.26	-1,646.26	0.00	-1,646.26	0.00
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	6,221.94	6,221.94	4,778.06	0.00	4,778.06	43.44
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	193.58	193.58	6.42	0.00	6.42	3.21
	E15 Sub Totals:	58,195.00	41,733.56	41,733.56	16,461.44	0.00	16,461.44	28.29
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	500.00	435.00	435.00	65.00	0.00	65.00	13.00
230-4230-4001-0000	Subscriptions	535.94	572.93	572.93	-36.99	0.00	-36.99	0.00
230-4230-4093-0000	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	2,000.00	1,236.29	1,236.29	763.71	0.00	763.71	38.19

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E20 Sub Totals:	3,035.94	2,244.22	2,244.22	791.72	0.00	791.72	26.08
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	839,532.99	839,532.99	431,839.21	0.00	431,839.21	33.97
	Dept 230-4231							
E05	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	69,836.50	43,914.04	43,914.04	25,922.46	0.00	25,922.46	37.12
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	1,523.00	1,523.00	-1,523.00	0.00	-1,523.00	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,433.72	3,433.72	-3,433.72	0.00	-3,433.72	0.00
230-4231-1200-0000	Part Time Salaries	27,388.45	16,423.45	16,423.45	10,965.00	0.00	10,965.00	40.04
230-4231-1410-0000	PERA	7,234.50	4,768.58	4,768.58	2,465.92	0.00	2,465.92	34.09
230-4231-1420-0000	FICA/Medicare	7,437.71	5,071.16	5,071.16	2,366.55	0.00	2,366.55	31.82
230-4231-1500-0000	Hospital / Medical	11,518.44	9,613.24	9,613.24	1,905.20	0.00	1,905.20	16.54
230-4231-1520-0000	Dental Insurance	505.20	421.00	421.00	84.20	0.00	84.20	16.67
230-4231-1540-0000	Life Insurance	116.00	64.80	64.80	51.20	0.00	51.20	44.14
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	85,232.99	85,232.99	38,803.81	0.00	38,803.81	31.28
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	4,694.86	4,694.86	-694.86	0.00	-694.86	0.00
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	6,557.55	6,557.55	-57.55	0.00	-57.55	0.00
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	1,038.55	1,038.55	661.45	0.00	661.45	38.91
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	39,933.46	39,933.46	8,066.54	0.00	8,066.54	16.81
230-4231-3601-0000	Natural Gas	21,000.00	13,139.26	13,139.26	7,860.74	0.00	7,860.74	37.43
230-4231-3703-0000	Building Repair Charges	9,000.00	1,858.93	1,858.93	7,141.07	0.00	7,141.07	79.35
230-4231-3707-0000	Maintenance Agreements	10,000.00	8,646.55	8,646.55	1,353.45	0.00	1,353.45	13.53
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	64,616.75	64,616.75	61,038.25	0.00	61,038.25	48.58

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20 230-4231-4099-0000	MISCELLANEOUS Miscellaneous Charges	1,100.00	2,608.32	2,608.32	-1,508.32	0.00	-1,508.32	0.00
	E20 Sub Totals:	1,100.00	2,608.32	2,608.32	-1,508.32	0.00	-1,508.32	0.00
E40 230-4231-9490-0000	OTHER FINANCING USES 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	159,015.61	159,015.61	138,276.19	0.00	138,276.19	46.51
	Dept 4231 Sub Totals:	297,291.80	159,015.61	159,015.61	138,276.19	0.00		
Dept 230-4900 E15 230-4900-3099-0000	IMPROVEMENT PROJECTS SERVICES AND CHARGES 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 230-4900-5200-0000	CAPITAL OUTLAY 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	1,145,653.46	1,145,653.46	383,010.54	0.00	383,010.54	25.06
	Fund Expense Sub Totals:	1,568,664.00	998,548.60	998,548.60	570,115.40	0.00	570,115.40	36.34
	Fund 230 Sub Totals:	40,000.00	-147,104.86	-147,104.86	187,104.86	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 3 of 2023.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – September 30, 2023.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 9/30/2023	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2023 GIFTS & GRANTS RECEIVED (January 1 - September 30, 2023)
Updated 10/4/2023

2023 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
2022	12/29/2022	\$100 tribute in memory of Pat Lynch, John Taylor, Bruce Beutel, Dick Zeuli	\$100	None	235-0000-3820-0100	TBD	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
2022	12/29/2022	\$15 tribute in memory of Orlan Youngren	\$15	Book purchase	235-3235-3820-0100	Expend in 2023	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
2022	12/29/2022	\$500 for print books	\$500	Book purchase	235-3235-3820-0100	Expend in 2023	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
G1	1/26/2023	Unrestricted donation	\$300	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G2	2/22/2023	In-kind donation of 10 new copies of the title "Can't We Talk About Something More Pleasant?" by Roz Chast have been added to the collection. These books were distributed by ArtReach St. Croix and paid for with NEA grant funding.	In-Kind	Books placed in circulating collection	N/A	N/A	Board approved 5/9/23
G3	2/22/2023	Unrestricted donation	\$100	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G4	2/28/2023	Unrestricted donation	\$500	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G5	2/28/2023	Tribute gift in honor of Spike Carlsen	\$90	Book purchase	230-0000-3820-0100	Expend in 2023	Board approved 5/9/23
G6	4/6/2023	Tribute gift in memory of Gary McLaughlin	\$25	None	230-0000-3820-0100	Expend in 2023	Board approved 7/11/23
G7	4/6/2023	Unrestricted donation	\$200	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G8	4/6/2023	Unrestricted donation to Foundation; Deposited mistakenly to library account. Foundation approved that library can retain donation for use instead of transferring funds back to Foundation	\$100	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G9	4/6/2023	Tribute gift in honor of Spike Carlsen	\$1,000	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G10	4/12/2023	In-kind donation of: Stillwater Park watercolor by Jo Lutz Rollins Stillwater pictorial card by Betty Olson Photos of John Edward Slaughter and Gertrude Rotschild Slaughter Book "Persistence of Vision: The Art of Betty Olson"	In-Kind	None	N/A	N/A	Board approved 7/11/23
G11	4/20/2023	Unrestricted donation from Stillwater Township	\$5,000	None	227-0000-3820-0100	TBD	Board approved 7/11/23
G12	4/20/2023	Tribute gift in memory of Peg McHugh	\$50	Materials	230-0000-3820-0100	Expend in 2023	Board approved 7/11/23
G13	5/4/2023	Tribute gift in memory of Peg McHugh	\$50	Materials	230-0000-3820-0100	Expend in 2023	Board approved 7/11/23
G14	5/11/2023	Tribute gift in memory of Ann Kraemer	\$30	Materials	230-0000-3820-0100	Expend in 2023	Board approved 7/11/23
G15	5/11/2023	In-kind tribute donation in memory of Ann Kramer of Growing Up in Chisholm on the Mesabi Iron Range (est. value \$30)	\$30	None	N/A	N/A	Board approved 7/11/23
G16	6/20/2023	Gift for purchase of mystery books	\$150	Materials	235-3235-3820-0100	Expend in 2023	Board approved 7/11/23
G17	6/20/2023	\$1,429 distribution from Athena Fund for purchase of adult nonfiction	\$1,402	Adult nonfiction materials of lasting value	235-3235-3820-0100	Expend in 2022/2023	Board approved 7/11/23
G18	6/29/2023	Tribute gift in memory of Bill Polley	\$100	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G19	6/29/2023	Tribute gift in memory of Bill Polley	\$200	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G20	9/14/2023	Tribute gifts in memory of Chuck Jackway and Colleen Lepak	\$50	None	230-0000-3820-0100	Expend in 2023	For board review and approval 10/10/23
G21	9/14/2023	Distribution from Helen Lawson Library Fund	\$10,208	Items of public service with recognition to Helen Lawson	224-0000-3820-0100	TBD	For board review and approval 10/10/23
G22	9/14/2023	Tribute gift in memory of Nicholas Haase	\$30	Materials	230-0000-3820-0100	Expend in 2023	For board review and approval 10/10/23
			\$20,230				
2023: FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
FRND1	4/20/2023	Friends 2023-04 Grant Request	\$16,300	Materials and Programs	229-0000-3810-0100	Expend in 2023	Board approved 7/11/23
			\$16,300				
2023: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	3/24/2023	SPLF 2023-03 DR HJA Summer Explorers	\$17,500	Juv Summer Reading Programming	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF2	3/24/2023	SPLF 2023-03 DR HJA EL & School Age Programming	\$6,200	Early Literacy & School Age Programming	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF3	3/24/2023	SPLF 2023-03 DR HJA Adult Programming	\$7,200	Adult Arts Programming & Tech	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF4	3/24/2023	SPLF 2023-03 DR Huelsmann Signage	\$20,000	Signage Project	232-0000-3820-0315	Expend in 2023	Board approved 5/9/23
SPLF5	3/24/2023	SPLF 2023-03 Materials	\$14,300	Circulating materials	232-0000-3820-0310	Expend in 2023	Board approved 5/9/23
SPLF6	3/24/2023	SPLF 2023-03 Sunday Hours	\$16,300	Sunday Hours	232-0000-3820-0100	Expend in 2023	Board approved 5/9/23
SPLF7	3/24/2023	SPLF 2023-03 YS Support	\$23,000	YS Support Hours	232-0000-3820-0100	Expend in 2023	Board approved 5/9/23
			\$104,500				
2023: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF in Kind 1	1/25/2023	Volunteer Coordinator Contract	\$1,388.89				Board approved 5/9/23
SPLF in Kind 2	2/25/2023	Volunteer Coordinator Contract	\$1,388.89				Board approved 5/9/23
SPLF in Kind 3	3/25/2023	Volunteer Coordinator Contract	\$1,388.89				Board approved 5/9/23
SPLF in Kind 4	3/29/2023	Volunteer Coordinator Backpay	\$1,437.50				Board approved 5/9/23
SPLF in Kind 5	4/25/2023	Volunteer Coordinator Contract	\$1,451.39				Board approved 7/11/23
SPLF in Kind 6	5/25/2023	Volunteer Coordinator Contract	\$1,451.39				Board approved 7/11/23
SPLF in Kind 7	6/25/2023	Volunteer Coordinator Contract	\$1,451.39				Board approved 7/11/23
SPLF in Kind 8	7/25/2023	Volunteer Coordinator Contract	\$1,451.39				For board review and approval 10/10/23
SPLF in Kind 9	8/25/2023	Volunteer Coordinator Contract	\$1,451.39				For board review and approval 10/10/23
SPLF in Kind 10	9/25/2023	Volunteer Coordinator Contract	\$1,451.39				For board review and approval 10/10/23
			\$14,312.51				

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"> • 9/8/2023: Troendle emailed a revised cover sheet for agenda item #9 for the September Board Packet. Revised language in red. • 9/20/2023: On behalf of Hansen, Troendle sent a link to an article titled "US book bans and attempted bans rise as efforts extend to public libraries" from The Guardian. • 9/26/23: Troendle emailed an announcement that Stillwater Public Library is being recognized by the Heritage Preservation Commission for its preservation efforts, both in terms of the building and providing access to local historical content. Attached is award letter. • 10/2/2023: On behalf of Weigman, Troendle shared an article: Libraries Help Foster Smart and Connected Communities (infotoday.com). • Three trustees have terms that will expire at the end of 2023 – Hansen, Hollatz, and Mathre. All are eligible to serve an additional term, and on October 2 they received an email from the City notifying them to reapply online if they are interested in serving another term. The application window will be October 13 through November 13. 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 12 meeting. The City Council will take action on the recommendation at its December 19 meeting. • Trustees are invited to attend 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. <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>	

Agenda Item Cover Sheet

BOARD MEETING DATE:
October 10, 2023
Agenda Item: 4

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Revised Advocacy Committee Cover Sheet Heritage Preservation Award Letter
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

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>The committee shall be composed of one Stillwater Public Library staff, two Board of Trustees representatives, one representative of the Friends of Stillwater Public Library, and one representative of the Stillwater Public Library Foundation. The Stillwater Public Library Foundation Volunteer Coordinator may participate as needed.</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?:



September 21, 2023

Mark Troendle
Via Email

Heritage Preservation Award Announcement

Greetings!

On behalf of the Heritage Preservation Commission of the City of Stillwater, I am pleased to inform you that the Heritage Preservation Commission has recognized your contributions through our Annual Preservation Awards. 2023 represents Stillwater's 180th Birthday!

The Heritage Preservation Commission is recognizing the Stillwater Library not only for its recent investment into capital maintenance projects on your building (tuckpointing, roof replacement, etc.), but also the plethora of physical and digital media that help tell the story of the history of Stillwater so that the Heritage Preservation Commission can effectively carry out its mission. The St. Croix Collection at the Stillwater Library is an invaluable resource for Commission and Staff.

The Heritage Preservation Commission and City Council will be recognizing your award at the Tuesday, October 17th City Council Meeting. All events will take place at the Stillwater City Hall, Council Chambers at 216 4th St N. We will provide additional details closer to the date of the event.

- 5:30 = Informal Meet and Greet
- 7:00 = Formal Presentation at City Council Meeting

Thank you for embodying our heritage preservation goals and providing us with real-life examples of projects, people, and individuals to showcase and have other projects strive for.

Sincerely,

CITY OF STILLWATER

Tim Gladhill
Community Development Director

tgladhill@stillwatermn.gov

651-430-8821

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Summary	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	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: At the September board meeting, the trustees conducted the annual director performance evaluation process in closed session. Library Board President Lockyear will provide a verbal summary at the October meeting in open session.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Advocacy Committee	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
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>Following the September Board meeting when the Advocacy Task Force recommendations and formation of a standing Advocacy Committee were approved by the Board, an email was sent to Summer Seidenkranz of the Stillwater Public Library Foundation and Mary Ann Sandeen of the Friends of the Stillwater Public Library inviting them to select a representative to serve on the committee.</p> <p>Both organizations agreed to select a representative and expressed gratitude for being included in the committee and its future work on advocacy.</p> <p>The following representatives have agreed to serve on the Advocacy Committee for the coming year:</p> <ul style="list-style-type: none"> • Trustees: Craig Hansen and Carrie Simon • Foundation: Elsbeth Howe, Stillwater Public Library Foundation Executive Director • Friends: to be determined • Library Staff: Keri Goeltl, Business & Communications Manager 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Charge for the Advocacy Committee of Stillwater Public Library	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Charge for the Advocacy Committee of Stillwater Public Library

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.

Charge to Committee:

- Focus on maintaining open communication between the Stillwater Public Library Foundation, Friends of Stillwater Public Library, 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.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Review of Request for Review Policy	
OWNER: Lockyear, President/Weigman, Vice President	PRESENTER: Lockyear, President/Weigman, Vice 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: As it has been one year since a Request for Review process was initiated by two patrons requesting the removal of three specific picture books for children and as we now have new trustees who were not part of the review process, it seems appropriate to review the policy and to discuss questions that may merit consideration. The following is a synopsis of legal opinions provided to Troendle by the City Attorney’s office to help address questions which arose following the 2022 Request for Review Appeal:	
<ul style="list-style-type: none"> • Generally speaking, courts recognize that libraries have broad discretion to make collection decisions. It is recommended that the library continue to make collection decisions based on their policy and do so in a viewpoint-neutral manner. • Because it is not a public forum, the library can make decisions based on subject matter as long as the distinctions drawn are all viewpoint neutral. <i>See, e.g., Parents, Families, and Friends of Lesbians and Gays, Inc. v. Camdenton R-III School Dist.</i>, 853 F.Supp.2d 888, 899 (W.D. Mo. 2012). • The library’s policies, including incorporating the ALA’s Library Bill of Rights, Freedom to Read, and Freedom to View, appear to provide a thoughtful and lawful basis to make collection decisions. • In answer to questions posed by staff following the October 2022 Request for Review Appeal the City Attorney’s office provided the following responses: <ol style="list-style-type: none"> 1. Library staff is correct to base the denial on library policy exclusively. That language should be something along the lines that we consider all requests under the guidelines in the library policy, the title was added to the collection consistent with library policy, and the title does not meet the policy criteria for withdrawal/reclassification. 2. I recommend against trying to limit people who may make a request to card holders or a specific number of requests unless there is a compelling need. The library has a broad reach and regional interconnectedness. Limiting the number of requests or limiting them to identifiable patrons may appear to negate the viewpoint-neutral position of the library. A consistent pattern of responding based on solely the withdrawal criteria in the policy supports a viewpoint-neutral position. It may be helpful to consider adding to the Request for Review Policy a quote from the intellectual freedom section of the content development policy: “The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs 	

<p>and can define what material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.”</p>
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Request for Review Policy Collection Development and Management Policy Circulation Policy</p>
<p>PREVIOUS ACTION ON ITEM:</p>
<p>REVIEWED BY COMMITTEE?:</p>

Stillwater

Public Library

Policy Title: Request for Review Policy
Date adopted: 05/10/2022
Date amended: 01/10/2023
Date last reviewed: 01/10/2023

Purpose

Stillwater Public Library (the “Library”) welcomes patrons’ expressions of opinion regarding Library materials, programs, displays, exhibits, website content or related resources. If a patron has a concern about a Library resource, this policy provides the framework to request a review of the resource in question.

Principles

The Library believes in the freedom of information and will not restrict a user’s right to read, listen to, or view library materials. The Library strives to provide access to a wide range of resources representing varying points of view, without promoting a single perspective. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library supports the American Library Association’s (the “ALA”) [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

The Library recognizes that materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

Library resources should reflect different philosophies and points of view. Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein. Library resources are available to all; however, it is not expected that all resources will appeal to everyone.

Request for Review

Patrons who wish to request the withdrawal, reclassification, or discontinuation of a Library resource are encouraged to discuss their concerns with the Library Director or a Supervisor as a first step. If the patron prefers to bypass this option or if a more detailed examination would be helpful to either party, the Library will provide the patron with information that includes the:

- Library’s Collection Development and Management Policy and/or any other applicable Library policies
- [ALA’s Library Bill of Rights](#)
- [ALA’s Freedom to Read Statement](#)
- [ALA’s Freedom to View Statement](#)
- Library’s *Request for Review* form

Review Responsibilities

Library patrons may request a review of a Library resource by submitting a written *Request for Review* form. Resources under review will remain accessible until a final determination has been made.

Within 30 days of receiving a written *Request for Review* form, the Library Director will review the request and resource in question with the Supervisor overseeing that area, and then the Library Director will send a written response to the patron who submitted the form, explaining in detail the staff decision regarding the request.

If the patron is not satisfied with the Library Director's response, the patron will have 30 days from the date of the response to contact the Library Director and appeal the staff response to the Library Board at the earliest possible regularly scheduled board meeting, at which time trustees will publicly review the request and take final action on it. To be included on an upcoming board agenda, the appeal must be received at least seven days in advance of the next meeting, otherwise the request will be delayed until the subsequent meeting.

In making its decision, the Library Board will consider the patron's written request, the staff response, applicable policies and professional reviews, as well as the ALA's [Library Bill of Rights](#), [Interpretations of the Library Bill of Rights](#), [Freedom to Read Statement](#), [Freedom to View Statement](#), and [Guidelines on Intellectual Freedom](#).

The final decision on appeals rests with the Library Board. The patron will be notified in writing of the Library Board's decision.

A *Request for Review* about a particular item will not be considered by the Library Board more than once within a 24-month period, even if subsequent requests come from different people during that time. The 24-month period begins on the date the *Request for Review* form is received by the Library.

Associated Policies and Documents

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Collection Development and Management Policy
- Stillwater Public Library: Internet Public Use Policy
- [ALA's Library Bill of Rights](#)
- [ALA's Interpretations of the Library Bill of Rights](#)
- [ALA's Freedom to Read Statement](#)
- [ALA's Freedom to View Statement](#)
- [ALA's Guidelines on Intellectual Freedom](#)

The most current policy supersedes any and all previous policies issued relative to this subject.

Stillwater

Public Library

Policy Title: Collection Development and Management Policy
Date adopted: 04/04/1995
Date amended: 07/1998; 04/2000; 11/2001; 05/2004; 09/2008; 01/2016; 05/10/2022
Date last reviewed: 05/10/2022

Vision for the Collection

Patron use is the most powerful influence on Stillwater Public Library's (the "Library") collection. The Library's strategic plan and policy decisions, published reviews, budget, patron purchase requests, hold levels, and storage space are also important components in the development of the collection.

In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection. The Library may also collect in greater depth any identified special collections.

Inherent in the collection development philosophy is an appreciation of each patron of the Library. The Library provides materials and access to materials to support each individual's life journey and does not place a value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, provide recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature. The reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own children's development. The Library does not intrude on that relationship.

Purpose

The purpose of this policy is to define the underlying principles which direct the development and management of the Library's collection. This policy guides the selection, acquisition, accessibility, maintenance, preservation and scope of the Library's collection. It establishes roles, responsibilities, and defines a process for addressing patron questions and concerns.

Principles

The Library's collection is one of its major assets. It is developed and managed to meet the cultural, informational, educational, and recreational needs of residents of Stillwater.

The Library follows professional standards defined by the American Library Association (the "ALA"), including the [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Definitions

"Materials" as it occurs in this policy has the widest possible meaning. It includes print, audiovisual, digital, and electronic formats.

“Collection” is defined as materials that are selected for the Library. Selected materials may be owned, housed or leased by the Library, made accessible via download, or via the Library’s or other libraries’ website and online databases.

“Selection” refers to the decision made to add a given item to the Library’s collection and to make it accessible. Library-selected web-based resources accessed via the Library’s website are considered a part of the Library’s collection. Not all materials and information found via the Internet are part of the collection.

“Weeding” refers to the action of removing a previously selected item from the collection, withdrawing it because it contains outdated or misleading information, is in deteriorating physical condition, or is no longer of sufficient interest to the public.

“WCL/SPL” refers to Washington County Library/Stillwater Public Library.

Roles and Responsibilities

The Library Board is responsible for the Collection Development and Management Policy.

The Library Director operates under the direction of the Library’s Board of Trustees and within the framework of the Library Board's Collection Development and Management Policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

The community is encouraged to participate in the collection development process through suggestions and feedback.

Intended Audience

The intended audience for the Library’s collection is the Stillwater resident. However, the Library recognizes that its relationship and its participation in a joint library catalog with Washington County Library create a unique reciprocal partnership in the provision of a collection to meet the needs of both city and county residents. The Library also participates in both regional and national networks that coordinate efforts to share its collection via interlibrary loan. As a participant in these networks, the Library serves residents beyond its borders, from the Twin Cities metropolitan area to the state of Minnesota, the upper Midwest region and beyond.

Scope of the Collection

The Library collects, organizes, and makes available materials of contemporary, historic, and archival significance. The collection offers materials in choices of format, treatment, and level of difficulty. The collection is reviewed and revised on a continual basis to meet present-day needs.

The Library will not attempt to develop a complete research collection. Requests for materials not owned by the Library, especially scholarly materials, will be referred to other libraries in the metropolitan area through established channels.

The Library recognizes the purposes and resources of other libraries and media centers in the metropolitan area and will not needlessly duplicate functions and materials.

The Library must thoughtfully select materials due to constraints on the acquisition budget and on space. As a result, the Library:

- Purchases professional materials only when they are also of interest to the nonspecialist.
- Purchases textbooks or other curriculum-related materials only when they also serve the general public.
- Acquires materials in a variety of formats for the study of popularly requested languages other than English, but does not seek to build collections in foreign languages. The Library will work through the interlibrary loan system to obtain these materials for patrons.
- Acquires materials published about the local area and those produced or published by local authors, printers, or publishers only when such materials meet selection criteria established for all materials. Please contact the Library for more information about self-published or independently published titles.

Access & Resource Sharing

All Library materials are available for use by all patrons within the building. For information on the circulation of library materials, please refer to the Library's *Circulation Policy*. Access to materials is ensured by the way materials are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. The collection is accessed through the joint WCL/SPL catalog, the Library's website, and patron/staff interaction.

Materials have use limitations to ensure equitable and efficient access. Access to some materials may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, cooperative and licensing constraints.

The Library participates in interlibrary loan networks to make materials not in the collection available for patrons. Collection development and management is a participative effort within the larger community of libraries throughout the metropolitan area, state, and nation. The Library will actively seek to broaden these networks through agreements with other libraries and groups of libraries.

Copyright

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Library subscribes to the ALA's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the Library's collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what

material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

Review of Library Materials

Library patrons may request reconsideration of a library material selection decision by submitting a written *Request for Review* form. For more information on requesting a review of an item's place in the Library's collection, please refer to the *Request for Review Policy*.

Funding Statement

Library funding, which includes funding for the collection, is allocated annually by the Stillwater City Council. Additional support for the Library's collection is provided by the Stillwater Public Library Foundation, the Friends of the Stillwater Public Library, trusts, gifts, and other donations. The collection is enhanced by gifts of money and actual materials. Please see the Library's *Donations Policy*. Gift materials must meet the same standards of selection as purchased items before they will be added to the collection.

Selection Criteria

Collection development staff members rely on professional practices to guide selection decisions. The Library selects materials of both permanent and current interest, based on the merits of the work in relation to the needs, interests, and demands of the community. Each item is evaluated as a whole and not on the basis of a particular part or section. Selection criteria that inform staff decisions to add items may include one or more of the following:

- Patron requests
- Published evaluations, reviews, and awards
- Relevance to community needs
- Relation to the existing collection
- Contemporary or historical significance
- Contribution to the diversity and scope of the collection
- Content created by and representative of marginalized and under-represented groups
- Potential appeal to library patrons
- Format that meets the needs of library users
- Suitability of subject and style for the intended audience
- Price of the material
- Space limitations

In addition, staff monitor changes in the population, patterns of use of the collection, changes in learning styles, and technology to determine the need for modifications in the composition of the collection, the inclusion of new formats, or the discontinuance of elements of the collection.

Collection Maintenance and Weeding

Staff rely on professional practices to guide ongoing collection maintenance decisions. Based on evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. Evaluation criteria that inform staff decisions to withdraw items may include one or more of the following:

- Format or physical condition is no longer suitable for use
- Content is available in multiple formats
- Information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Sufficient number of copies in the collection
- Space limitations
- Easy availability in other collections

Materials are weeded from the collection to maintain the collection's usefulness, currency, and relevance. Materials removed from the collection may be sold, discarded, recycled, donated to nonprofit organizations, or used in collaboration with other government agencies.

Collection Preservation

The Library uses a variety of means to preserve materials of long-standing value. Preservation methods used include the following: preservation photocopying, encapsulation, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

Special Collections

The St. Croix Collection is the local history collection of the Library. Its focus is the history of Stillwater, the St. Croix Valley and Washington County, Minnesota. Materials beyond that geographical scope are only included if they contain significant information on the St. Croix Valley or Washington County. The collection is general in nature and does not specialize in any one area of local history or in artifacts.

Materials in many formats are added to the St. Croix Collection to satisfy research needs within its area of focus. Items that don't fit within the scope of this collection will be considered for reassignment to the Library's reference or circulating collections, or they may be deaccessioned from the Library's collection and transferred to another institution or sold, with any proceeds used to purchase more appropriate materials for the St. Croix Collection.

All St. Croix Collection materials are for reference use only and do not circulate on loan without the prior approval of the Library Director or designee. Service demands and available resources may temporarily limit access or assistance provided. While donations of materials are welcome, they must be consistent with policy and be approved by the Library Director.

Associated Policies and Documents

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Donations Policy
- Stillwater Public Library: Internet Public Use Policy
- Stillwater Public Library: Request for Review Policy
- [ALA's Library Bill of Rights](#)
- [ALA's Interpretations of the Library Bill of Rights](#)
- [ALA's Freedom to Read Statement](#)
- [ALA's Freedom to View Statement](#)
- [ALA's Guidelines on Intellectual Freedom](#)

The most current policy supersedes any and all previous policies issued relative to this subject.

Stillwater

Public Library

Policy Title: Circulation Policy
Date adopted: 05/1992
Date amended: 07/1998; 07/1999; 10/1999; 10/2000; 04/2002; 06/2002; 08/2003;
11/2004; 09/2005; 12/2006; 03/2008; 03/2009; 12/2010; 12/2012;
10/2013; 03/2014; 10/2014; 12/2016; 07/2019; 01/11/2022
Date last reviewed: 01/11/2022

Purpose

The purpose of this policy is to establish specific regulations to ensure fair and equitable access to Stillwater Public Library's (the "Library") collections, resources and services for all patrons.

Principles

In support of its mission, the Library makes the majority of its collection available to patrons to borrow and use outside of the library. Providing access and lending materials to patrons is a core library service.

- We serve individuals and the community as a whole.
- We support the use of library materials.
- We seek to provide ease of access to desired library materials.
- Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish specific lending rules that ensure fair and consistent application of this policy.

Library Cards

The Library welcomes all individuals to use its collections, resources and services within the library. Individuals wanting to borrow materials or fully access digital resources must have a valid and eligible library card.

To eligible applicants, the Library issues cards categorized as Resident, Nonresident, or Institutional. Detailed information about each type of card may be found in the Library's Fee Schedule.

Borrowing Privileges

The library cardholder has full responsibility for all materials borrowed on the card. Parents and guardians are responsible for materials checked out by their minor children. The institution is responsible for materials checked out on an institutional card.

Lending Rules

A total of 100 items may be checked out at any one time. Loan periods vary by format. The Library publishes information for borrowers with detailed lending rules on its website and as a handout at the Public Services desk.

Renewals

Most items will be automatically renewed up to three times unless someone else has requested them.

Interlibrary loan items may not be renewed.

Requests

Most items in the collections of Stillwater Public Library, Bayport Public Library or Washington County Library may be requested and sent to Stillwater Public Library for pickup. Patrons will be notified when the requested items are available and the item will be held for one week.

Professional and Reference Materials

Professional and reference materials are not loaned except in special cases and at the discretion of the selector or Circulation Services Lead, who will determine the loan period.

Interlibrary Loan

Items not owned by Stillwater Public Library, Bayport Public Library or Washington County Library may be requested by interlibrary loan. The lending library sets the loan period. Interlibrary loan items may not be renewed. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the patron.

Access Restrictions

The Library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve in loco parentis. In accordance with the American Library Association's statement "[Free Access to Libraries for Minors](#)", the Library maintains that parents and guardians have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

Lending Restrictions

Patrons with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Use of the Library may be denied for due cause. Such cause may be failure to return library materials or pay charges, destruction of library property, disturbance of other patrons, or any other illegal or disruptive conduct on library premises.

Overdue Items

Overdue notices are sent at intervals set by Washington County Library. The final notice is a billing notice.

Lost Materials

An item is declared lost when a billing notice is generated. Payment for a lost item is non-refundable.

Replacement and Repair Charges

All replacements will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the Library will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines. The process for assessing charges to patron accounts for lost or damaged items is listed in the Library's fee schedule.

Debt Collection

Unpaid charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent. Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. Stillwater Public Library accounts and bills also will be deleted on this schedule.

Appeal of Library Charges

If reasonable cause is shown, charges for Stillwater Public Library items may be upheld, reduced, or canceled at the discretion of Stillwater Public Library staff. Library Assistants may reduce or waive charges up to \$25. The Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or Library Director must be consulted and approve any reduction greater than \$50.

Refunds

No refunds will be given for payment of a lost or late item once payment has been received.

Non-Sufficient Funds

All Library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the maximum amount allowed by law, and this fee will be manually added to the account of the person who wrote the NSF check.

In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.

The NSF fee plus all other fines/fees covered by that NSF check must be paid in full on that account, and on any other accounts in which fines/fees were paid with the NSF check, before any of the Library accounts are in good standing. Collection accounts paid with an NSF check will be reinstated with the collection agency.

Bankruptcy

The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt. Stillwater Public Library will, upon receiving a bankruptcy discharge of debt notice from the US Bankruptcy Court, dismiss all charges assessed by Stillwater Public Library on the account of the debtor that have been assessed.

Associated Policies and Laws

- Stillwater Public Library: Fee Schedule
- Minnesota Statute § 604.113. [Issuance of Worthless Check](#)

The most current policy supersedes any and all previous policies issued relative to this subject.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	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: Motion to adopt the revised strategic plan and progress report	
BACKGROUND/CONTEXT: A staff-led review and refresh of the strategic plan produced drafts of a revised plan and a new public-facing progress report. Both documents were discussed at the director’s annual performance review last month. The proposed new plan is more strategic and aspirational than the plan upon which it builds. The progress report is designed to be published annually, in the month of either April or May to coincide with the state library annual report. As this was an internal process, the only cost was time. Significant changes include: <ul style="list-style-type: none"> • A proposed second sentence to the vision statement is suggested. • A values statement has been added. • The original four goals have been replaced by three strategic themes, which are Space & Place, Access & Enrichment, and Culture & Organization. These are all-encompassing which can accommodate just about any future need. Each theme includes a sentence or two that further describes the meaning of the theme. • Strategies (formerly under the goals) have been replaced by objectives that align with each of the three strategic themes. Objectives is also a more apt description. The proposed new objectives have been rewritten and are more aspirational in comparison to the original strategies. In the draft strategic plan, the 2019-2022 strategies are encapsulated in gray boxes to make it easier for you to compare the original strategies to the new objectives. If this plan were adopted, the strategies in the gray boxes would be deleted from the final document. • The color scheme has been changed to match our current branding palette. • The proposed plan is more visually appealing than the 2019-2022 version. • Some of the pillar messaging that came from the work of the Advocacy Task Force has been incorporated into the strategic plan, and in the future it could be reflected in the progress report too. • A companion Progress Report has been created that would be a public-facing document. It matches the style of the strategic plan. This type of progress report will be much easier to create than the updating required for the internal-only tracking document used since 2019, plus it will be helpful for advocacy and communicating our story to all of our stakeholders. Assuming these documents are adopted, here are several considerations to finalize: <ul style="list-style-type: none"> • Whether to adjust the proposed time frame of 2023-2027. • Determine what the final sentence of the vision statement should be. Two options are proposed. Also, determine whether to make changes to any other content. • Whether to include a joint letter in the annual progress report. 	

<ul style="list-style-type: none">• If adopted, state who can make changes to the vision, mission, values, strategic themes, and objectives in the future. Staff would like the authority to be responsible for the overall design, including what photos to include.
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019-2022 Strategic Plan Draft of 2023-2027 Strategic Plan Draft of Progress Report
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

STILLWATER PUBLIC LIBRARY STRATEGIC PLAN: 2019 - 2022

OUR VISION

The Stillwater Public Library strengthens our community by advancing literacy, enriching lifelong learning, and empowering civic engagement.

OUR MISSION

The Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

OUR GOALS AND STRATEGIES

EMBRACE THE LIBRARY'S ROLE AS A CULTURAL CENTER OF STILLWATER

Increase the accessibility and awareness of local history collection and genealogy resources

Build upon existing issue-oriented programming and enhance art and social issues exhibits offered in the library

Evaluate the feasibility of developing a collection to circulate non-traditional materials

Continue communication and collaboration with local municipal, nonprofit, and business organizations

Provide a community space to highlight and connect local organizations

INSPIRE MORE ENGAGEMENT WITH THE LIBRARY

Fund, develop, and implement a dynamic marketing plan

Develop strategies to reach new audiences

Enhance the library's virtual presence

Expand communications regarding basic library services

ENHANCE THE EXPERIENCE OF USING THE PHYSICAL LIBRARY SPACE

Increase the effectiveness of interior signage and library entrances

Determine the library's role in providing space for special events and its implications

Consider options for increasing use of the 4th Street lawn

Identify opportunities for increasing the convenience of library usage

Investigate sound attenuation options

BUILD INTERNAL ORGANIZATIONAL CAPACITY TO ENSURE SUCCESS IN A CHANGING WORLD

Identify and pursue revenue sources to support long-term sustainability

Develop a more comprehensive model for technical services

Evaluate and meet staff training needs

Restructure knowledge management tools and procedures

Continue evaluation of staffing model to meet evolving needs

OUR PLANNING PROCESS

In 2018, the Stillwater Public Library launched a collaborative and data-driven strategic planning process with the aim to engage its community and set a strategic direction for the next four years. These goals and strategies are informed by feedback provided through a community survey and series of focus groups with community members, leaders of local business, government, and nonprofit organizations, the Friends of the Stillwater Public Library, and the Stillwater Public Library Foundation, as well as discussions with library staff, the library management team, and the Board of Trustees.

Vision, Mission, Values

Our Vision: Stillwater Public Library strengthens our community by advancing literacy, enriching lifelong learning, and empowering civic engagement. We believe every Stillwater resident should have a library card and use it regularly [alt: We want every Stillwater resident to have a library card and use it regularly].

Our Mission: Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

Our Values: Welcoming Everyone, Strengthening Connections, Championing Literacy, Upholding Intellectual Freedom, Embracing Change

Strategic Themes



Space & Place

Stillwater Public Library and its services are welcoming, reflect and honor the unique needs of our community, and ensure all have access.



Access & Enrichment

Stillwater Public Library is responsive to the diverse needs of our community and offers library services to all.



Culture & Organizational Health

Stillwater Public Library offers an internal culture focused on inclusion, accountability, and respect. The library is a trusted community organization and a responsible steward of taxpayer and donor dollars.



Space & Place

Stillwater Public Library and its services are welcoming, reflect and honor the unique needs of our community, and ensure all have access.

Objectives:

- Bolster the library's position in the community as an accessible, free, safe, and welcoming destination for everyone.
- Anchor the library's role as a connector within the larger social and economic fabric of the community.
- Preserve the unique character of the historic Carnegie library.
- Protect the library's people, property, and information.
- Maintain and improve library spaces and amenities to enhance the user experience.

Objectives replace the following strategies from original plan:

- Increase the effectiveness of interior signage and make library entrances
- Determine the library's role in providing space for special events and its implications
- Consider options for increasing use of the 4th Street lawn
- Identify options for increasing the convenience of library usage
- Investigate sound attenuation options
- Increase the accessibility and awareness of local history collection and genealogy resources
- Continue communication and collaboration with local municipal, nonprofit, and business organizations
- Provide a community space to highlight and connect local organizations



The library is a bridge from our history to the future.
We evolve to meet changing needs while honoring our past and strengthening our legacy of public service.



Access & Enrichment

Stillwater Public Library is responsive to the diverse needs of our community and offers library services to all.

Objectives:

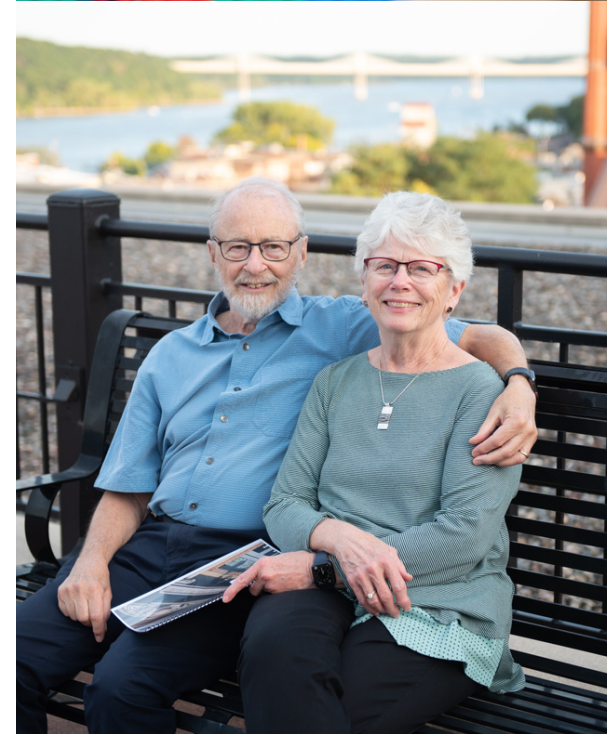
- Grow the library's commitment to reducing barriers to access.
- Provide meaningful opportunities for community engagement.
- Expand the library's reach with materials, programs, and services that reflect community needs and motivate diverse groups to seek access.
- Support users of all ages in their education, literacy, and enrichment aspirations.
- Help users navigate and engage with a broad spectrum of information and resources.
- Uphold the principles of intellectual freedom.

Objectives replace the following strategies from original plan:

- Increase the accessibility and awareness of local history collection and genealogy resources
- Build upon existing issue-oriented programming and enhance art and social issue exhibits offered in the library
- Evaluate the feasibility of developing a collection to circulate non-traditional items
- Fund, develop, and implement a dynamic marketing plan
- Develop strategies to reach new audiences
- Enhance the library's virtual presence
- Expand communications regarding basic library services
- Identify opportunities for increasing the convenience of library usage



The library is a passport to information and ideas.
We are committed to improving access to services and connecting people to the resources they need.



Culture & Organizational Health

Stillwater Public Library offers an internal culture focused on inclusion, accountability, and respect. The library is a trusted community organization and a responsible steward of taxpayer and donor dollars.

Objectives:

- Cultivate an inclusive organization focused on equitable outcomes and services for all.
- Build staff capacity to deliver on our mission and create opportunities for development and growth.
- Boost public awareness of the library and its value and role in improving the lives of people in the community.
- Align financial and operational resources with strategic priorities to ensure long-term sustainability.

Objectives replace the following strategies from original plan:

- Identify and pursue revenue sources to support long-term sustainability
- Develop a more comprehensive model for technical services
- Evaluate and meet staff training needs
- Restructure knowledge management tools and procedures
- Continue evaluation of staffing model to meet evolving needs



The library is the heart of our community.
We recognize that the vitality of the library depends on a healthy internal culture as well as the trust and support of our stakeholders.





A·D·

CARNEGIE PUBLIC LIBRARY

1902

Stillwater
Public Library

STRATEGIC PLAN
PROGRESS REPORT
2022 - DRAFT

Message from the Library Board of Trustees President and the Library Director

Stillwater Public Library is the heart of our community, and investing in people is our work. Everyone is welcome and services are available to all.

As an essential partner in education, we inspire reading and learning throughout the year. To help students achieve academic success, resources such as homework assistance, research tools, and practice tests are provided.

We strengthen our workforce by supplying job seekers with the technology and help needed to search for and apply for jobs. We offer entrepreneurs and professionals free career resources and training to build and fine-tune skills, as well as quiet work and meeting space.

We also engage our aging population by curating free programs and activities that keep seniors connected, thriving, and continuing on a path of lifelong learning.

From promoting literacy to helping patrons navigate life challenges to connecting residents with shared interests, your library truly is a passport to information and ideas. The Board of Trustees and staff thank you for your support in making these services available to all.

Warmest regards,



Pat Lockyear
President, Board of Trustees



Mark Troendle
Director, Stillwater Public Library

Our Mission: Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

110,553
library visits



An average of
more than
325 visitors
each day!

1,902
volunteer hours



25,420
Wi-Fi sessions



87,692
visits to
our website



344,718
physical items
checked out

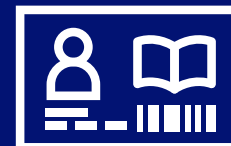


64,564
e-materials
borrowed

228
programs
& activities



16,965
participating adults,
teens & children

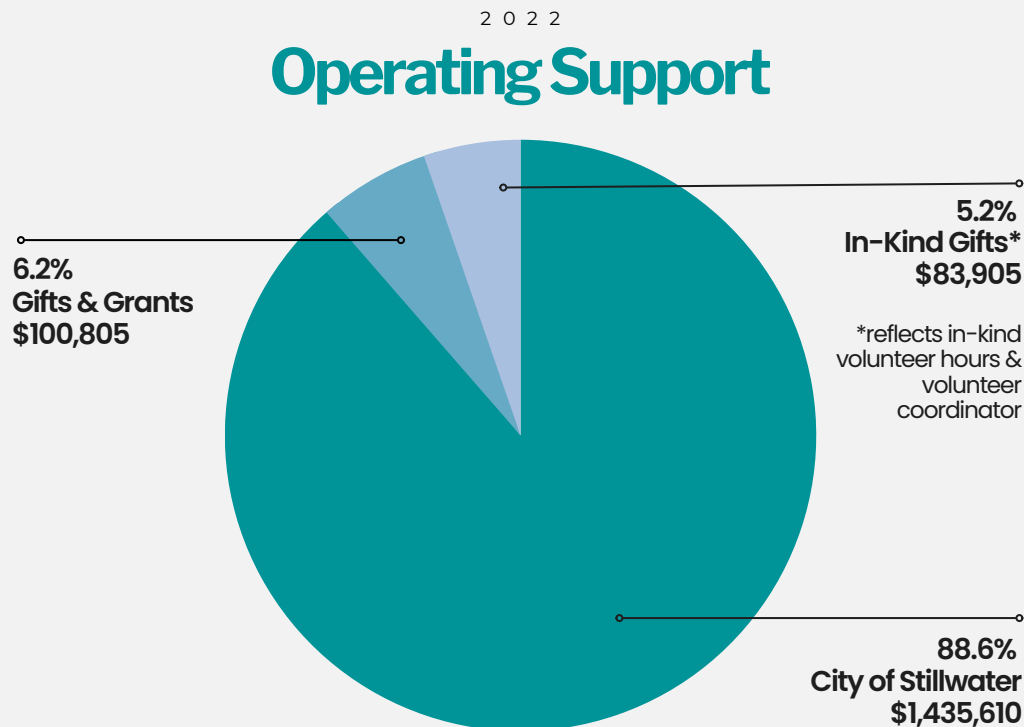


1,437
NEW library cardholders

2022 Financial Highlights

A Community-Supported City Library

Stillwater Public Library is city-owned and operated. The City of Stillwater annually provides nearly 90% of the library's total operating support through the levying of property taxes. The remaining support comes from the generosity of donors to the library, Stillwater Public Library Foundation, and Friends of the Stillwater Public Library, as well as volunteers assisting at the library.



The City funded:

- Library staffing for Monday - Saturday
- Building maintenance and utilities
- Equipment, supplies and services
- 80% of new materials purchased for users to borrow
- Roof replacement (capital budget)

Gifts from Foundation, Friends and donors funded:

- Library staffing on Sundays
- 20% of new materials purchased for users to borrow
- Youth Summer Reading Program
- Discovery Room
- Programs and activities for all ages
- Staff training

Space & Place

Stillwater Public Library and its services are welcoming, reflect and honor the unique needs of our community, and ensure all have access.



Our Objectives

- Bolster the library's position in the community as an accessible, free, safe, and welcoming destination for everyone.
- Anchor the library's role as a connector within the larger social and economic fabric of the community.
- Preserve the unique character of the historic Carnegie library.
- Protect the library's people, property, and information.
- Maintain and improve library spaces and amenities to enhance the user experience.

Our Success

- Clay roof tiles over the oldest sections of the library were removed and replaced, along with the outmoded gutter system. While the underlayment is thoroughly modern to seal out the elements, the same type of clay tiles, made by the same company as in 1902, still adorn the roof, keeping intact the roofline and look of the Carnegie library.
- Masonry restoration work was performed along the north face of the library and a portion of the eastern side, including removing old caulk and applying new caulk, digging out old mortar and filling joints with new mortar to ensure waterproof seams, and replacing deteriorating bricks.
- An improved safety rail was installed on our loading dock lift.
- The sound system in the Margaret Rivers Room was revamped to include HDMI connections to projection system, new wireless microphones, and an in-room control panel to independently manage volume levels from multiple sources.
- A continued collaboration with Bayport Public Library on a shared summer reading program created positive user engagement with our libraries, encouraged reading, and enhanced literacy skills.
- An ongoing partnership with ArtReach on the NEA Big Read, a one book, one community program, brought together residents from throughout the lower St. Croix Valley.



Access & Enrichment

Stillwater Public Library is responsive to the diverse needs of our community and offers library services to all.

Our Objectives

- Grow the library's commitment to reducing barriers to access.
- Provide meaningful opportunities for community engagement.
- Expand the library's reach with materials, programs, and services that reflect community needs and motivate diverse groups to seek access.
- Support users of all ages in their education, literacy, and enrichment aspirations.
- Help users navigate and engage with a broad spectrum of information and resources.
- Uphold the principles of intellectual freedom.



Our Success

- Borrowing and downloading of the collection were at record levels. Total circulation increased by 18.5% compared to the prior year.
- A new website was launched, with more content, revamped navigation, and enhanced ADA access.
- The library's Facebook page was reinstated with a social media plan focused on community engagement, library services and materials, and historical archives.
- VOX books were added to the children's collection. These are audiobooks of popular children's titles that are contained within and part of print books. Simply push a button in the book to listen and read.
- Youth Services expanded the phonics collection to include a large number of decodable books to support new and striving readers. Decodable or sound-aloud books allow children to practice phonics skills, helping them on the road from word recognition and comprehension to skilled reading.
- DVD players, DVD drives, and additional hotspots were added to the Library of Things collection.
- A Discovery Room was created in the children's library, a place for kids and caregivers to play and imagine together. Included in the Discovery Room is a flight lab wind tunnel that allows children to learn about flight, air currents, air resistance, and gravity.
- When books were challenged, staff and trustees determined the titles met policy criteria and would remain part of the collection.

Culture & Organizational Health

Stillwater Public Library offers an internal culture focused on inclusion, accountability, and respect. The library is a trusted community organization and a responsible steward of taxpayer and donor dollars.

Our Objectives

- Cultivate an inclusive organization focused on equitable outcomes and services for all.
- Build staff capacity to deliver on our mission and create opportunities for development and growth.
- Boost public awareness of the library and its value and role in improving the lives of people in the community.
- Align financial and operational resources with strategic priorities to ensure long-term sustainability.

Our Success

- An Advocacy Task Force, consisting of representatives from the library board, staff, Foundation, Friends, and community, was formed to provide guidance on growing support and awareness of the library across the broader community.
- Two grants totaling \$95,000 were awarded that will enable the library and its partners to digitize more than 85,000 pages of historical newspapers in phase 1 of a multi-year project.
- Staff were enrolled in a training program that emphasizes resolving challenging situations with empathy and de-escalatory tactics.
- The library was closed for a staff training day on October 10, which included three in-person presenters and online content.
- New class compensation plan wage schedule was approved to align with changes adopted by the City for pay equity and wage parity.
- The city's human resource management system started being used to help simplify and automate the hiring process for open library positions.



Report from the Library Director, Mark Troendle

Major Accomplishments

- Stillwater Public Library will be recognized by the Heritage Preservation Commission with an award in October for its efforts to preserve the library building and for archiving and making accessible local historical content to help tell the story of Stillwater's history.
- Five Library Corner articles were written and published.
- The September issue of ShelfLife was published.
- The library's fall insert created for the City's quarterly newsletter was also provided to Stillwater Township and is available on their website.
- Mark gladly accepted an invitation to be a founding member of the St. Croix Valley Optimist Club. The first official meeting was held in September. Officers include Tom McCarty as president and Joe Kohlmann as vice president. The Optimist mission statement is: *By providing hope and positive vision, Optimists bring out the best in young people, their community and themselves.*
- Mark prepared an outline of library highlights for the Library Foundation's Legacy program.
- A&K Construction repaired several areas of the sidewalk on the 4th Street side of the library, plus a section of concrete at the bottom of the catering ramp. They will also replace some stones on the retaining wall on the 3rd Street side of the building. As these were within the scope of previous projects, there is no additional cost to the library.

Heads-Up

- The library's open hours for Monday, October 9, will be from 2 to 8 PM because the building will be closed for staff training earlier in the day. Learning sessions this year will include HeartSaver CPR/AED training, a presentation on Change and Resiliency from one of our EAP consultants, and a discussion with a representative from the Stillwater Police Department on safety-related issues and community resources.
- To minimize disruption to the public, the parking ramp will be treated with degreaser and washed on October 9, which is the same day we will have a late opening. Some staff and patrons have commented recently that on days when there was condensation on the ramp floor it felt a little slippery. By removing the oil residue left by vehicles, we will provide a more secure walking surface before winter arrives. The parking stall stripes have also worn away in a number of spots, so the ramp will be restriped as well. We need to wait at least four days between washing and restriping, and the earliest date we could schedule the restriping was October 20. The last time the ramp was thoroughly cleaned was 2018, and the last time it was restriped was 2016.
- For their fall sale, the Friends of the Library will collect donated books in the library's parking ramp on Saturday, October 28, from 10:30 AM until 3:00 PM. The book sale dates are November 1 – 4.
- An expansion joint in the gallery floor will be covered with a metal cap within approximately the next month. This cap will protect the adjacent tile from further cracking. Mark is working with the contractor to determine an installation date.

Near-Term Future Focus

- Refining the library's 2024 operating budget.
- Writing a signage project progress report by mid-October for the donor.
- Writing a post-grant final report for the Hugh J. Andersen Foundation regarding its 2023 programming support.
- Learning how to use the new financial software platform the City is migrating to.
- Collaborating on a grant for a possible second phase of the historical newspaper digitization project.

Adult Programs

Book Clubs

- **Romance Book Club**
On September 12, four people discussed book-themed romances, which also included podcasts and movies. A few of the book club members have started an email group to continue discussion outside of meetings.
- **Mystery Book Club**
On September 20, six participants discussed mysteries featuring a library or librarian.

Art & History

- **Korean Jogakbo Mirror**
On September 26, teaching artist Jae Veenstra taught a class of 13 about the history and cultural significance of jogakbo, a Korean patchwork sewing technique. The class included Korean tea and food and a presentation on Korean needle art before the art project began. Jae was pleasantly surprised when everyone finished their jogakbo mirror project!
- **Genealogy 1:1**
On September 16, one of the St Croix Collection volunteers provided a research assistance appointment.
- **Exploring the Arts: Great Films of the 1970s**
On September 7, retired professor Steve Schroer discussed American films from the 1970s with 21 participants.
- **Mandarins in Acrylic**
On September 7 and 13, students learned acrylic painting techniques from teaching artist Karen Chan during two separate events. There were 40 total participants.

Lifelong Learning

- **Tai Chi on the Terrace**
On September 1 and 8, library patrons tried Tai Chi on the Terrace with instructor Rick Lorenzen. 19 total attendees learned the basics of Tai Chi in the beautiful setting the library's terrace provides. Attendees praised the class and requested monthly opportunities.
- **Tech Help**
Two opportunities for Tech Help were offered in September. Associate librarian Kaytee helped one patron update an app and walked her through how to navigate it.
- **Balanced Wellness: Falls Prevention**
On September 13, Liv2BHealthy shared information about how to prevent falling and causing injuries. There were 12 total participants.

St. Croix Collection

Staff dove into the St Croix Collection to fulfill a research request to find images of some Stillwater characters from yester-year, including historic Lowell Inn operator Nell Palmer (known for her pecan pie) and former mayor Choc Junker. The library had a file for each character that included images and news clippings.

Library Card Registration

More than 70 new library cards were issued in-person at the information desk in September, which was library card sign-up month. Additional cards were issued online.

Reference Personnel

Associate Librarian Jodi Kaericher resigned in September and the vacancy will be filled in the near future.



We had very special llama visitors on 9/15 for a town hall meeting. Volunteer Conrado and associate librarian Cami pose with a new friend.



Participants in the Korean Jogakbo Mirror Class

September Children's Programs and Activities

- Two special guest Preschool Music and Movement Sessions (166)
- Seven Preschool Storytimes (349)
- Two Baby/Toddler Storytimes (70)
- One LEGO Club (5)
- Owl Chef with the DNR (owl pellet dissection) (11)
- Kitchen Science with local science author Liz Heinecke (21)
- Raptor Show with Carpenter Nature Center (28)
- On the Farm Scavenger Hunt (393)
- Water / St. Croix River Family Discovery Room (see feedback below)
- Teen Would You Rather (29 responses)

Upcoming Programs

- [Family Engineering Night](#) – Thursday, October 5
- [LEGO Club](#) – October 19
- [Cozy Knit Accessories for Teens](#) – Friday, October 20
- [Jacqueline West Author Visit & Mystery Writing Contest for Kids](#) – Thursday, October 26

Outreach / Community Engagement Programs and Visits

- New Heights School – Grades K/1 visits weekly on a varying schedule; Grades 2–5 will visit every other week; 11th graders will visit semi-regularly. Angie helped the students with resources for their research project on author biographies. Erin has prepared some engagement options for Grades 2-5 and we are excited to see their responses.
- Erin visited Stonebridge Elementary School and presented to 70 first graders for Library Card Month.
- Erin is talking with River Grove teachers to coordinate a meeting to discuss their needs and how we can accommodate them.
- The Stillwater Head Start location is apparently without staffing at this time. Kim will follow up in another month or so.

Program Notes

- Water Discovery Room – *Stop in to take a look because the pictures don't do it justice!*
The September – November Discovery Room is centered around the theme of water and the St. Croix River. Children can investigate a pretend pool containing stuffie fish and puppet animals that are found in the St. Croix River Valley; navigate boats through lift bridges on a tabletop river; identify animal tracks; purchase fishing nets and magnifiers at the play Water Discovery store; and investigate wind currents with chiffon scarves and felt rain clouds with the flight lab wind tunnel. Open during library hours, the Discovery Room is a place for kids and caregivers to play and imagine together.
- September responses to the question, "Tell us what your child enjoyed most about the Discovery Room":
 - Truly the best library- there are lots of them around me, but I choose to drive the 30 minutes for this one. Thanks for making it a happy place for kids and adults alike!
 - Thank you for all your hard work! You all are so amazing and we're so grateful for you and this wonderful library.
 - 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.

- We love the library so much it's one of our favorite places in Stillwater!
- It was the water/St. Croix River theme, she enjoyed catching animals from the pond and examining them with the magnifying glass. She enjoyed using the numbers in the boats to count them. She also always loves the cash registers!
- He especially enjoyed the lake of fish and sea creatures and seeing the ferry boats like the one he's been on in Stillwater, plus the bridges that he recognizes from his walks! You do an amazing job here!! Every time my four year old runs here and begins playing. He loves coming to the library! Thank you for making it so great!!
- My seven year old thought the new river theme was GREAT!
- So creative! The water discovery area was full of interesting learning activities. Fine & gross motor skills to work on for little bodies. Related to our natural environment with St Croix River! So thoughtful! Attention to detail with design & decor. Incredibly clean & well taken care of.



Purchase fishing nets and magnifiers at the play Water Discovery store



A pretend pool containing stuffie fish and puppet animals that are found in the St. Croix River Valley





Navigate boats through lift bridges on a tabletop river



Always popular I Spy with a Beginner side and a Super Challenger side!

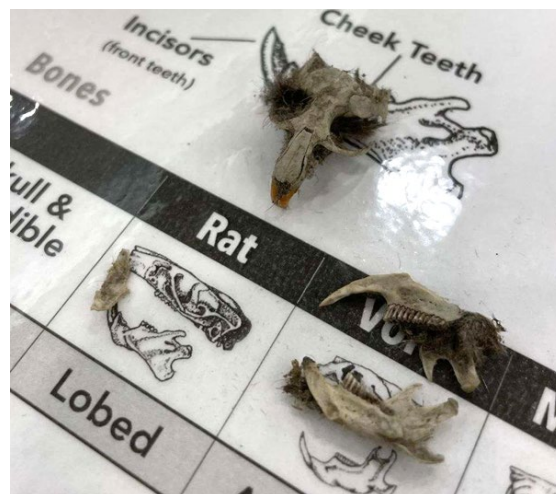
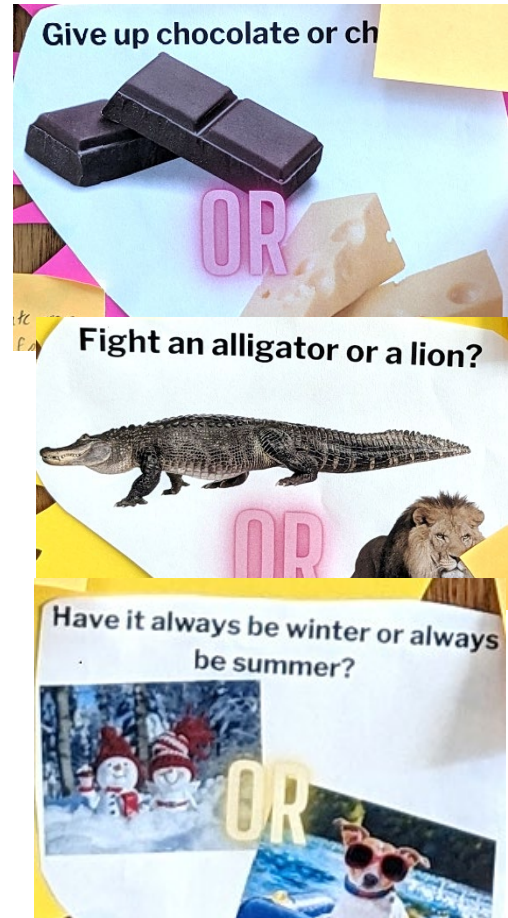
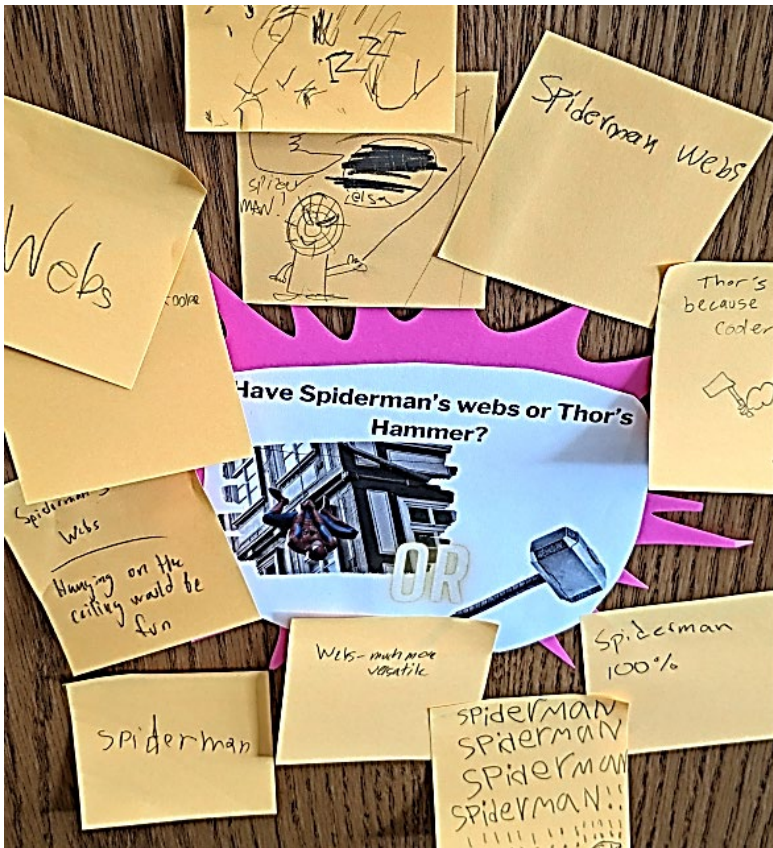


Investigate wind currents with chiffon scarves and felt rain clouds



Some favorite book character stuffies ready for water fun!

Teen "Would You Rather" activity – Questions were posted with the most popular one definitely being Would You Rather have Thor's hammer or Spiderman's webs, with Spiderman being the overwhelming winner!



Exploring Owl Pellets with the DNR

We learned about Raptors with the DNR and feathers and bones were passed around to touch and feel the different feather shapes and weight of the bones. We also confirmed that people still love owls! Many had their pictures taken with it.



Stillwater Public Library Foundation
Board Meeting –August Meeting – Held 8/25/23.
In person and virtual

Members Present: Paige Hoyle, Mark Troendle, Kevin Sandstrom(virtual), Ryan Collier, Drew Arnold, Roger Funk, Shawn Glaser, Summer Seidenkranz, Aquib Khan, Elaine Delavy

1. Summer Seidenkranz, President, called the meeting open at 8:30am
2. Approval of the Minutes – July meeting minutes were approved. Kevin made a motion to approve. Ryan seconded. Minutes were approved.
3. Reports for the monthly meeting.
 - a. President’s report – Summer
The ED search process is continuing.
 - b. Library Director- Mark
Submitted a written report, linked to the agenda.
Provided update on budget process and advocacy.
Shared information on docent training for the upcoming We Are Water Exhibit.
 - c. Treasurer - Dustin
All good
Elaine and Dustin are answering questions on 990.
Hopefully have draft for September board meeting
 - d. Events and Marketing
Need to spend more on food for Light a Spark 2023. This year we had a good profit and lots of volunteer help.
Garner more sponsorships...this should be a year-round process. We had good sponsors and would like to see more from main street businesses.
Postponing FLL until next year to better plan what that event should be moving forward.
October 3 donor event on terrace-hope board members can join us.
 - e. Interim Executive Director Report- Elaine
Need to form policy about physical gifts-reviewed offer of a painting by a local artist.
Elaine will reloop with her and let her know we need to develop a policy first.
4. Other Business – none
6. Adjournment – Shawn motioned to adjourn; Drew seconded. Motion passed unanimously.
Adjourned 9:40am

Respectfully submitted,
Paige Hoyle, Secretary



Friends of the Stillwater Public Library

June 12, 2023 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

Attendees:
 Mary Ann Sandeen, Jan Kilkelly,
 Tracy Salvati, Gemma Lockrem,
 Lyndon Lockrem, Mary Glennon,
 Kara Hullander, Judy Filipek, Mark
 Troendle

Agenda

**Friends of the Stillwater Public Library Meeting:
 Monday, June 12, 2023
 Location: Conference Room
 Time: 6:30pm**

1. Call meeting to order: Mary Ann Sandeen
2. Secretary’s Report: Tracy Salvati
3. Treasurer’s Report: Jan Kilkelly
4. Membership: Gemma Lockrem
5. Other:
 Book Sale: All

6. Update: Mark Troendle

Meeting called to order by Mary Ann Sandeen

- Tracy distributed Monday, May 8, 2023 meeting minutes for review
 - Minutes approved

Treasurer’s report Jan Kilkelly

5/1/2023 – 5/31/2023

**Opening Balance: \$59,999.17
 Total Receipts: \$786.62
 Total Disbursements: \$0
 Ending Balance: \$60,785.79**

Membership report Gemma Lockrem
 94 memberships

Topics:

Light a Spark

Friends will donate \$2,500.00 – Shooting Star. 6 tickets for FRIENDS

Book sale:

- **Fall book Sale: Wed. Nov 1 – Sat. Nov. 4**
- Margaret Rivers Room reserved: Oct. 28-Nov. 5
- Discussion with Susie:
One day book drive is sufficient. Using endcaps in lieu of boxes went well considering the time crunch setting up. More endcaps coming as Library gets new ones. Sorting was the biggest problem. Kim has notes re: sorting – need more room and more time.

Just FYI: Will Antell –organized by Ann Wolff

Meet & Greet & Thank you to WILL ANTELL of the White Earth Nation

Reception in his honor: Tuesday, July 18, 2023 7-9pm

Location: Lowell Inn Event Center -102 2nd St. in Stillwater, MN

Mark Troendle update:

- **Library is needing space for an employee.** Mark is asking if we could share the Friends office, splitting room to accommodate for an employee and some additional storage needed for materials used for library programs.
 - **Friends group has agreed to share the room with the employee.**
- The library will be closed June 19 for the new state Juneteenth holiday.
- The City's quarterly newsletter is forthcoming, and the library has an informative insert focusing on the summer reading program.
- Two library positions are currently advertised – Shelver and Youth Services Librarian.
- Advocacy
 - The Library Advocacy Task Force resulted from a workshop last summer. The purpose of the task force was to bring forth actionable recommendations to the Library Board of Trustees. The group was composed of two people each from the library board, staff, community, Friends and Foundation. The charge of the task force involved three main areas:
 - Messaging: what are the messages the library should convey as part of its advocacy efforts?
 - Outreach: who are the target audiences for library advocacy?
 - Sustainability: how can we make advocacy efforts clear, measurable, and sustainable over time?
 - Three subcommittees were formed to work on messaging, outreach and sustainability.
 - The work of the task force concluded last month, and trustees will discuss the conclusions of the task force and determine the next steps.
 - Mark reviewed the draft RACI (responsible, accountable, consulted, informed) handout.

Meeting Adjourned at 7:40 pm

Next meeting will be on: Monday, Sept. 11, 2023

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

Period:	6/1/23 - 6/30/2023	Year-to-Date 6/30/2023
Opening Balance	\$60,785.79	\$64,496.55
Receipts:		
Memberships	\$100.00	\$3,125.00
Donations		\$3,441.31
Ongoing Book Sales	\$371.00	\$2,192.00
Semi-Annual Book Sales		\$ 5,128.00
Scanner Fees		\$140.00
Book Bag Sales		\$75.00
Total Receipts	\$471.00	\$14,101.31
Disbursements:		
Grants to Library		\$16,300.00
Sponsorships	\$2,500.00	\$2,500.00
Memberships		\$35.00
Postage		\$87.00
Printing & Supplies		\$64.07
Sales Tax		\$855.00
Fees		\$0.00
Misc.		\$0.00
Total Disbursements	\$2,500.00	\$19,841.07
Ending Balance	\$58,756.79	\$58,756.79

Outstanding Grants Due to Library:

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

Other:

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

Total **\$25,129.92**

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

Period:	<u>7/1/23 -</u> <u>7/31/2023</u>	Year-to-Date <u>7/31/2023</u>
Opening Balance	\$ 58,756.79	\$ 64,496.55
Receipts:		
Memberships		\$ 3,125.00
Donations		\$ 3,441.31
Ongoing Book Sales	\$ 488.00	\$ 2,680.00
Semi-Annual Book Sales		\$ 5,128.00
Scanner Fees		\$ 140.00
Book Bag Sales		\$ 75.00
Total Receipts	\$ 488.00	\$ 14,589.31
Disbursements:		
Grants to Library		\$ 16,300.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 87.00
Printing & Supplies		\$ 64.07
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ -	\$ 19,841.07
Ending Balance	\$ 59,244.79	\$ 59,244.79

Outstanding Grants Due to Library:

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

Other:

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

Total \$25,129.92

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

Period:	8/1/23 - 8/31/2023	Year-to-Date 8/31/2023
Opening Balance	\$59,244.79	\$ 64,496.55
Receipts:		
Memberships	\$20.00	\$ 3,145.00
Donations		\$ 3,441.31
Ongoing Book Sales	\$492.00	\$ 3,172.00
Semi-Annual Book Sales		\$ 5,128.00
Scanner Fees		\$ 140.00
Book Bag Sales	\$30.00	\$ 105.00
Total Receipts	\$542.00	\$ 15,131.31
Disbursements:		
Grants to Library		\$ 16,300.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 87.00
Printing & Supplies		\$ 64.07
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$0.00	\$ 19,841.07
Ending Balance	\$59,786.79	\$ 59,786.79

Outstanding Grants Due to Library:

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

Other:

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

Total	\$25,129.92
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Stillwater Public Library 2023 Calendar

<p>January 1: Library Closed, New Year’s Day 10: Trustee Meeting, 7:00 pm 16: Library Closed, MLK Day 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 7:00 pm 20: Library Closed, Presidents’ Day 24: SPLF Board Meeting, 8:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: Presentation at Stillwater Township, 7:00 pm 14: Trustee Meeting, 7:30 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 9: Library Closed, Easter 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 7:00 pm 23-29: National Library Week 28: SPLF Board Meeting, 8:30 am TBD: Friends Used Book Sale</p> <ul style="list-style-type: none"> • NEA Big Read in the St. Croix Valley 	<p>May 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 26: SPLF Board Meeting, 8:30 am 28: Library Closed on Sundays for Summer 29: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2024 budget prep 	<p>June 12: Friends Meeting, 6:30 pm 13: Trustee Board Meeting, 5:30 pm 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