

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, November 14, 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 October 10, 2023 Minutes +
 - b) Acknowledgement of Bills Paid in October +
 - c) October 2023 Budget Status Report +
 - d) 2024-2025 Library Service Agreement Between WCL and SPL+

Informational/Discussion (40 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Board Self-Assessment Survey D+
6. Labor Negotiations Update I+
7. Review of Request for Review Policy D+

Decisional (10 minutes)

8. 2024 Closing Schedule 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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
October 10, 2023
Minutes**

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

Motion to adopt consent calendar. Hollatz moved. Burns second.

Hansen reported that the Finance Committee is meeting to discuss the 2023 budget. The library is running over the 2023 budgeted expenditures by about \$10,000 due to increased costs in the areas of energy, general insurance, and other professional services. The committee will discuss and provide recommendations.

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear gave kudos to the library for the Heritage Preservation Award. As she will be out of town on October 17, Lockyear asked if there would be another trustee able to attend the City Council meeting and accept the award. Hemer volunteered.

Weigman reported that she recently attended the Minnesota Library Association (MLA) Conference. Trustees can join MLA at a reduced rate. There were about 500 in attendance from across the state. One of the sessions that she attended was a trustee roundtable. She also attended a session by Brainerd Library's Friends group about their annual Wine and Words event. It's a three-day event that raises about \$50,000.

Collins reported that there will be a plaza celebration on May 18, 2024. The council approved the 2024 levy at not to exceed a 7.67% over 2023. There is a new school speed limit zone around Stillwater Middle School and New Heights. The Council is continuing discussions on the new marijuana law.

AGENDA ITEM 5: Director Evaluation Summary

Lockyear reported that in September the board went into closed session to conduct the director's annual performance evaluation. The board unanimously agreed that Mark accomplished both goals in an exemplary manner. The successful completion of Goal #1 demonstrated excellent leadership of the Outreach Subcommittee and moved the board forward in its advocacy work. The completion of Goal #2

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resulted in the proposal of a more useful and aspirational, outward-facing strategic plan which the board will adopt in a future meeting. The board congratulates Mark on another year of excellent performance in fulfilling his duties as Library Director.

AGENDA ITEM 6: Advocacy Committee

Lockyear directed trustees to the cover sheet for the members of the newly formed Advocacy Committee. The Friends reported last night that Karah Hullander will be their representative on the Committee.

Hansen noted that there will be a celebration for the advocacy task force to thank members of the community who spent so much time. Lockyear asked Hansen to extend the board's thanks for their efforts.

AGENDA ITEM 7: Review of Request for Review Policy

Lockyear explained that this agenda item is just a discussion. The packet provides the current policy and a summary of the attorney's advice following last fall's request for review appeal.

Weigman noted that she suggested this agenda item for discussion. There are groups from across the country that are targeting libraries and bringing challenges. Policies vary across the metro in terms of who can challenge and the number of challenges. At Anoka County Library, they have revised their policy to include:

- The Library will not accept requests from patrons who reside outside of Anoka County. Patrons wishing for an exception to the residency requirement may submit a written petition to the Library Director. The patron should explain why they have a vested interest in the Library and the community it serves. The Library Director has sole discretion to grant an exception to the residency requirement.
- The patron may not have more than 5 active requests at one time.

Stillwater Public Library's policy refers to "patrons" submitting a request for review. Hemer wondered if patron means a cardholder or a resident. Lockyear commented that individuals outside of Stillwater and Washington County may use Stillwater's services and check out books either through the ILL system or by visiting in-person. A library card from any Minnesota library may be used in Stillwater. Wisconsin residents may also pay a \$60 fee to purchase a Stillwater library card. Panciera and Hansen commented that individuals using ILL to borrow materials from Stillwater are patrons of their home system and not Stillwater.

Burns inquired what larger library systems are doing since challenges are going nationwide. Troendle reported that in Wisconsin there is a library law expert at UW-Milwaukee who has said that Wisconsin libraries can limit challenges to their residents and restrict the number of challenges. Wisconsin laws, however, may be different than Minnesota laws.

Trustees discussed potentially modifying the policy to define patron, include restrictions based on regional residency, and include quantity limits to challenges. Hansen and Panciera noted that reviewing requests takes significant staff time, and it seems reasonable to set a limit due to the capacity of the

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library to process requests. Trustees requested that Troendle draft new language to be brought to the board for consideration at the November meeting.

AGENDA ITEM 8: Strategic Plan

Motion to adopt proposed 2023-2027 strategic plan and progress report. Hansen moved. Simon second.

Troendle directed trustees to the strategic plan and progress report in the board packet and asked them to discuss the timeframe of the strategic plan; the version of the vision statement; the inclusion of a joint letter in the progress report; and who changes the vision, mission, values, strategic themes, and objectives.

The trustees discussed the vision statement. The consensus was to use the alternate ending of “We want every Stillwater resident to have a library card and use it regularly.”

The trustees discussed the joint letter. The consensus was to include the letter but to consider shortening it and using bullets.

The trustees discussed who gets to change the vision, mission, values, strategic themes, and objectives. They noted that the vision and mission have been worked on jointly by staff and board, and then voted on by the board. The consensus was to continue this joint process going forward.

Weigman provided additional edits for board consideration:

- Under Space and Place, Weigman proposed changing the theme statement to “Stillwater Public Library is committed to providing an inclusive, accessible, and welcoming space where all members of our community can explore, learn, and connect.” Trustees discussed this revision and various options. It was noted that the revision does not include reflect and honor the unique needs of the community or include information about the historic building. Trustees discussed modifying the third objective to include the word honor.
- Under Access and Enrichment, Weigman questioned the use of the word motivate under the third objective. Trustees discussed possible rewordings, including replacing motivate with inspire.
- Under Culture and Organizational Health, Weigman sought further information about the last bullet regarding aligning financial and operational resources. Troendle explained that this objective is about the library living within its means. The community expects a high level of service from the library, but there is a gap between the services that the city funds and the library provides. Sunday Hours, 50% of new materials, and vendor programs are funded by donors and not the city. If the library wants to continue providing these services, then the library needs to find ways to sustain the current level of operations. Lockyear noted that we can cover gaps in the short-term but not year over year. Simon commented that sustainable can also mean green and might be confusing.

Motion to amend the proposed strategic plan and progress report to use the revised theme statement for Space and Place of “Stillwater Public Library is committed to providing an inclusive, accessible, and welcoming space where all members of our community can explore, learn, and connect”; to change the

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third objective under Space and Place to “Preserve and honor the unique character of the historic Carnegie library”; and to change the third objective under Access and Enrichment to “Expand the library’s reach with materials, programs, and services that reflect community needs and inspire diverse groups to seek access.” Weigman moved. Hollatz second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

Lockyear noted that the original motion to adopt the strategic plan and progress report was still on the floor with the consensus to use the vision statement of “Stillwater Public Library strengthens our community by advancing literacy, enriching lifelong learning, and empowering civic engagement. We want every Stillwater resident to have a library card and use it regularly”; to include an edited letter in the progress report; and to have a joint staff and board process for changes to vision, mission, values, themes, and objectives. *Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.*

AGENDA ITEM 9: Director and Other Staff Reports

Nothing to add.

AGENDA ITEM 10: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Committee has not met yet. Task force dissolved.

AGENDA ITEM 11: Foundation & Friends Report

On October 3, Stillwater Public Library Foundation hosted a legacy planning program with 15 guests and about 10 Foundation members. Attendees were introduced to Elsbeth Howe, the new Executive Director of the Foundation. Ryan Collier, Shawn Glaser, Mark Troendle, and Heather Logelin all spoke at the event.

Troendle informed trustees that purchases at River Market Co-op may be rounded up in October to benefit the Foundation. Howe staffed a table at the co-op on October 4.

The Friends are gearing up for their fall book drive on October 28 from 10:30 – 3:00 PM. The book sale is November 1 – 4. Troendle also commented that the Friends expressed interest in purchasing an AED to install on the upper level. The existing AED is on the lower level by the Public Services desk.

AGENDA ITEM 12: Public Commentary

No emails or public commentary were received by Lockyear.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 6:50 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in October 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 October 2023 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of October:				
October 2023 (2023 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 21,275.26	\$ 11,811.82	\$ 7,469.48	\$ 40,556.56
Capital Expenditures*	\$ -	\$ -	\$ -	\$ -
Total	\$ 21,275.26	\$ 11,811.82	\$ 7,469.48	\$ 40,556.56
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: October 3, 2023 (\$10,550.18)</i></p> <ul style="list-style-type: none"> • \$5,779 was paid to Xcel Energy for gas and electricity. <p><i>Bill Resolution: October 17, 2023 (\$30,006.38)</i></p> <ul style="list-style-type: none"> • \$12,315 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$9,690 was paid to Image 360 for the new stack signs, department signs, and directional signage. This is covered by a grant through the Foundation. • \$1,874 was paid to RTD Ramp Power Washing for cleaning the parking ramp. • \$946 was paid to Madden Galanter Hansen LLP for attorney services in September. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 10/3/2023 Bill Resolution 10/17/2023 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1LDM-1JQX-9WXD	9/15/2023	Amazon Business	Air Purifiers	579.60	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1TPX-1RGJ-FX3D	9/16/2023	Amazon Business	Gen. Supplies	224.81	230-4230-2101-0000	General Supplies
16K4-3H1M-PDGC	9/22/2023	Amazon Business	Programs - JUV (SPLF HJAEL)	50.06	232-4232-2407-0000	SPLF - Programs
2119225	9/14/2023	Blackstone Publishing	Materials - Audio (SAAB - Friends)	29.56	229-4229-2113-0000	Friends - Materials
2120325	9/21/2023	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
181753498	9/1/2023	Comcast	Internet - September	188.10	230-4230-3098-0000	Technology Support
1	8/8/2023	Heinecke Elizabeth	Programs - JUV (SPLF HJA)	350.00	232-4232-2407-0000	SPLF - Programs
20256976	9/12/2023	Huebsch Service	Towels & Rugs	229.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
51235554	9/7/2023	Johnson Controls Fire Protection LP	Panel Work	856.92	230-4231-3703-0000	Building Repair Charges
20230922KL	9/22/2023	Lentz Kristin	Programs - JUV (SPLF Pgms Asst Grant)	170.00	232-4232-2407-0000	SPLF - Programs
4478005	9/25/2023	Loffler Companies	Copier/Printer	707.51	230-4230-3707-0000	Maintenance Agreements
27896	9/12/2023	Menards	Janitorial Supplies	24.34	230-4231-2102-0000	Janitorial Supplies
W23080579	9/14/2023	Office of MN IT Services	Phone - August	148.45	230-4231-3101-0000	Telephone
F10000142419	8/14/2023	Otis Elevator Company	Fleet Surcharge	200.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
2170000790	9/21/2023	Regents of the U of M	Item Barcodes	258.00	230-4230-3404-0000	Processing Fee
8422595	9/21/2023	Star Tribune	Materials - Periodicals (SPLF)	679.02	232-4232-2113-0000	SPLF - Materials
		INVOICES SUBTOTAL		\$ 4,737.71		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
9182023	9/18/2023	Postmaster	September City Newsletter - Library Insert	\$ 12.76	230-4230-3102-0000	Postage
846226099	9/25/2023	Xcel Energy	Gas	\$ 38.66	230-4231-3601-0000	Natural Gas
842340032	8/25/2023	Xcel Energy	Electric	\$ 5,761.05	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,812.47		
GRAND TOTAL				\$ 10,550.18		

These bills are submitted and approved for payment.

Mark Troendle 10/04/2023
 Mark Troendle, Library Director

Craig Hansen 10/04/2023
 Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
722	9/30/2023	16 Wins	Website Maintenance - September	380.00	230-4230-3098-0000	Technology Support
1RNC-Q4XT-C47M	10/6/2023	Amazon Business	Programs - YA (SPLF HJA)	60.84	232-4232-2407-0000	SPLF - Programs
16H4-HJGX-PMNR	10/8/2023	Amazon Business	Supplies	477.66	230-4230-2101-0000	General Supplies
16H4-HJGX-PMNR	10/8/2023	Amazon Business	Janitorial Supplies	195.47	230-4231-2102-0000	Janitorial Supplies
10172023	10/17/2023	Brodart Co	Materials - Adult Nonfiction (Murdock)	84.99	222-4222-2404-0000	Murdock - Other Books
10172023	10/17/2023	Brodart Co	Materials - Adult Fiction (Lawson)	15.12	224-4224-2404-0000	Helen Lawson Fund - Other Books
10172023	10/17/2023	Brodart Co	Materials - Juv (Lawson)	2059.87	224-4224-2404-0000	Helen Lawson Fund - Other Books
10172023	10/17/2023	Brodart Co	Materials - Adult Nonfiction (Lawson)	17.76	224-4224-2404-0000	Helen Lawson Fund - Other Books
10172023	10/17/2023	Brodart Co	Materials - Adult Nonfiction (Friends)	508.72	229-4229-2113-0000	Friends - Materials
10172023	10/17/2023	Brodart Co	Materials - Juv (Friends)	2701.33	229-4229-2113-0000	Friends - Materials
10172023	10/17/2023	Brodart Co	Materials - YA (Friends)	818.93	229-4229-2113-0000	Friends - Materials
10172023	10/17/2023	Brodart Co	Materials - Adult Fiction (WILS - Friends)	115.47	229-4229-2113-0000	Friends - Materials
10172023	10/17/2023	Brodart Co	Materials - Juv	2020.30	230-4230-2400-0000	Childrens Books
10172023	10/17/2023	Brodart Co	Materials - Adult Fiction	1627.30	230-4230-2401-0000	Adult Books - Fiction
10172023	10/17/2023	Brodart Co	Materials - Adult Nonfiction	775.44	230-4230-2405-0000	Adult Books - Non Fiction
10172023	10/17/2023	Brodart Co	Materials - YA	847.80	230-4230-2406-0000	Teen Books
10172023	10/17/2023	Brodart Co	Materials - Processing	512.00	230-4230-3404-0000	Processing Fee
10172023	10/17/2023	Brodart Co	Materials - Adult Nonfiction (Athena)	148.93	235-4235-2101-0000	Library Donations Materials
10172023	10/17/2023	Brodart Co	Materials - Adult Nonfiction (McHugh)	46.43	235-4235-2101-0000	Library Donations Materials
10172023	10/17/2023	Brodart Co	Materials - Adult Nonfiction (Beaud)	14.87	235-4235-2101-0000	Library Donations Materials
O-1138	3/31/2023	Carpenter St. Croix Valley Nature Cent	Programs - Juv (MELSA STEM)	177.50	235-4236-4099-0000	Library Donations Programs
184143568	10/1/2023	Comcast	Internet - October	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	9/30/2023	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
230316	9/29/2023	FIRESAFE LLC	Staff Training (Wick)	375.00	236-4236-4099-0000	Wick - Miscellaneous Charges
20263659	10/10/2023	Huebsch Service	Towels & Rugs	235.51	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
I-SG-19285_2	10/13/2023	Image 360 Woodbury	Signage Project (SPLF)	9690.69	232-4232-4099-0000	SPLF - Miscellaneous Charges
10042023	10/4/2023	Madden Galanter Hansen LLP	Attorney Services - September	946.00	230-4230-3099-0000	Other Professional Services
10172023	10/17/2023	Midwest Tape	Materials - Audio (SAM)	658.89	230-4230-2402-0000	Audio
10172023	10/17/2023	Midwest Tape	Materials - Audio (SJM)	24.13	230-4230-2402-0000	Audio
10172023	10/17/2023	Midwest Tape	Materials - Video (SAV)	697.90	230-4230-2408-0000	Film/Video
10172023	10/17/2023	Midwest Tape	Materials - Processing	299.32	230-4230-3404-0000	Processing Fee
239901	10/4/2023	Paper Roll Products	Supplies	162.71	230-4230-2101-0000	General Supplies
1-SPL	10/9/2023	RTD Power Washing Inc	Parking Ramp Power Washing	1874.00	230-4231-3703-0000	Building Repair Charges
100523A	10/5/2023	The Works Museum	Programs - Juv (MELSA STEM)	355.00	235-4236-4099-0000	Library Donations Programs
			INVOICES SUBTOTAL	\$ 29,171.18		
LIBRARY CREDIT CARD						
2080386_230911	9/11/2023	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
SO1129959	9/21/2023	Sign Bracket Store	20" Modular Sign Bracket for UL directional sign	151.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
			CREDIT CARD SUBTOTAL	\$ 174.99		
SPECIAL BILL PAYOUTS						
30170	09/21/23	Heritage Printing	September Newsletter (Library Insert - SPLF)	\$ 660.21	232-4232-4099-0000	SPLF - Miscellaneous Charges
			SPECIAL BILL PAYOUT SUBTOTAL	\$ 660.21		
GRAND TOTAL				\$ 30,006.38		

These bills are submitted and approved for payment.

Mark Troendle 10/17/2023

Mark Troendle, Library Director

Craig Hansen 10/17/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: October 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 – October 31, 2023.</p> <p><u>120 Funds – Capital:</u> The original capital budget for 2023 was \$100,000 (consisting of city capital of \$20,000, \$40,000 from fund balance, and \$40,000 from supplemental funds). In March, an additional \$40,000 in fund balance was approved for potential capital expenditure. In May, another \$24,000 in fund balance expenditure was approved for potential capital expenditure. In September, the board approved up to \$10,000 in expenditure from the Kilty Fund for the replacement of the hot water heater, bringing the total capital budget to \$174,000.</p> <p>Of the \$174,000 budget for 2023, \$120,686 has been expended. We are projecting that \$129,739 will be spent under 120 capital.</p> <ul style="list-style-type: none"> • \$104,770 was expended for masonry, with \$20,000 funded by city capital and the remaining \$84,770 from fund balance. \$13,378 was expended for interior painting and repairs from fund balance. \$2,538 was expended for a sod upgrade as part of the lawn damage repairs and will be paid from fund balance. • A remaining \$40,000 was budgeted for signage. \$19,381 has been expended for phase 1 of this project and were 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. • Pending Invoice: An additional invoice of \$2,400 will be paid in November for the metal expansion joint cap in the gallery. This will be paid for from the fund balance expenditure already approved for capital projects. • Pending Invoice: An invoice of \$6,653 will be paid in November for the water heater from the Kilty Fund. <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 \$6,990 to date.</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</p>	

funding the volunteer coordinator that is not entered until the year-end. Actual revenue received is \$2,356 and is running slightly behind budget pace.

*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.

230-4230 Funds – Operating Expenditures:

Personnel Services: Personnel expenditures total \$822,580 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 are to be determined as vacancies are filled.

- Pending Journal Entry: Medical, dental, and life insurance expenditures related to regular staff's Sunday Hours need to be transferred into personnel services. Expenditures ballparked at \$1,100. Exact amount TBD at year-end.

Supplies, Materials & Equipment: The total supplies budget is \$88,600 with \$58,907 expended to date.

- General supplies and equipment are budgeted at \$4,200 with \$3,792 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 shortly. 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. \$59,989 has been ordered to date, with \$51,392 paid to date. The budget will be fully expended by year-end.

Services and Charges: The budget for services and charges is \$58,195. \$45,901 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. \$2,303 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$94,674 has been expended to date and is on track with the budgeted pace.

Plant – Supplies: The plant supplies budget is \$6,500. \$7,356 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. \$73,495 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 \$4,589 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. The 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 \$12,000 over budget. The additional expenses in general insurance, professional services, and energy are greater than the savings from personnel. Final numbers will not be available until the spring when general insurance charges, interest earnings, and unrealized gains/losses are determined. Per the City Finance Director: If the library does run over budget for 2023, the library’s fund balance will automatically be used to cover the gap as this is a self-balancing account.

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:

October 2023 Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 11/8/2023 - 12:26 PM
 Period: 1 to 10, 2023



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

General Ledger

Budget Status

User: kgoeltl
 Printed: 11/8/2023 - 12:24 PM
 Period: 1 to 10, 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	3,390.00	3,390.00	-1,690.00	0.00	-1,690.00	0.00
230-0000-3520-0100	Copier/Printer Sales	3,500.00	3,483.17	3,483.17	16.83	0.00	16.83	0.48
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	17.00	17.00	183.00	0.00	183.00	91.50
	R25 Sub Totals:	5,900.00	6,990.17	6,990.17	-1,090.17	0.00	-1,090.17	0.00
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	334.00	334.00	1,166.00	0.00	1,166.00	77.73
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	360.00	360.00	60.00	0.00	60.00	14.29
230-0000-3880-0030	Lost Materials	2,000.00	1,662.25	1,662.25	337.75	0.00	337.75	16.89
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	15,325.54	15,325.54	7,261.46	0.00	7,261.46	32.15
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	1,147,448.46	1,147,448.46	381,215.54	0.00	381,215.54	24.94
	Dept 0000 Sub Totals:	-1,528,664.00	-1,147,448.46	-1,147,448.46	-381,215.54	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	224,199.50	152,497.78	152,497.78	71,701.72	0.00	71,701.72	31.98
230-4230-1100-0000	Overtime - Full Time	0.00	92.96	92.96	-92.96	0.00	-92.96	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-1112-0000	Sick Pay	0.00	12,942.33	12,942.33	-12,942.33	0.00	-12,942.33	0.00
230-4230-1113-0000	Vacation Pay	0.00	35,893.06	35,893.06	-35,893.06	0.00	-35,893.06	0.00
230-4230-1200-0000	Part Time Salaries	653,655.89	449,499.76	449,499.76	204,156.13	0.00	204,156.13	31.23
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	46,569.83	46,569.83	19,269.67	0.00	19,269.67	29.27
230-4230-1420-0000	FICA/Medicare	67,156.61	49,767.23	49,767.23	17,389.38	0.00	17,389.38	25.89
230-4230-1500-0000	Hospital / Medical	88,458.96	71,674.13	71,674.13	16,784.83	0.00	16,784.83	18.97
230-4230-1520-0000	Dental Insurance	4,294.80	3,184.09	3,184.09	1,110.71	0.00	1,110.71	25.86
230-4230-1540-0000	Life Insurance	769.00	459.17	459.17	309.83	0.00	309.83	40.29
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	822,580.34	822,580.34	298,960.92	0.00	298,960.92	26.66
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	3,570.21	3,570.21	-570.21	0.00	-570.21	0.00
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	14,486.27	14,486.27	13.73	0.00	13.73	0.09
230-4230-2401-0000	Adult Books - Fiction	15,500.00	11,498.55	11,498.55	4,001.45	0.00	4,001.45	25.82
230-4230-2402-0000	Audio	1,900.00	925.34	925.34	974.66	0.00	974.66	51.30
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	10,042.20	10,042.20	657.80	0.00	657.80	6.15
230-4230-2406-0000	Teen Books - Materials	3,500.00	3,377.61	3,377.61	122.39	0.00	122.39	3.50
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	3,821.11	3,821.11	1,678.89	0.00	1,678.89	30.53
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	58,907.15	58,907.15	29,692.85	0.00	29,692.85	33.51
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	9,500.00	8,948.78	8,948.78	551.22	0.00	551.22	5.80
230-4230-3099-0000	Other Professional Services	5,000.00	7,896.26	7,896.26	-2,896.26	0.00	-2,896.26	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	7,291.26	7,291.26	3,708.74	0.00	3,708.74	33.72
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	2,235.55	2,235.55	764.45	0.00	764.45	25.48
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	206.20	206.20	-6.20	0.00	-6.20	0.00
	E15 Sub Totals:	58,195.00	45,901.20	45,901.20	12,293.80	0.00	12,293.80	21.13
E20	MISCELLANEOUS							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-4000-0000	Memberships and Dues	500.00	435.00	435.00	65.00	0.00	65.00	13.00
230-4230-4001-0000	Subscriptions	535.94	572.93	572.93	-36.99	0.00	-36.99	0.00
230-4230-4093-0000	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	2,000.00	1,295.64	1,295.64	704.36	0.00	704.36	35.22
	E20 Sub Totals:	3,035.94	2,303.57	2,303.57	732.37	0.00	732.37	24.12
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	929,692.26	929,692.26	341,679.94	0.00	341,679.94	26.87
	Dept 230-4231							
	E05							
	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	69,836.50	48,985.42	48,985.42	20,851.08	0.00	20,851.08	29.86
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	1,848.52	1,848.52	-1,848.52	0.00	-1,848.52	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,608.25	3,608.25	-3,608.25	0.00	-3,608.25	0.00
230-4231-1200-0000	Part Time Salaries	27,388.45	18,170.02	18,170.02	9,218.43	0.00	9,218.43	33.66
230-4231-1410-0000	PERA	7,234.50	5,313.06	5,313.06	1,921.44	0.00	1,921.44	26.56
230-4231-1420-0000	FICA/Medicare	7,437.71	5,639.94	5,639.94	1,797.77	0.00	1,797.77	24.17
230-4231-1500-0000	Hospital / Medical	11,518.44	10,573.85	10,573.85	944.59	0.00	944.59	8.20
230-4231-1520-0000	Dental Insurance	505.20	463.10	463.10	42.10	0.00	42.10	8.33
230-4231-1540-0000	Life Insurance	116.00	72.00	72.00	44.00	0.00	44.00	37.93
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	94,674.16	94,674.16	29,362.64	0.00	29,362.64	23.67
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	4,914.67	4,914.67	-914.67	0.00	-914.67	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	1,637.42	1,637.42	-837.42	0.00	-837.42	0.00
	E10 Sub Totals:	6,500.00	7,356.96	7,356.96	-856.96	0.00	-856.96	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	1,187.00	1,187.00	513.00	0.00	513.00	30.18
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	45,694.51	45,694.51	2,305.49	0.00	2,305.49	4.80
230-4231-3601-0000	Natural Gas	21,000.00	13,177.92	13,177.92	7,822.08	0.00	7,822.08	37.25

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-3703-0000	Building Repair Charges	9,000.00	4,589.85	4,589.85	4,410.15	0.00	4,410.15	49.00
230-4231-3707-0000	Maintenance Agreements	10,000.00	8,846.55	8,846.55	1,153.45	0.00	1,153.45	11.53
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	73,495.83	73,495.83	52,159.17	0.00	52,159.17	41.51
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	3,073.57	3,073.57	-1,973.57	0.00	-1,973.57	0.00
	E20 Sub Totals:	1,100.00	3,073.57	3,073.57	-1,973.57	0.00	-1,973.57	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
	E40 Sub Totals:	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
	Expense Sub Totals:	297,291.80	178,600.52	178,600.52	118,691.28	0.00	118,691.28	39.92
	Dept 4231 Sub Totals:	297,291.80	178,600.52	178,600.52	118,691.28	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,528,664.00	1,147,448.46	1,147,448.46	381,215.54	0.00	381,215.54	24.94
	Fund Expense Sub Totals:	1,568,664.00	1,108,292.78	1,108,292.78	460,371.22	0.00	460,371.22	29.35
	Fund 230 Sub Totals:	40,000.00	-39,155.68	-39,155.68	79,155.68	0.00		

**LIBRARY SERVICE
AGREEMENT BETWEEN WASHINGTON COUNTY
AND THE STILLWATER PUBLIC LIBRARY**

WHEREAS, the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the “City Library”) and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the “County Library”), desire to enter into a joint powers agreement pursuant to the authority granted under Minnesota Statutes section 471.59

WHEREAS, the City Library and the County Library have desire to provide public library services to each other’s cardholders, and

WHEREAS, it is desirable to efficiently coordinate the provision of the services of both libraries for the mutual benefit of all residents of the City and the County, and

WHEREAS, the City Library desires to participate in systems owned and maintained by the County Library to provide the loaning and return of library materials, notification and collection of payments for unreturned items, a public catalog of library materials, the delivery of library materials between the City Library and County Library, the interlibrary lending of library materials with other libraries, provision of digital resources, and computer access, reservation control, and print management.

WHEREAS, the City Library agrees to meet the requirements to participate fully in MELSA, the Metropolitan Library Service Agency, as an associate member through its County Library under MELSA’s current Plan of Association (Attachment 1) which includes but is not limited to providing for the reciprocal borrowing and return of library materials and interlibrary lending and reporting.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the parties agree as follows:

The purpose of this agreement is to maintain and improve services to city and county library cardholders while at the same time sharing and reducing the costs of providing library services through the coordination, compatibility and cooperative support of certain systems, operations, programs and activities of the City Library and County Library.

I. The County Library shall:

- a. Provide and maintain an integrated library system which includes modules supporting acquisitions, serials, cataloging, circulation of library materials and the accounts of library cardholders into which the City Library may store and maintain its bibliographic and cardholder records;
- b. Provide access to the bibliographic utility used (currently OCLC) for the purpose of cataloging library materials;

- c. Generate, print and post overdue and billing notices and/or email notifications for overdue and hold items to City cardholders and maintain equipment for such purposes;
- d. Provide access to system delivered integrated library system reports and statistics on the inventory and use of City Library materials and City Library cardholders and their accounts;
- e. Provide for the extraction of the City Library's bibliographic records and holdings in machine readable (MARC) format from the integrated library system if requested by the City Library with all related extraction costs paid by the City Library;
- f. Provide instruction, procedures, standards and guidelines to the City Library on the use of the integrated library systems, the bibliographic utility, and services of the County Library;
- g. Provide the City Library opportunities to discuss and participate in future replacement, improvements or customizations to the integrated library system at mutually agreed upon shared costs necessary to implement and maintain such changes;
- h. Provide the City Library with a computer access, reservation control, and print management system;
- i. Maintain a secure remote connection to the integrated library system in compliance with County Information Technology policies and standards for such connections and those of the integrated library system vendor;
- j. Provide a means of delivery of library materials between the City and County libraries;
- k. Provide for the interlibrary lending and delivery of library materials between the City Library and other libraries through Minitex and MnLINK;
- l. Provide for and coordinate the completion of various federal and state aid reports to MELSA by the County and City library through its Plan of Association.

II. The City Library shall:

- a. Keep up to date the City cardholder and City library materials holdings records in the integrated library system following the instructions, procedures, standards and guidelines set by the County Library;
- b. Provide for and maintain City Library telecommunications and technology following standards set by County Information Technology to securely connect to the integrated library system database and internet services including internet filtering;
- c. Reimburse the County Library for any County purchased third party applications required to maintain the security and management of public internet and catalog computers based upon the number of licenses necessary at the City Library.
- d. Train City Library staff on all policies, procedures, standards and guidelines for the use of the integrated library system and other services and operations shared with the County Library;

- e. Train City Library staff on Minnesota statutes regarding the data privacy of library records; provide for the destruction of any records that may contain private data after the use of such records for business purposes; and ensure that volunteers in the City Library do not have access County Library systems and services that may disclose private data on individuals;
 - f. Reimburse the County Library for processing supplies used for city owned materials;
 - g. Reimburse the County Library for the City Library's portion of the computer access, reservation control, and print management system costs;
 - h. Prepare library materials for interlibrary lending and delivery to the County Library, MELSA, Minitex and other libraries following the policies, standards and procedures set for the interlibrary lending and return of library materials;
 - i. Provide information and complete reports within set timelines to ensure the completion of all required reporting to MELSA for various state and federal library related programs and grants by and through the County Library;
 - j. Reimburse the County Library for the printing, postage, mailers, and a portion of the postage meter rental used for mailing the overdue notices to City Library cardholders;
 - k. Reimburse the County Library for each City Library cardholder account sent to the County Financial Services Collections Division at the current account fee set by that Division;
 - l. Annually purchase digital resources and print and media materials for the City Library collections.
- III. Each party shall be separately responsible for its own expenditures of funds made under this agreement.
- IV. The parties total liability under this agreement shall be governed by Minnesota Statute 471.59, subd. 1a.
- a. Each party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other parties and the results thereof. For the purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minnesota Statute 466.04, subd. 1.
- V. It is understood and agreed that the entire agreement between the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this agreement are incorporated or attached and are deemed to be part of this agreement.

- VI. Any alterations, variations, modifications, or waivers of provisions of this agreement shall only be valid when they have been reduced to writing as an amendment to this agreement and signed by the participating parties hereto.
- VII. A default in this agreement may occur when a party fails to perform any of the provisions of this agreement or so fails to administer the work as to endanger the performance of this agreement.
- VIII. The terms of Article III, V, XI, and XII shall survive the expiration, termination or withdrawal from this agreement.
- IX. To the extent required by Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the parties agree that any party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other parties and involve transactions relating to this agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the agreement and for seven (7) years after its termination or cancellation.
- X. Each party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, the Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.
- XI. Each participating party shall be responsible for injuries or death of its own employees to the extent required by law. Each participating party will maintain workers' compensation insurance or self-insurance coverage, covering its own employees while they are providing assistance pursuant to this agreement.
- XII. Effective Date, Termination
This agreement shall become effective January 1, 2024 and shall continue in force until December 31, 2025, unless rescinded by action of one of the parties by giving notice to the other party at least three (3) months prior to the end of a calendar year or by mutual agreement of the parties. Upon termination of this agreement, all rights,

title and interest in the real and personal property used in furtherance of this agreement will remain with the entity providing the property.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their Governing bodies has caused this agreement to be executed in accordance with the authority of Minnesota Statute section 471.59.

STILLWATER PUBLIC LIBRARY

WASHINGTON COUNTY

By: _____
Pat Lockyear,
President, Board of Trustees

By: _____
Gary Kriesel, Chair
Board of County Commissioners

Date: _____

Date: _____

By: _____
Kevin Corbid, County Administrator

Date: _____

Approved as to form:

By: _____
Stuart Campbell, Assistant County Attorney

Date: _____

Attachment 1

Metropolitan Library Service Agency
S-275, Griggs-Midway Building
St. Paul, MN 55104

October 29, 1975
With Revisions 10/25/76

A Plan of Association Between MELSA and Existing City Libraries in Region XI not Party to the Agreement

Summary:

This plan includes the adoption of the following actions:

1. MELSA invites the existing city libraries in Region XI which are not party to the Agreement to participate as Associate Members through their county library members of MELSA.
2. In order to improve public library services, coordinate library services and to promote cooperation among public library agencies in Region XI, MELSA establishes as a goal to have county libraries and associate members within each county, through a process of cooperative decision making, function as a single unit for the provision of public library services.

Definition:

A single unit for the provision of public library services means a decision making mechanism between cooperating libraries by which local procedures and policies can be discussed and changed as necessary to assist in the implementation of new programs or the improvement of existing programs.

3. MELSA sets guidelines for the participation of Associate Members in its cooperative programs, including such requirements that are necessary to conformance with statewide regulations governing regional library organizations, uniform terms of association between libraries in several counties and the rest of MELSA, effective operation of cooperative programs in a manner

equitable to all participants, and the promotion of cooperative decision making within each county towards operation as a single unit for the provision of public library services.

Plan of Association

The Metropolitan Library Service Agency has the general purpose of improving public library service in the counties and cities party to the Agreement which established MELSA under Minnesota Statutes, Chapter 471.59 (Joint Exercise of Powers) and to “cooperate and coordinate library service in any way deemed mutually satisfactory and appropriate.” The basic membership of MELSA is comprised of cities of the first class and the counties within Region XI, the seven-county Twin Cities Metropolitan Area. The MELSA Agreement states that “existing independent libraries, not signatory to the Agreement, may join only through participation in their established county library system.” MELSA invites the participation of these libraries and hereby creates for them an “Association Member” status. This Plan and the policies and requirements described herein replaces the Guidelines on Independent Libraries adopted by MELSA in September 1970.

Terms of Association

MELSA functions by enhancing communications between libraries, encouraging sharing of ~~resources~~ materials, coordinating services, and developing new cooperative services. This requires cooperation and coordination of services by its member libraries and it is essential that these principles be maintained in relationships between MELSA and its members and associate members.

In order to promote cooperation and coordination on a county level MELSA establishes as its goal for counties containing Associate Member libraries the development of a single unit for the provision of public library services. This would be a decision making mechanism toward common operating procedures and policies to make changes as needed to implement new MELSA programs or improve existing programs.

Full participation in MELSA programs and services can be extended to associate members if a single unit for the provision of public library services is achieved. But full participation and the development of the single unit decision making process is not mandatory.

Participation in MELSA is limited to particular programs can be extended if compatible operating procedures and policies are developed as required for those programs.

The library boards and staffs of the libraries in a county should confer frequently about ways to implement cooperative programs and improve library services within the county and jointly participate in programs and services offered by MELSA.

Requirements for Associate Members

Libraries desiring associate membership ~~must~~ shall have an existing cooperative agreement with the county library in their own county. Copies of the agreement should be filed with MELSA 30 days prior to the effective beginning date of the Associate membership.

Associate members ~~must~~ shall be supported for operating costs in an amount at least equal to the mill levy or the per-capita of its county library for the previous fiscal year. This level of support ~~must~~ shall be reached by January 1, 1978 or as soon thereafter as conformance with state laws will permit.

Associate members ~~must~~ shall participate in three basic MELSA programs; Reciprocal Borrowing, Back-up Reference Service, and Interlibrary Loan as described below but do not have to participate in any other programs or services that may become available. It will be necessary for Associate Members to have common or compatible policies and procedures with either MELSA or the county library in areas affecting those programs. Where MELSA has adopted uniform policies for its members, the Associate Member ~~must~~ shall conform. Where MELSA has not established policy for its members, the Associate Member and the county library ~~must~~ will develop common or compatible procedures within the county as described below.

Access to all MELSA programs and services is through the county library in which the Associate Member is located. The operating relationship between Associate Member and MELSA will be similar to the relationship between MELSA and branches of MELSA member libraries.

Where MELSA may institute studies or measurements of the use of cooperative programs, it may decide to include the Associate Member library in such studies and the Associate Member will participate on the same terms as other MELSA participants. Use of the Associate Member libraries and the use of the other MELSA libraries by cardholders of the Associate Member will be counted as if service was provided to or from the county library in order to make such surveys easier to conduct and to maintain data on the basis of MELSA membership.

The Associate library will respond promptly through the county library to MELSA inquiries regarding policies and procedures affecting MELSA programs and will communicate promptly through the county library about local policy decisions or other local situations which may affect such programs.

The Associate Member will cooperate with the county library and MELSA in the promotion of cooperative programs.

Requirements for Participation in Reciprocal Borrowing

Reciprocal borrowing means that cards issued by the Associate Library will be honored in other MELSA libraries for services covered by the reciprocal borrowing agreement. Likewise, cards issued by any MELSA member library will be honored by the associate member. There is no payment for this service; it constitutes a basic form of cooperation and enables all MELSA libraries and associates to contribute to the MELSA program in a meaningful way.

Borrowers's identification cards from all Associate Member libraries ~~must~~ shall conform to MELSA and County Library standards in order to be used in the various MELSA charging systems. Cards of all member libraries in a county ~~must~~ shall bear a common mark or logo for easy recognition at other MELSA libraries and so that circulation studies can accurately record the county of origin for all card

holders. Though not required, the county library logo is an easily recognized symbol. The card for all MELSA libraries will specify "A MELSA library" as a further means of recognition.

Reciprocal return of materials is a part of reciprocal borrowing and provision must be made for the return to other MELSA libraries of materials which may be returned to the Associate library. A system should be developed in each county which will provide a regular delivery between the Associate library and the County library at least twice weekly.

Procedures for follow-up of overdues of reciprocally borrowed materials ~~must~~ will conform to MELSA or county library procedures. Communication about these overdues will be made through the county library.

The Associate Member library will conform with MELSA policies regarding non-resident fees and privileges. The Associate library and the County library will work towards and by the end of December 1977 achieve the following:

1. hours of service in the associate library comparable with other libraries of like size within the county,
2. common policies on who may borrow materials (i.e. age, residence, school district, place of employment),
3. common loan periods for various types of materials,
4. common or compatible procedures for fines, follow-up on overdues, delinquent borrowers, etc.
5. common registration form and procedures including a system of reciprocal registration of borrowers,
6. common methods for statistical reporting on circulation activity.

Requirements for Participation in Interlibrary Loan

The Associate library will submit requests for interlibrary loans to the county library on forms consistent with county library routines. The county library will forward requests to the MELSA interlibrary loan network following the procedures established for such transactions. When the county library receives interlibrary loan request from other MELSA libraries it may forward the requests to the Associate library if the request can be filled there. Such requests will be given prompt attention and filled whenever possible. MELSA payment for searching and filling interlibrary loan requests will be made to the county library.

Return of interlibrary loans will be made by the Associate library either by mail or through the county library as noted above for reciprocal borrowing. Interlibrary loan returns to the Associate library will be made through the county library delivery system.

Verification required for interlibrary loan requests from the Associate library will be the same as that required in county library branches.

The Associate library will follow the MELSA interlibrary code and other policies as specified for all MELSA members.

The Associate library and the county library will work towards and by the end of December 1977 achieve the following:

1. common policies on eligibility for interlibrary services,
2. common procedures for follow-up and reporting on outstanding interlibrary loan requests
3. policies on the maintenance of bibliographic tools at the Associate library for verification of titles and the training of staff in the use of such tools consistent with county library practice.

Requirements for Participation in MELSA Back-up Reference Service

Requests for help on a reference question will be made to the county library's reference agency. If necessary, requests will be forwarded by the county library to the appropriate MELSA back-up

reference library. Queries and answers will be handled for the associate library by the county library the same as for the county library branches.

In order to avoid overloading any library, the associate library will maintain collections of reference materials and staff comparable with those in county library branches of like size.

The Associate library and the county library will work towards and by December 1977 achieve the following:

1. common policies on who is served by reference services, telephone and mail queries, etc.
2. common procedures for statistical reporting of reference transactions (i.e. forms, tallies, definitions),
3. common policies regarding information requests for legal and medical advice, referral services, homework, contest questions, etc.
4. common practices in the provision of reference collections, and staff training consistent with the county library system.

Requirements for Full Participation in MELSA Programs

MELSA's long range plans call for increasing cooperation between MELSA member libraries in solving common problems, including development of cooperative projects such as the application of data processing techniques to circulation, bibliographic control, and other areas, centralized purchasing of materials and supplies, specialized consulting services, etc. After the associate member and the county library have achieved uniform or compatible policies and procedures for Reciprocal Borrowing, Back-up Reference Service, and Interlibrary Loan as outlined above, the associate member may participate in the full range of MELSA programs by working with the county to develop a "single unit for the provision of public library services" in their county, consisting of a decision making mechanism by which local procedures and policies can be discussed and changed rapidly and which will insure the smooth

functioning of cooperative and reciprocal programs within the county and within MELSA by minimizing differences in policy and procedure in as many areas of library services as possible.


Full participation in MELSA will include the opportunity for employees of the Associate Member library to share in the development of MELSA programs through membership on MELSA committees subject to appointment by the Director of the county library and the approval of the Director of the Associate library.

Full participation requires that the Associate library and the county library work towards and at the end of two years achieve a single unit for the provision of public library services in the county including but not limited to the following:

- Coordination of service hours at library agencies in the county.
- Implementation of a common plan for collection development, including materials selection policies which will guide the growth of public library collections in the county to compliment each other and avoid unnecessary duplication.
- Development of personnel plans in all county libraries, including written job titles and personnel policies which are coordinated to the greatest degree possible considering local union agreements and local government policies.
- Uniform statistical reporting and coordinated surveys of use and other management studies on a county level.
- Unifies in-service training programs to achieve maximum benefits from staff in all county libraries.
- Uniform policies and procedures for cataloging and classification of materials.
- Development of a plan for inclusion of holdings in a common catalog or data base to aid in exchange of materials.
- Compatible circulation control systems.

- Implementation of a plan for coordinated administrative decision making in areas of public services.

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"> 10/29/2023: Troendle emailed trustees that Congresswoman Betty McCollum and Mayor Ted Kozlowski will be at our library tomorrow, Monday, Oct. 30 at 1:30 PM to view the We Are Water exhibit. Due to the short notice, Pat will attend to represent the library board. <p><i>Photo of Congresswoman Betty McCollum, Heather Rutledge (Executive Director, ArtReach St. Croix), and library representatives in front of the "How's the water?" exhibit piece.</i></p>  <ul style="list-style-type: none"> 11/1/2023: On behalf of Simon, Troendle sent links to two articles from the American Library Association: <ul style="list-style-type: none"> https://www.ala.org/news/press-releases/2023/11/new-ala-report-gen-z-millennials-are-visiting-library-prefer-print-books https://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/tools/Gen-Z-and-Millennials-Report%20%281%29.pdf 	

- Three trustees have terms that will expire at the end of 2023 – Hansen, Hollatz, and Mathre. Hansen has reapplied. Hollatz and Mathre have declined to seek another term. Applications are being accepted through November 13. An interview committee has been appointed by President Lockyear to review 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: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Self-Assessment Survey	
OWNER: Hemer, Panciera	PRESENTER: Hemer, Panciera
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The Board completed the first self-assessment in October 2021 using SurveyMonkey. The results were published in the November 2021 packet. The ad-hoc committee that developed the assessment survey recommended the survey be completed every one to two years with the intent to develop continuity in the process and develop longitudinal data for comparison year to year.</p> <p>At the September board meeting, trustees discussed the 2021 survey and the possibility of refining some of the questions. Hemer and Panciera volunteered to review the survey, re-work the questions, and bring them back to the board. Attached are their proposed revisions for discussion.</p> <p><i>Request from President:</i> <i>To facilitate a clear discussion of this agenda item, please take the time prior to this board meeting to consider your response to the proposed wording of the document under review.</i></p> <p><i>Please submit your editing suggestions to Keri by 10:00 a.m. of Tuesday, November 14. She will share the submissions with all board members via email before 2 PM the same day to ensure everyone can read the suggested edits prior to the board meeting. This will help ensure all board members understand changes suggested for this document.</i></p> <p><i>This process is being suggested in an effort to reduce confusion that arises when editing is conducted orally leaving questions about the final content of a document under review. It is <u>not</u> meant to limit discussion in any way, merely to ensure clarity and full understanding of a document under review.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Redlined copy of Board Self-Assessment Survey Draft proposal of the revised Board Self-Assessment Survey without redlining and marked DRAFT	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Board Self-Assessment Survey

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

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

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

***1. I understand the roles and responsibilities of a Stillwater Public Library Board Trustee.**

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

0 1 2 3 4 5

***2. The functioning of the Stillwater Public Library Board of Trustees as a whole evidences an understanding of its roles and responsibilities.**

0 1 2 3 4 5

***3. When I began serving on the Stillwater Public Library Board of Trustees, I was given an orientation inclusive of structure, function, committees, and role participation.**

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

0 1 2 3 4 5

~~*3.~~ ***4. The Stillwater Public Library Board of Trustees work effectively as a group, resolving differences professionally.**

0 1 2 3 4 5

~~*4.~~ ***5. The Stillwater Public Library Board of Trustees' policies and decisions are consistent with its mission and vision when making policy and making decisions.**

0 1 2 3 4 5

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

0 1 2 3 4 5

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

0 1 2 3 4 5

*8. ~~*7.~~ The Stillwater Public Library Board of Trustees provides **a comprehensive evaluation of the library director in a manner required by the policies and procedures of the Board.** ~~timely and meaningful evaluation of the library director in accordance with policy and procedures.~~

0 1 2 3 4 5

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

0 1 2 3 4 5

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

0 1 2 3 4 5

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

0 1 2 3 4 5

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

12. Comments/**Concerns**

13. Recommendations for future training

Stillwater

Public Library

Board Self-Assessment Survey (Draft Revision for Board Review: 11/14/23)

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

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

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

* 1. I understand the roles and responsibilities of a Stillwater Public Library Board Trustee.

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

* 2. The functioning of the Stillwater Public Library Board of Trustees as a whole evidences an understanding of its roles and responsibilities.

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

* 3. When I began serving on the Stillwater Public Library Board of Trustees, I was given an orientation inclusive of structure, function, committees, and role participation.

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

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

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

* 5. The Stillwater Public Library Board of Trustees's policies and decisions are consistent with its mission and vision.

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

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

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

* 7. The Stillwater Public Library Board of Trustees maintains an effective relationship with the library director, providing community perspective and support that will assist the director and staff to operate the library effectively.

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

* 8. The Stillwater Public Library Board of Trustees provides a comprehensive evaluation of the library director in a manner required by the policies and procedures of the Board.

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

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

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

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

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

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

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

12. Comments/Concerns

13. Recommendations for future training

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Labor Negotiations Update	
OWNER: Executive Committee	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>The Executive Committee has two meetings scheduled with AFSCME Field Representative Paul Gammel and Union stewards Lori Houston and Kaytee Estall. The meeting dates are November 13 and 14. A verbal update will be provided at the November 14 board meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Review of Request for Review Policy	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>At last month’s board meeting, trustees discussed potentially modifying the Request for Review Policy. In trying to balance outcomes that include not unduly burdening staff with processing requests and following the recommendations of the library’s legal counsel, a revised draft is presented for further discussion. As the proposed definition of patron is broad, and one of our values is welcoming everyone, a limit based on who may request a review is not included in the draft. However, a limit on the number of active review requests submitted is included for discussion.</p> <p>Another potential modification is changing the time span for when a previously challenged item can be requested to be reviewed once again. Currently, the policy provides a 24-month interval. The draft changes that to 36 months. However, Anoka County Library sets a 5-year window of time, so that’s another option.</p> <p>In the draft, I struck the words “in detail” when referring to the staff response to a request for review. Staff, of course, would still reply to the patron, but if we found it necessary to move to more of a form letter response, this change in wording would be helpful. Finally, a sentence that says, “In reviewing requests, staff follow board-approved policies in their decision-making process.”, was added to reinforce the point that staff decisions are based on policy.</p> <p>Following the draft is a table of select Minnesota county and city libraries, and whether they limit the number of requests or limit who can make a request. The links allow one to easily view those policies and compare them to our strong policy which aligns with our attorney’s legal recommendations. Bayport’s policy is not currently available online, so that policy document follows the table.</p> <p><i>Request from President:</i> To facilitate a clear discussion of this agenda item, please take the time prior to this board meeting to consider your response to the proposed wording of the document under review.</p> <p><i>Please submit your editing suggestions to Keri by 10:00 a.m. of Tuesday, November 14. She will share the submissions with all board members via email before 2 PM the same day to ensure everyone can read the suggested edits prior to the board meeting. This will help ensure all board members understand changes suggested for this document.</i></p> <p><i>This process is being suggested in an effort to reduce confusion that arises when editing is conducted orally leaving questions about the final content of a document under review. It is <u>not</u> meant to limit discussion in any way, merely to ensure clarity and full understanding of a document under review.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Revised draft of Request for Review Policy Review of select Minnesota county and city libraries policies Bayport Public Library’s Collection Development Policy	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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.

Definitions

Patron: Any person who uses the resources and services of a library, not necessarily a registered borrower. This definition comes from the Online Dictionary for Library and Information Science.

Library Resource: Resources include, but are not limited to, print, non-print, and electronic materials, displays, exhibits, Library social media posts, programs, and services.

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. A patron may not have more than 5 active requests under review at one time. A joint submittal by two or more patrons is still limited to a maximum of 5 active requests. 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 a patron submits more than 5 resources for review, only 5 will be considered at one time. After the active requests are adjudicated, the patron may submit additional requests. In reviewing requests, staff follow board-approved policies in their decision-making process.

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 2436-month period, even if subsequent requests come from different people during that time. The 2436-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.

DRAFT

County Libraries	Limits number of requests	Limits who can make a request	Phrase used in policy
<p>Anoka County</p> <p>https:// www.anokacountymn.gov/3606/CollectionsDevelopment-Library-Resource</p> <p>https:// www.anokacountymn.gov/4367/Request-for-ReconsiderationPolicy</p>	<p>Yes</p> <p>Patron may not have more than 5 active Requests at one time</p>	<p>Yes</p>	<p>The Library will not accept Requests from patrons who reside outside of Anoka County. Patrons wishing for an exception to the residency requirement may submit a written petition to the Library Director. The patron should explain why they have a vested interest in the Library and the community it serves. The Library Director has sole discretion to grant an exception to the residency requirement.</p>
<p>Carver County</p> <p>https:// www.carverlib.org/home/showpublisheddocument/22505/637775271348330000</p>	<p>No</p>	<p>No</p>	<p>Individuals may request reconsideration of a selection or classification decision of ...</p>
<p>Dakota County</p> <p>https:// www.co.dakota.mn.us/libraries/About/Policies/Pages/materialselection.aspx</p>	<p>No</p>	<p>No</p>	<p>The Library Advisory Committee will reconsider any material in collection upon written request of a customer.</p>

Review of select Minnesota county and city libraries policies (Updated 11/9/2023)

<p>East Central Regional (Chisago, Aiken, Isanti, Kanebec Mille Lacs & Pine County)</p> <p>https://ecrlib.org/wpcontent/uploads/2022/11/APPROVEDCollectionDevelopment-Policy-11-14-22.pdf</p>	<p>No</p>	<p>No — but residency requirement stated in procedures Appendix A only not in general policy</p> <p>Yes — for display topics</p>	<p>Any citizen may request that the Library explain its acquisition of a book or other library material. A complaint will not result in immediate removal of that item. East Central Regional Library will reconsider any material in its collection upon written request from a patron on a Request for Reconsideration form.</p> <p>From procedures, appendix a: Forms received from individuals without residency in the library’s six-county region will not be considered. Individuals wishing for an exception to the residency requirement may petition the Executive Director for an exception providing the individual explains why the individual has a vested interest in the library or community it serves.</p> <p>Likewise, any citizen in the six-county region may request that the Library explain its decision regarding a topic for display of materials.</p>
<p>Great River Regional (Benton, Morrison, Stearns, Sherburne, Todd & Wright)</p> <p>https://griver.org/policies/collectiondevelopment#Chapter%204</p>	<p>No</p>	<p>No</p>	<p>GRRL is aware that one or more persons may take issue with the selection of any specific item, and will consider any expression of opinion by patrons.</p>

Review of select Minnesota county and city libraries policies (Updated 11/9/2023)

<p>Hennepin County</p> <p>https://www.hclib.org/about/policies/collectiondevelopmentmanagement-policy</p>	<p>No</p>	<p>No</p>	<p>Individuals may request a selection decision to be reconsidered by submitting a written “Request for Reconsideration of Materials” to any Hennepin County library using established Library procedures ...</p>
<p>Ramsey County</p> <p>https://www.rclreads.org/wpcontent/uploads/sites/82/2019/11/Policies_CollectionManagement-PolicyFinal-2017_0.pdf</p>	<p>No</p>	<p>Yes</p>	<p>Any Ramsey County Library patron has the right to protest the presence of any materials found in the Library's collections.</p>
<p>Scott County</p> <p>https://www.scottlib.org/DocumentCenter/View/18538/Collection-Development-andManagement-PolicyPDF</p>	<p>No</p>	<p>No</p>	<p>Individuals may request reconsideration of library material ...</p>
<p>Washington County</p> <p>https://www.washcolib.org/542/Collection-Development</p>	<p>No</p>	<p>Yes</p>	<p>Every Washington County Library patron has a right to make recommendations about or question library materials, policies, and services, and to express their views to the Library Board.</p> <p>Library patrons who wish to lodge a concern about any of these issues can fill out a</p>

Review of select Minnesota county and city libraries policies (Updated 11/9/2023)

City Libraries			
<p>Albert Lea</p> <p>https://alplonline.org/wp-content/uploads/2023/02/Albert-LeaPublic-Library-PolicyManual.pdf</p>	No	No	The Library Advisory Board and the Library staff recognize the right of individuals to question materials. In the event that a patron of the Albert Lea Public Library requests that material be withdrawn...
<p>Bayport Library</p> <p>See attachment.</p>	No	No — gives priority to residents of Bayport	Patrons may request reconsideration of a selection... Residents of the City of Bayport will receive priority in responses to requests for reconsideration.
<p>Duluth Library</p> <p>https://duluthlibrary.org/policies/collectiondevelopment-policy/</p>	No	No	Individuals may request reconsideration of a selection decision...
<p>Northfield Library</p> <p>https://www.northfieldmn.gov/DocumentCenter/View/13288/CollectionDevelopment-Policy-2022</p>	No	No	Individuals may request reconsideration of a selection decision of library material ...
<p>St Paul Library</p> <p>https://sppl.org/policies/collectionmanagement/</p>	No	Yes	Saint Paul residents have a right to request that the Saint Paul Public Library reconsider the inclusion or classification

Collection Development Policy

The Bayport Public Library provides access to a variety of resources to meet the information and recreation needs of individuals and the community. Materials are selected and made available for use in libraries, by loan or by distribution or via the Bayport Public Library website (www.bayportlibrary.org). The library provides Internet access for the public at computer workstations. The Library also purchases a broad range of electronic resources, including databases and reference materials, and has trained staff to assist customers in their use.

The Library ensures the availability of current information on needed subjects by continually selecting new resources for addition to collections and by reviewing existing resources for retention. Because of budget and space limitations, the Library cannot acquire and retain every useful title but will consider the merits of the title considered as a whole in relation to the Library's mission and policies. A wide variety of resources are provided to meet the diverse interests and needs of city residents. The Library will not censor in its selection practices and selection will not be made on the basis of anticipated approval or disapproval by individuals.

The Library supports the American Library Association's [Library Bill of Rights](#) and incorporates it into the Library's collection development principles. Other documents dealing with library service principles and intellectual freedom are the American Library Association's [Freedom to Read Statement](#), and the [Freedom to View Statement](#).

Scope of Collection

The Library collection is current and popular, not archival, provides general coverage of subjects and reflects the characteristics and interests of the community. The collection is reviewed and revised on an ongoing basis; materials are withdrawn from the collection to maintain the collection's usefulness, accuracy, currency, appearance, and relevance.

Responsibility of Selection

The ultimate responsibility for selection of materials rests with the Library Director. The Library Director provides continuity in the Library's collection through an organized and centralized structure of planning, budgeting, selecting, acquiring, managing, and maintaining library materials. The Library Director may delegate to staff some responsibilities related to collection development.

General Criteria for Selection

1. The Library's priority is to acquire and retain resources that have broad current and potential user demand. Specialized resources and curriculum materials are considered for acquisition if they also are of general interest. Staff selectors use their professional training and experience to make decisions about adding and retaining resources and consider many factors including:
 - a) User requests and other identifications of need and potential user demand
 - b) Coverage of the subject in Bayport Public Library collections

- c) Availability of resources from other libraries and other sources
- d) Quality of the work indicated through reviews
- e) Reputation of the author
- f) Depth and comprehensiveness of treatment of subject matter
- g) Timeless and reliability of information
- h) Relevance to the Library's community

Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Library does not attempt to replace or support the curriculum of any educational institution. Textbooks or multiple copies of materials needed to serve students for school assignments are purchased only when they are of popular, general interest and meet collection development guidelines.

Self-published materials are not generally purchased. The Library may make exceptions for high local interest, valuable local content or favorable reviews.

Resource Sharing

The Library is committed to building a collection of materials that responds to and is capable of filling most of its customers' needs. Yet, due to limitations in scope, budget, and size, the Library cannot provide every item that a customer may request.

Therefore, the Library is committed to the cooperation and sharing of materials among libraries in the Twin Cities metropolitan area, the state, and the nation. Some materials may be available through interlibrary loan to customers when the Library cannot satisfy the request with its own materials.

Interlibrary loan does not alleviate the Library of responsibility for developing its own collection within these selection guidelines and budget.

Donations

The Library accepts donations following the Library Board Policy on Financial Resources and Donations.

The Library accepts monetary donations intended for the purchase of library materials when the donors' intentions and the Library's collection objectives are consistent.

The Library accepts donations of recently released materials that meet these selection guidelines, are in good condition, and add value to the collection. Donations of materials are accepted with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The Library reserves the right to make final disposition of all donations received. Donations may be added to the collection or rejected at the discretion of the Library. Donated materials not added to the collection are not returned to the donor and may be sold, donated to other organizations, or discarded.

Reconsideration of Library Materials

The Library recognizes that some materials are controversial and that any given item may offend some customers.

Library materials are not marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered.

Responsibility for the use of the Library by children and a child's reading habits rests with their parents or legal guardians. At no time will the Library staff act *in loco parentis*.

Patrons may request reconsideration of a selection decision of library materials by submitting a completed "Request for Reconsideration of Library Materials" form, available from Library Staff upon request. The Library Director will respond in writing to all requests in a timely fashion. Residents of the City of Bayport will receive priority in responses to requests for reconsideration. Materials will not be removed or relocated while a decision is pending.

The Bayport Public Library Board will provide a hearing to any appeals of the Library Director's decision. Upon a written request to the Library Board, the appeal will be placed on the agenda of a regularly scheduled Board meeting. Decisions on appeals are based on careful review of the request for reconsideration, the material, and Bayport Public Library Board policies. A decision will be made within 60 days of the hearing. The final decision rests with the Bayport Public Library Board.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Closing Schedule																													
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: Approval of recommended holiday and staff training closing schedule for 2024																													
BACKGROUND/CONTEXT: The director recommends the 2024 closing schedule below for Stillwater Public Library. The schedule also includes a partial-day closure for staff training.																													
<table> <tr> <td>New Year’s Day</td> <td>Monday, January 1, 2024</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>Monday, January 15, 2024</td> </tr> <tr> <td>President’s Day</td> <td>Monday, February 19, 2024</td> </tr> <tr> <td>Easter</td> <td>Sunday, March 31, 2024</td> </tr> <tr> <td>Memorial Day</td> <td>Monday, May 27, 2024</td> </tr> <tr> <td>Juneteenth</td> <td>Wednesday, June 19, 2024</td> </tr> <tr> <td>Independence Day</td> <td>Thursday, July 4, 2024</td> </tr> <tr> <td>Labor Day</td> <td>Monday, September 2, 2024</td> </tr> <tr> <td>Staff Training</td> <td>Monday, October 14, 2024 (closed until 2 PM; open from 2-8 PM)</td> </tr> <tr> <td>Veterans Day</td> <td>Monday, November 11, 2024</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Thursday, November 28, 2024</td> </tr> <tr> <td>Christmas Eve</td> <td>Tuesday, December 24, 2024</td> </tr> <tr> <td>Christmas Day</td> <td>Wednesday, December 25, 2024</td> </tr> <tr> <td>New Year’s Eve Day</td> <td>Tuesday, December 31, 2024</td> </tr> </table>		New Year’s Day	Monday, January 1, 2024	Martin Luther King Jr. Day	Monday, January 15, 2024	President’s Day	Monday, February 19, 2024	Easter	Sunday, March 31, 2024	Memorial Day	Monday, May 27, 2024	Juneteenth	Wednesday, June 19, 2024	Independence Day	Thursday, July 4, 2024	Labor Day	Monday, September 2, 2024	Staff Training	Monday, October 14, 2024 (closed until 2 PM; open from 2-8 PM)	Veterans Day	Monday, November 11, 2024	Thanksgiving Day	Thursday, November 28, 2024	Christmas Eve	Tuesday, December 24, 2024	Christmas Day	Wednesday, December 25, 2024	New Year’s Eve Day	Tuesday, December 31, 2024
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Report from the Library Director, Mark Troendle

Major Accomplishments

- The award certificate from the Heritage Preservation Commission to the library follows this report. Trustee Paula Hemer and Mark attended the October 17 City Council meeting and expressed gratitude for the recognition.
- Thank you to Pat Lockyear for donating her time, talent and partial funding for the winter evergreen supplies and pots to dress up the terrace and 4th Street entrance again this winter. These touches make the spaces more welcoming and inviting.
- A post-grant final report was submitted to the Hugh J. Andersen Foundation on October 31. This donor awarded the library \$30,900 for children's and adult programming in 2023.
- Signs were delivered by Image360 to the library on October 13, and they are gradually being installed as time permits. Related to this, Mark wrote a progress report last month to the Huelsmann Foundation, which is the funding source for the \$40,000 signage project.
- Four Library Corner articles were written and published.
- The October issue of ShelfLife was published on October 2.
- Mark shared library highlights with attendees at the Library Foundation's legacy giving program on October 3.
- On October 20, a protective stainless steel metal cap was installed over an expansion joint in the gallery to protect adjacent ceramic tiles. It's designed to withstand not only foot traffic, but the weight of book carts rolling across the floor.
- Also on October 20, the parking ramp was restriped. One directional arrow didn't adhere properly, but it's covered under warranty and will be rectified next spring when temperatures will allow for a better result.
- The directors of Washington County, Bayport, and Stillwater libraries met on October 16 to share updates. To facilitate communication, Mark and Jill Smith (Bayport's director) have now been added to two Washington County Library email distribution lists. Changes in that organization can also affect Stillwater and Bayport, and this is a way to help stay informed.

Heads-Up

- The library will be closed on Friday, November 10 in observance of Veterans Day.

Near-Term Future Focus

- Refining the library's 2024 operating budget.
- Participating in labor negotiations.
- 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.
- Answering questions from the City's Facilities Manager about the terrace in preparation for the 2024 inverted roof replacement. Mark attended a November 8 pre-bid meeting for contractors interested in bidding on the terrace roof project.



STILLWATER HERITAGE PRESERVATION COMMISSION RECOGNITION

On behalf of a grateful City and upon the recommendation of leading citizens, the City of Stillwater hereby extend recognition and appreciation to

Stillwater Public Library

for their contributions to preservation, preservation education, and good stewardship of a historic building in the City of Stillwater.

The City of Stillwater and its HPC greatly appreciate your efforts to preserve not only a historic building, but preserve much of Stillwater's history through the St. Croix Collection and educational opportunities;

and for outstanding service in support of the City of Stillwater's Mission.

October 2023

Date of Recognition: October 17, 2023

Adult Programs

Book Clubs

- **Romance:** 3 members discussed Fall Romances.
- **Mystery:** 6 members discussed Award Winning Mysteries.

Art & Life-long Learning

- **Writing Through Challenging Times:** 10 participants learned about journaling and writing during challenging times during this virtual class. Staff reported that many of the participants expressed that they greatly enjoyed the instructor, the program helped improved their wellbeing, and that they were planning to use the journaling strategies they learned in the future.
- **Polymer Clay Pencil Holder:** 20 participants created polymer clay pencil holders during this virtual class. *Participant comment from evaluation:* "THIS WAS FABULOUS AND INSTRUCTOR WAS WONDERFUL! I can't say enough about online offerings as it makes it so easy to follow along!"
- **Art Gallery:** We are Water show is being hosted October-December 2023. The We are Water show includes the following artists: Wynn Davis, Jan Hayman, Tony Hilscher, Kami Mendlik, Lena Wolf Rothman, Bob Snyder, David Spohn, Bob White.
- **Tech Help:** Reference staff hosted 3 tech help sessions where they provided 1:1 assistance with apps, emails, laptops, and tablets.

We are Water Exhibit

The We are Water Exhibit was installed at Stillwater Public Library on Wednesday, October 11 and opened officially on Thursday, October 12. The We are Water Exhibit is a museum-quality installation from the Minnesota Humanities Center. This exhibit shares local water stories, provides water education, and invites conversation about water conservation. It will be hosted by Stillwater Public Library through December 3.

We are Water Programs

In addition to hosting the We are Water exhibit, a number of programs inspired by water were offered at the library with funding from the Minnesota Humanities Center.

- **Water Treatment Tour:** Library staff and 20 participants toured the St. Croix Valley Wastewater Treatment Plant in Oak Park Heights on October 16. Participants learned how waste water is processed for the Valley from a plant manager. *Participant comment from evaluation:* "I think this tour was such a cool, unexpected way to contribute toward We Are Water. I learned a lot and would recommend the tour to others. Thank you for organizing!"
- **Lake Superior in Acrylic with Karen Chan:** Karen Chan guided 39 participants through an acrylic painting of Lake Superior. On October 11, 18 participants joined in-person. On October 5, 21 participants joined online. *Participant comment from evaluation:* "This was a wonderfully fulfilling class. Thank you for offering it."

- **Hydroponic Gardening:** On Saturday, October 7, 21 participants learned the basics of hydroponic gardening “the very easy way” from Hennepin County Master Gardener Larry Cipolla. *Participant comment from evaluation:* “I thought the class was very well done. The instructor (Larry) made the subject matter and techniques far less complicated and intimidating than I expected they would be.”
- **Native Americans and Logging the Northwoods:** On October 19, Bemidji State University Professor Anton Treuer shared information about Native American culture in Minnesota, his life, and the impact of logging on Native American life in the St. Croix Valley. *Participant comment from evaluation:* “Great program! Anton Treuer is a national treasure.”
- **Water: Sustaining Bird Life with Joanna Eckles:** On October 30, local bird expert hosted an online conversation about water, birds, and migration in the St. Croix Valley. Library staff and 14 participants enjoyed the conversation.

Collection, Circulation, Displays, and Booklists

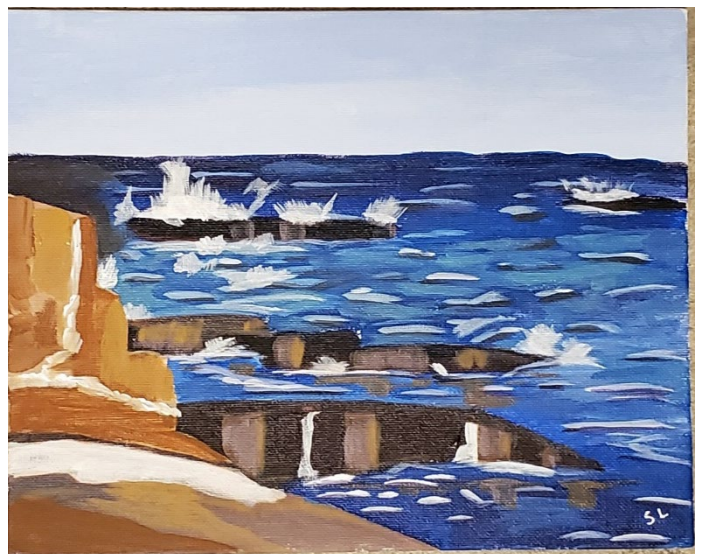
- Spooky Nonfiction Display
- We are Water Display
- In preparation for new signage, reference staff have been shifting some items and deleting worn materials. New signs will be hung in November.

“Heard Around the Library”

Happy Halloween Information Services Supervisor Maleficent (AKA Sarah Rosten) and family! Sarah worked on Halloween night and was still able to enjoy festivities.



Sarah (Maleficent), Randall (Hades), and Frances (Mal) at the Library on October 31 dressed as characters from the Disney Descendants Movies.



Lake Superior in Acrylic submitted by participant.

Polymer Clay Pencil Holder Images shared by participants:



October Children's Programs and Activities

- Two special guest Preschool Music and Movement (94)
- Seven Preschool Storytimes (385)
- Two Baby/Toddler Storytimes (102)
- One LEGO Club (12)
- Family Engineering Night (32)
- Jacqueline West Author Visit & Mystery Writing Contest for Kids (44)
- Two passive engagement programs "Bookmark craft activity" (38)
- "Fall" Scavenger Hunt (393)
- Teen "Vote for your Favorite Candy Bar" had 87 sticker dot votes. The Hershey Bar was the winner (although the vote may have been rigged) and the Twix bar came in second. From the candy bar design craft, there were 14 candy bars designed.
- Teen "Is it T.S. Eliot or Taylor Swift" quotation guessing
- "Water / St. Croix River" Family Discovery Room (3-month installation, September – November)
 - The Discovery Room has been a nice complement to the "We Are Water" exhibit.
 - The children's "We Are Water" small puppet stage and the "We Are Water" picture books have been appreciated and utilized by families.

Upcoming Programs

- "Color Me Curious" – Tuesday, November 7
- "Petite Concert" – Thursday, November 16
- "LEGO Club" – Thursday, November 16
- "Marvelous Mussels" – Thursday, November 30
- "Stillwater Robotic Club Exhibition" – Saturday, December 2
- "The Gingerbread Man, a.k.a. Super-Cookie!" Puppet Show – Wednesday, December 6 and Saturday, December 9
- "Cozy Knit Accessories for Teens" – Saturday, December 16

Patron Feedback

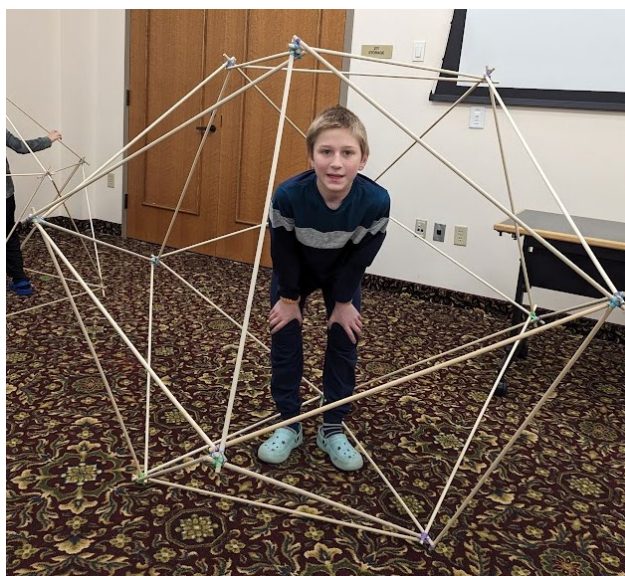
- "As a Stillwater resident, I try to visit the library with my two children (almost 4 and now 17 months) whenever we have a chance. For quite some time now, my oldest has enjoyed Miss Kim's storytime, the rotating room in the children's section, and all other miscellaneous stations set-up throughout the children's area. I have provided positive feedback sporadically while sitting with them while they explore, but just wanted to write and reiterate our gratitude that Miss Kim is part of the library and all of the other fun things the library, friends of the library, and library foundation provide. I'll admit we "cheated" on the Stillwater library and went to a different storytime recently. While the location was great, the librarian left something to be desired.... This recent experience just emphasized how great our local library is and how wonderful Miss Kim has been towards us since day one when she had no idea who we were (and now she knows us all by name!). Thanks for everything the Stillwater Library does for our family and for always making it a great experience. We can't say enough positive things about

our experiences with all the librarians and volunteers there (but especially Miss Kim and Baby Bear) and I can't wait to visit again soon."

- "We live within walking distance from the Woodbury Library but we like to come here the best because there is such a nice Children's collection."
- "We reflected on the way home that there is such a wide variety of programming and the librarians and volunteers are always friendly and engaged. We love our library!"
- Discovery Room:
 - "These exhibits/play areas are always so clever and do such a good job of inviting interactive play!"
 - "Thank you so much for making them available to children, parents and this grandmother!"
 - "Thank you for all your creativity and offering this for children. My kids LOVE visiting the library!!"
 - A mom who was in the Discovery Room asked about it and said they love that the theme coordinated with the adult We Are Water exhibit and that this is their favorite theme we've had so far.

Program Photo Highlights

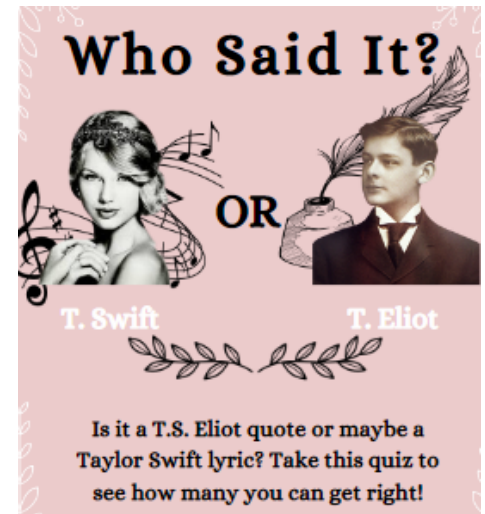
Family Engineering Night



Mystery Youth Writing Contest

Congratulations to all of our Youth Mystery Writing Contest participants! Twenty-nine young writers (ages 8-12) submitted stories to our mystery writing contest based on *Long Lost*, a middle-grade novel by Minnesota Book Award Winner [Jacqueline West](#). We were so impressed by the many wonderful stories received.

Jacqueline had the challenging job of reviewing these shadowy and mysterious tales and narrowing the field to the top three stories. She announced the grand prize winner and two runner-ups during her visit to the library on Thursday, October 26. The grand prize winner was Summer Sheffer for “The Sister Mystery”. The runner-ups were Eloise Bonneville for “Candy Quest” and Deana C. for “Lost History”. [Read the winning stories.](#)



Youth Activity Snippets



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Finance Committee Meeting Minutes Date and Time: October 19, 2023, 10 AM Location: Conference Room, Stillwater Public Library Present: Burns, Goeltl, Hansen, Hollatz, Panciera, Troendle Absent: None</p> <p>Agenda Item 1: 2023 Budget Goeltl reported that year-end expenditures are estimated to be \$5,000 to \$12,000 over budget, primarily due to the higher than budgeted costs of insurance, energy, and other professional services. The Finance Committee discussed the projected year-end status of the 2023 budget and possible options to offset the difference between the budgeted and expended amounts. The committee advised staff to move forward with the budgeted security camera project for 2023 as this project was originally included in the approved budget plan, was part of the IT funding provided by the city in 2023, and is important for the safety and security of the staff and building. The committee recommended using fund balance to cover the 2023 gap between expenditures and revenues. Per the City Finance Director, the fund balance is a self-balancing account. If library expenditures exceed revenues, the fund balance will automatically be reduced at year-end.</p> <p>Agenda Item 2: 2024 Budget Goeltl provided the Finance Committee with an update on the 2024 Budget Projections. The library requested a transfer in of \$1,605,998 (a 7.05% increase) from the city for 2024. The city approved a transfer in of \$1,565,996 (a 4.39% increase), resulting in a budget gap of \$40,002. Goeltl identified minor modifications to the budget that could reduce the gap by \$6,363 to \$33,639. The Finance Committee discussed possible options and agreed that this gap will likely need to be addressed through a combination of expenditure reductions and the use of the library fund balance. With additional 2024 cost information expected in November, the committee would like to review the budget again and bring a revised 2024 budget to the board in December.</p> <p>Agenda Item 3: 2024 Presentations to Council Troendle reported that the City Council is interested in having 1-2 presentations from the library in 2024, including more detailed information about the library budget and the use of Foundation funds. The committee was supportive of this opportunity to share information with the City Council.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS Agenda, 2023 & 2024 Budget Summary, 2023 & 2024 Operating Budget, 2024 Supplemental Funding by Source	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Meeting Agenda

Committee: Finance
Meeting Date & Time: Thursday, October 19, 10 AM
Location: Conference Room, Stillwater Public Library

Agenda Items:

1. 2023 Budget
2. 2024 Budget
3. 2024 Presentations to Council

Stillwater Public Library
2023 & 2024 Budget Summary
 Revised 10/18/23

2023 City Budget

2023 Approved Budget: \$1,568,664 (Transfer In: \$1,500,177; Fund Balance for Capital Project: \$40,000)

2023 Projected Year-End: \$1,641,536 (Transfer In: \$1,500,177; Fund Balance for Capital Projects: \$104,000)

2023 Projected Yr-End Gap: \$11,072

2023 Budget Gap Options

Area	Potential Savings	
Security Camera Project	\$10,000	Expenditure reduction
Personnel	\$4,905	Expenditure reduction
Alternate Option: Use fund balance or supplemental funds to generally offset gap		

2024 City Budget

2024 Requested Budget: \$1,633,485 (Transfer In: \$1,605,998, a 7.05% increase)

2024 Approved Budget: \$1,633,485 (Transfer In: \$1,565,996, a 4.39% increase)

Budget Gap: \$40,002

2024 Budget Gap Options

Area	Potential Savings	
Small line item budget updates	\$6,363	Expenditure reduction
IT Equipment: Staff Computers	\$14,100	Expenditure reduction or pay with supp/FB
IT Equipment: Firewall, Windows	\$15,000	Pay with supp/FB
Juv & Teen Books	\$18,000	Pay with supp
Tech Support	\$9,500	Pay with supp
Regular Personnel	\$8,338	Expenditure reduction
Subs	\$4,600	Expenditure reduction
Alternate Option: Use fund balance or supplemental funds to generally offset gap		

2024 Supplemental Budget

2024 Budget Request: \$288,559+

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

2024 Capital Budget

2024 Budget Request: \$820,000

\$750,000 Terrace Roof - Funded by City

\$70,000 Building & Grounds (\$50K Masonry City and \$20K 3rd Street/Ramp Entry Supplemental)

2023 Budget	2023 Projected Amt	Account	Description	FTE	2024 Budget Request (7.05%)	2024 Budget Revised (4.39%)
		230	LIBRARY FUND			
		R25	CHARGES FOR SERVICES			
1,700.00	2,300.00	3500-0100	Meeting Room Rental Fees	0.00	1,700.00	2,000.00
3,500.00	3,500.00	3520-0100	Copier/Printer Sales	0.00	3,500.00	3,500.00
500.00	100.00	3880-0200	Gallery Fees	0.00	500.00	500.00
200.00	11.00	3880-0500	Book & Other Enterprise Sales	0.00	200.00	200.00
5,900.00	5,911.00		CHARGES FOR SERVICES Totals:	0.00	5,900.00	6,200.00
		R40	MISCELLANEOUS			
1,000.00	0.00	3810-0200	Interest Earnings-Investments	0.00	0.00	0.00
0.00	0.00	3810-0210	Unrealized Gains/Losses	0.00	0.00	0.00
1,500.00	789.00	3820-0100	Gifts	0.00	1,500.00	1,500.00
17,167.00	17,167.00	3820-0110	In Kind Gifts	0.00	17,167.00	17,167.00
0.00	0.00	3830-0100	Sale of Property	0.00	0.00	0.00
0.00	0.00	3860-0100	Lease/Rentals	0.00	0.00	0.00
0.00	0.00	3860-0200	Parking Rental	0.00	0.00	0.00
500.00	0.00	3870-0100	Refunds and Reimbursements	0.00	500.00	500.00
420.00	420.00	3880-0020	Library Card Fees	0.00	420.00	420.00
2,000.00	2,000.00	3880-0030	Lost Materials	0.00	2,000.00	2,000.00
0.00	0.00	3880-0040	Processing Fees	0.00	0.00	0.00
0.00	0.00	3880-0050	Registration	0.00	0.00	0.00
0.00	0.00	3880-0100	Miscellaneous Income	0.00	0.00	0.00
0.00	0.00	3880-0300	Cash Short/Over	0.00	0.00	0.00
22,587.00	20,376.00		MISCELLANEOUS Totals:	0.00	21,587.00	21,587.00
		R45	OTHER FINANCING SOURCES			
1,500,177.00	1,500,177.00	3910-0100	Transfer In-General Fund	0.00	1,605,997.69	1,565,996.00
0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00
0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00
0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00
0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00
0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00
0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00
0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00
0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00
0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00
0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00
0.00	0.00	3910-0426	Transfer In - CO Bonds 2006	0.00	0.00	0.00
0.00	0.00	3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00
0.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
1,500,177.00	1,500,177.00		OTHER FINANCING SOURCES Totals:	0.00	1,605,997.69	1,565,996.00

2023 Budget	2023 Projected Amt	Account	Description	FTE	2024 Budget Request (7.05%)	2024 Budget Revised (4.39%)
		4230	LIBRARY OPERATIONS			
		E05	PERSONNEL SERVICES			
224,199.50		1000-0000	Full Time Salaries	2.30	236,523.03	236,523.03
0.00		1100-0000	Overtime - Full Time	0.00	0.00	0.00
0.00		1111-0000	Severance Pay		0.00	0.00
0.00		1112-0000	Sick Pay		3,500.00	3,500.00
0.00		1113-0000	Vacation Pay		0.00	0.00
653,655.89		1200-0000	Part Time Salaries	10.83	688,620.04	688,620.04
17,167.00		1210-0000	Part Time In Kind	0.38	17,167.00	17,167.00
0.00		1300-0000	Overtime - Part Time	0.00	0.00	0.00
65,839.50		1410-0000	PERA	0.00	69,386.08	69,386.08
67,156.61		1420-0000	FICA/Medicare	0.00	70,774.12	70,774.12
88,458.96		1500-0000	Hospital / Medical	0.00	96,095.32	92,455.32
4,294.80		1520-0000	Dental Insurance	0.00	4,294.80	4,294.80
769.00		1540-0000	Life Insurance	0.00	769.00	769.00
0.00		1990-0000	Grant Pass Thru		0.00	0.00
1,121,541.26	1,098,167.00	PERSONNEL SERVICES Totals:		13.51	1,187,129.39	1,183,489.39
		E10	SUPPLIES			
0.00	0.00	2000-0000	Office Supplies	0.00	0.00	0.00
3,000.00	3,500.00	2101-0000	General Supplies	0.00	3,000.00	3,000.00
1,200.00	662.00	2113-0000	Reference	0.00	1,200.00	0.00
1,000.00	0.00	2114-0000	Data Base Searching	0.00	1,000.00	0.00
1,200.00	1,200.00	2302-0000	Other Minor Equipment	0.00	1,200.00	1,200.00
20,600.00	20,600.00	2303-0000	Minor Computer Equipment	0.00	29,100.00	29,100.00
14,500.00	14,500.00	2400-0000	Childrens Books	0.00	14,500.00	14,500.00
15,500.00	15,500.00	2401-0000	Adult Books - Fiction	0.00	15,500.00	15,500.00
1,900.00	1,900.00	2402-0000	Audio	0.00	1,900.00	1,900.00
3,000.00	3,000.00	2403-0000	Periodicals	0.00	3,000.00	3,000.00
10,700.00	10,700.00	2405-0000	Adult Books - Non Fiction	0.00	10,700.00	10,700.00
3,500.00	3,500.00	2406-0000	Teen Books - Materials	0.00	3,500.00	3,500.00
0.00	0.00	2407-0000	Programs	0.00	0.00	0.00
5,500.00	5,500.00	2408-0000	Film/Video	0.00	5,500.00	5,500.00
5,500.00	7,038.00	2409-0000	Electronic Materials	0.00	5,500.00	5,500.00
0.00	0.00	2499-0000	Collection Development	0.00	0.00	0.00
1,500.00	1,850.00	3102-0000	Postage	0.00	1,500.00	1,500.00
88,600.00	89,450.00	SUPPLIES Totals:		0.00	97,100.00	94,900.00
		E15	SERVICES AND CHARGES			
9,500.00	11,520.00	3098-0000	Technology Support	0.00	9,500.00	9,500.00
5,000.00	10,800.00	3099-0000	Other Professional Services	0.00	5,000.00	5,000.00
6,400.00	6,500.00	3100-0000	Circulation System	0.00	6,400.00	6,400.00
0.00	0.00	3101-0000	Telecommunications	0.00	0.00	0.00
0.00	0.00	3200-0000	Mileage	0.00	0.00	0.00
0.00	0.00	3201-0000	Seminar/Conference Fees	0.00	0.00	0.00
0.00	0.00	3202-0000	Meals	0.00	0.00	0.00
0.00	0.00	3203-0000	Housing	0.00	0.00	0.00
500.00	34.00	3400-0000	Printing and Publishing	0.00	500.00	500.00
0.00	0.00	3401-0000	Binding	0.00	0.00	0.00
11,000.00	10,179.00	3404-0000	Processing Fee	0.00	11,000.00	11,000.00
1,595.00	3,622.00	3500-0000	General Insurance	0.00	4,000.00	4,000.00
3,000.00	3,000.00	3707-0000	Maintenance Agreements	0.00	3,000.00	3,000.00
21,000.00	20,184.00	3713-0000	Computer Maint Agreements	0.00	21,000.00	21,000.00
0.00	0.00	3803-0000	Data Base Maintenance	0.00	0.00	0.00
0.00	0.00	3804-0000	Equipment Rental	0.00	0.00	0.00

2023 Budget	2023 Projected Amt	Account	Description	FTE	2024 Budget Request (7.05%)	2024 Budget Revised (4.39%)
200.00	100.00	3900-0000	Sales Tax	0.00	200.00	200.00
58,195.00	65,939.00	SERVICES AND CHARGES Totals:		0.00	60,600.00	60,600.00
		E20	MISCELLANEOUS			
500.00	435.00	4000-0000	Memberships and Dues	0.00	500.00	500.00
535.94	572.93	4001-0000	Subscriptions	0.00	535.94	535.94
0.00	0.00	4093-0000	COVID-19	0.00	0.00	0.00
2,000.00	2,000.00	4099-0000	Miscellaneous Charges	0.00	2,000.00	2,000.00
3,035.94	3,007.93	MISCELLANEOUS Totals:		0.00	3,035.94	3,035.94
0.00	0.00	9120-0000	Transfer Out - Capital Outlay	0.00	0.00	0.00
		4231	LIBRARY PLANT			
		E05	PERSONNEL SERVICES			
69,836.50	69,836.50	1000-0000	Full Time Salaries	1.00	74,173.98	74,173.98
0.00	0.00	1100-0000	Overtime - Full Time	0.00	0.00	0.00
0.00	0.00	1112-0000	Sick Pay	0.00	0.00	0.00
0.00	0.00	1113-0000	Vacation Pay	0.00	0.00	0.00
27,388.45	27,388.45	1200-0000	Part Time Salaries	0.62	28,940.26	28,940.26
7,234.50	7,234.50	1410-0000	PERA	0.00	7,674.47	7,674.47
7,437.71	7,437.71	1420-0000	FICA/Medicare	0.00	7,888.24	7,888.24
11,518.44	11,518.44	1500-0000	Hospital / Medical	0.00	13,021.21	11,898.72
505.20	505.20	1520-0000	Dental Insurance	0.00	505.20	505.20
116.00	116.00	1540-0000	Life Insurance	0.00	116.00	116.00
0.00	0.00	1990-0000	Grant Pass Thru	0.00	0.00	0.00
124,036.80	124,036.80	PERSONNEL SERVICES Totals:		1.62	132,319.36	131,196.87
		E10	SUPPLIES			
200.00	400.00	2101-0000	General Supplies	0.00	200.00	200.00
4,000.00	6,119.00	2102-0000	Janitorial Supplies	0.00	4,000.00	4,000.00
1,500.00	1,000.00	2202-0000	Building Repair Supplies	0.00	1,500.00	1,500.00
0.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00
800.00	1,637.00	2302-0000	Other Minor Equipment	0.00	800.00	800.00
6,500.00	9,156.00	SUPPLIES Totals:		0.00	6,500.00	6,500.00
		E15	SERVICES AND CHARGES			
0.00	0.00	3002-0000	Contractual	0.00	0.00	0.00
1,000.00	0.00	3099-0000	Other Professional Services	0.00	1,000.00	1,000.00
1,700.00	1,631.00	3101-0000	Telephone	0.00	1,700.00	1,700.00
34,955.00	41,113.51	3500-0000	General Insurance	0.00	42,000.00	42,000.00
48,000.00	58,933.00	3600-0000	Electricity	0.00	50,000.00	50,000.00
21,000.00	24,139.00	3601-0000	Natural Gas	0.00	30,000.00	30,000.00
9,000.00	7,886.00	3703-0000	Building Repair Charges	0.00	9,000.00	9,000.00
10,000.00	10,579.00	3707-0000	Maintenance Agreements	0.00	12,000.00	11,000.00
0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00	0.00
125,655.00	144,281.51	SERVICES AND CHARGES Totals:		0.00	145,700.00	144,700.00
		E20	MISCELLANEOUS			
1,100.00	3,498.00	4099-0000	Miscellaneous Charges	0.00	1,100.00	3,000.00

2023 Budget	2023 Projected Amt	Account	Description	FTE	2024 Budget Request (7.05%)	2024 Budget Revised (4.39%)
1,100.00	3,498.00		MISCELLANEOUS Totals:	0.00	1,100.00	3,000.00
			OTHER FINANCING USES			
40,000.00	104,000.00		Capital Projects (Thru FB)	0.00	0.00	0.00
40,000.00	104,000.00		OTHER FINANCING Totals:	0.00	0.00	0.00

1,528,664.00	1,526,464.00		Fund Revenue Sub Totals:	1,633,484.69	1,593,783.00
1,568,664.00	1,641,536.24		Fund Expense Sub Totals:	1,633,484.69	1,627,422.20
(40,000.00)	(115,072.24)		Fund 230 Sub Totals:	0.00	(33,639.20)
40,000.00	104,000.00				
0.00	(11,072.24)				

2024 Supplemental Funding By Need	2024 Budget	2024 Supplemental Funding Plan		
Area	Amount	Spend Existing Designated Funds	Allocate Existing Unrestricted Funds	Request New Grant
Volunteer Coordinator (In Kind)	\$17,167			SPLF: \$17,167
Sunday Hours (All)	\$23,200			SPLF: \$23,200
Youth Services Librarian I	\$49,600			SPLF: \$49,600
Youth Services Programming	\$30,000		Legacy: \$2,000	SPLF: \$23,700 Friends: \$3,300 MELSA YS: \$1,000
Adult Programming	\$26,500		235: \$6,000 Township: \$3,500 Legacy: \$2,000	SPLF: \$10,000 Friends: \$5,000
Materials <i>Goal funding is \$130,000 to maintain current spending levels. \$62,300 is from city. Remaining \$67,700 from supplemental.</i>	\$67,700	Athena: \$1,429 (Nonfic)	Township: \$3,000 Lawson: \$29,271	SPLF: \$24,000 Friends: \$10,000
Potential Other Projects				
Advocacy	TBD			
Stillwater Area Historic Newspaper Digitization Initiative (Phase 2)	\$49,392			SPLF: Seek continued funding from HIA and FKA through SPLF for this collaborative project between SPL, WCHS, and SHPC. Solicit other donors as needed.
Staff Training	\$3,000		Wick	
ShelfLife Printing	\$2,000			SPLF
Potential Capital/Building Projects				
Masonry (3rd Street side)	\$0			Ballpark estimate for up to \$50K; Put in funding request for city capital
3rd Street & Parking Ramp Entry	\$20,000			Huelsmann?
Coffee Shop & Catering Kitchen Area	TBD			
EV Charging Station	TBD			
Pollinator Area	TBD			
\$288,559+				

Other Possible Supplemental Funding Need:				
Operating Budget Gap <i>2024 Transfer In from city unknown. If transfer in remains flat from 2023, up to \$139,020 in additional supplemental funding may be needed.</i>	Up to \$40,000		Fund Balance Kilty Township 235	SPLF? Friends?

2024 Supplemental By Funding Source	2024 Budget			
Funding Source	Amount	Roll from Prior Year	Available Balance	Area Breakdown
SCVF Endowment: Athena (Restricted to adult nonfiction materials)	\$1,429		\$3,595 (12/31/22) + \$1,429 (6/30/23) <u>- \$3,595 (2023 Nonfiction)</u> \$1,429	Adult Nonfiction: \$1,429
SCVF Endowment: Lawson (Restricted to items that are of service of public and recognized as a gift of Helen Lawson)	\$29,271		\$69,859 (1/1/2023) + ~\$9,000 (9/1/2023) <u>- \$22,192 (2023 Matls)</u> \$56,667	Materials: \$29,271
City-Held Endowment: McCluer, Minerva, Murdock, VanMeier (Restricted to adult materials)	\$0		\$2,689 (12/31/22) <u>- \$2,500 (2023 Nonfiction)</u> \$189	\$0
235 Funds (Excluding Athena)	\$6,000		\$17,214.52 (12/31/22) -\$2,204 (23 Designated) <u>- ~\$2,500 (TBD)</u> \$12,510	Adult Programs: \$6,000
Foundation (portion through grants from HJA, FKA, and possibly Huelsmann)	219,059+			Vol Coord: \$17,167 Sundays: \$23,200 YS Librarian: \$49,600 YS Programs: \$23,700 Adult Programs: \$10,000 Materials: \$24,000 Newspaper Digitization: \$49,392 Huelsmann: \$20,000 (Cap or Op?) Advocacy: ShelfLife: \$2,000
Friends	\$18,300		\$5,724 (12/31/22) + \$16,300 (4/20/23) <u>- \$22,024 (2023 Pgm/Matl)</u> \$0	YS Programs: \$3,300 Adult Programs: \$5,000 Materials: \$10,000
Kilty (Restricted to the upkeep of the library)	TBD		\$42,848 (12/31/22) <u>- \$3,000 (Repairs)</u> \$39,848	TBD
Stillwater Township	\$6,500		\$22,929 (12/31/22) <u>+ \$5,000 (2023 Gift)</u> \$27,929	Adult Programs: \$3,500 Materials: \$3,000
Wick	\$3,000		\$13,834 (12/31/22) - \$6,500 (Adult Programs) <u>- \$3,000 (Staff Training)</u> \$4,334	Staff Training: \$3,000
Legacy (Restricted to programming)	\$4,000	Annual allocation determined by MELSA		YS Programs: \$2,000 Adult Programs: \$2,000
MELSA (Restricted to YS programming)	\$1,000	Annual allocation determined by MELSA		YS Programs: \$1,000
\$288,559+				

PLUS:

Fund Balance *Past guidance was to use for one-time expenditures; Updated guidance (10/23) is fund balance is a self-balancing account for when expenditures exceed revenues * Retain approximately \$30,000?	Up to \$40,000		\$206,359 (12/31/22) - ~\$84,770 (2023 Masonry) <u>- ~\$18,416 (2023 Repairs)</u> \$103,173	Operating Budget Gap
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Library Advocacy Committee Meeting Minutes Date and Time: November 3, 2023, 3 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hansen, Howe, Hullander, Simon Absent: None</p> <p>Agenda Item 1: Introductions The Advocacy Committee members introduced themselves. The committee consists of Craig Hansen and Carrie Simon representing the board, Elsbeth Howe representing the Foundation, Karah Hullander representing the Friends, and Keri Goeltl representing the Library. The committee discussed open meeting laws.</p> <p>Agenda Item 2: Committee Charge and Background Documents Simon and Hansen reviewed the Committee Charge and the efforts that led to the creation of the Library Advocacy Committee. Simon provided a high-level overview of background advocacy documents to orient committee members:</p> <ul style="list-style-type: none"> • Committee Charge (September 2023 Board Packet, p. 56) • Advocacy Workshop Summary (August 2022 Board Packet, p. 70-81) • Outreach Methods (February 2023 Board Packet, p. 53) • Advocacy Task Force Presentation & Sample RACI (June 2023 Board Packet, p. 17-85) • Library Strategic Plan & 2022 Progress Report (October 2023 Board Packet, p.43-52) <p>Hansen requested that the committee members also receive the History of Library Usage and Activity Report (April 2023 Board Packet, p. 30).</p> <p>The committee also needs to draft a committee charter. This can be based on the charge and follow the format of the Executive Committee Charter, Facilities Committee Charter, and Finance Committee Charter.</p> <p>Agenda Item 3: Updates From Friends, Foundation, Staff Howe reported that the Foundation will reach out to donors about Give to The Max Day on November 16.</p> <p>Agenda Item 4: Next Steps The next committee meeting is scheduled for Friday, December 1 at 3 PM. The committee will begin walking through the RACI to review and modify action items and timelines. Howe will be unable to attend the meeting but will connect with Simon prior to the date with feedback on RACI.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library Foundation
Board Meeting –September Meeting – Held 9/22/23.
In person

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

1. Summer Seidenkranz, president called the meeting open at 8:28am.
2. Approval of the Minutes – August meeting minutes were approved.
3. Welcome

New Executive Director, Elsbeth Howe was introduced to the board.

4. Reports for the monthly meeting.
 - a. President’s report – Summer
Still looking for Administrative Coordinator
The task force advisory committee had 4 meetings to discuss strategy.
The Board of Trustees has approved committee.
Requested member from the Foundation Board.
Elsbeth volunteered to represent the Foundation.
 - b. Library Director- Mark
Discussed new travelling exhibit, We are Water
 - c. Treasurer – Dustin
Treasurer’s report was given
Still working on 990 – draft review in September
 - d. Events and Marketing
Discussed having roundup table for River Market Coop in October
Discussed catering and setup for Terrace Event.
Speaker at the event on Legacy.
October 3 donor event on terrace.

4. Other Business – none

6. Adjournment – Shawn motioned to adjourn; Drew seconded. Motion passed unanimously.
Adjourned 9:28am

Respectfully submitted,
Paige Hoyle, Secretary



Friends of the Stillwater Public Library

Sept. 11, 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, Kara Hullander,
 Mark Troendle, Judy Schotzko

Agenda

Friends of the Stillwater Public Library Agenda
Monday, September 11, 2023 at 6:30 pm
Conference Room

1. Call meeting to order: Mary Ann Sandeen
2. Secretary’s Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Upcoming Fall Booksale: All; September is Library Card Month; We are Water Mn/ArtReach Opening October 22. 4:30-5:30. RSVP; Office move
6. Update: Mark Troendle: Light a candle Spark;Spring Book Sale dates
7. Adjourn: All

Next Meeting: October 9, 2023

Meeting called to order by Mary Ann Sandeen

- Tracy distributed Monday, June 12, 2023 meeting minutes for review
 - Minutes approved.

Treasurer's report Jan Kilkelly

6/1/2023 – 6/30/2023

Opening Balance: \$60,785.79
Total Receipts: \$471.00
Total Disbursements: \$2,500.00
Ending Balance: \$58,756.79

7/1/2023 – 7/31/2023

Opening Balance: \$58,756.79
Total Receipts: \$488.00
Total Disbursements: \$0
Ending Balance: \$59,244.79

8/1/2023 – 8/30/2023

Opening Balance: \$59,244.79
Total Receipts: \$542.00
Total Disbursements: \$0
Ending Balance: \$59,786.79

Membership report Gemma Lockrem

95 memberships

Topics:

Fall 2023 Book sale:

- **Fall Booksale: Wed. Nov 1 – Sat. Nov. 4**
- **Oct. 28 10:30am-3:00pm Collection date in Library parking Ramp**
- Margaret River room A&B RESERVED: Saturday, Oct. 28 – Sunday, Nov. 5
- Susie will work with STS

Spring Book sale:

- **Spring 2024 Booksale: Wed. April 24 – Sat. April 27**
- **April 20 10:30-3:00pm Collection date in Library parking Ramp**
- Margaret River room A&B RESERVED: Saturday, April 20 – Sunday, April 28

September is Library Card Month:

- During the month of Sept. when patrons sign up for a library card, the patron will receive a coupon for 1 free book from the in-house Friends library sale on main level of the library near circulation desk.
- Beautiful packet put together for new patrons signing up.

We are Water Mn/ArtReach Opening October 12. 4:30-5:30. RSVP

- Library is a co-sponsor
- Docent training from 3:30-4:30pm on 10/12, prior to the opening event.

Light a Spark - feedback

- Foundation will provide food next year July 2024

Mark Troendle update:

- After an extensive search process, the Library Foundation has selected a new Executive Director, and her name is Elsbeth Howe. She will formally begin her new role on September 24. Ms. Howe brings over a decade of experience in the nonprofit and foundation field, along with Juris Doctor and Masters in Philanthropy degrees. She has served as Development Director at the Inver Hills Community College Foundation since 2020. There she was responsible for fundraising, planned giving, grant writing, event planning, the alumni association, scholarship administration and supervision of staff.

Meeting Adjourned at 7:40 pm

Next meeting will be on: Monday, Oct. 9, 2023

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

Period:	9/1/23 - 9/30/2023	Year-to-Date 9/30/2023
Opening Balance	\$59,786.79	\$ 64,496.55
Receipts:		
Memberships	\$20.00	\$ 3,165.00
Donations		\$ 3,441.31
Ongoing Book Sales	\$357.00	\$ 3,529.00
Semi-Annual Book Sales		\$ 5,128.00
Scanner Fees		\$ 140.00
Book Bag Sales	\$15.00	\$ 120.00
Total Receipts	\$392.00	\$ 15,523.31
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	\$60,178.79	\$ 60,178.79

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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Wednesday, October 18, 2023



Mark,

I wanted to take a moment to extend my congratulations to you and everyone involved with the Stillwater Public Library on your Historic Preservation Commission award. Last night was a celebration of individuals and organizations that are making a significant impact on the preservation of Stillwater's rich history, and your efforts certainly embody that spirit.

As a Board Member for the League of Minnesota Cities, I have the opportunity to see many Carnegie libraries across the state. I can say without a shadow of a doubt that Stillwater Public Library remains my favorite. Your team's dedication to maintaining the integrity and beauty of our library is evident in every nook and cranny. The decision to get the roof done by the same Italian tiler was not only a nod to authenticity but also a significant win for our community.

Your work helps anchor Stillwater as a city deeply connected to its roots, even as we look forward to the future. I'm continually impressed by the contributions you and the library make to uphold the character of our town. It's not just about bricks and mortar; it's about the soul of our community.

I would be grateful if you could pass along my message of appreciation to the Library Board as well. Rest assured, the library has my full support in all its endeavors, and I look forward to seeing what additional strides you'll make in the coming years.

Once again, congratulations on your well-deserved recognition. Your accomplishments don't just enrich the library; they enrich all of Stillwater.

Warm regards,

A handwritten signature in black ink that reads "L. Odebrecht". The signature is fluid and cursive, with a long horizontal line extending to the right.

Larry Odebrecht

Council Member, Stillwater City Council – Ward 3

October 24, 2023

Council Member Odebrecht
City of Stillwater
216 North Fourth Street
Stillwater, MN 55082

Dear Council Member Odebrecht,

Mark Troendle shared your letter with me today. We will include your full letter in the upcoming board packet to ensure that all are able to see it and to include it in the public record.

It is an honor to serve on the board and to ensure that this beautiful building retains its grandeur and structural integrity. Our board works hard to stay current with the building's needs while considering the needs of the community. Having a Carnegie library in our city is a tremendous asset which we are dedicated to protecting.

Being recognized by the Historic Preservation Commission is an honor the board truly appreciates. We are very grateful for the support of the City in maintaining this valuable asset. Together, the Library Board of Trustees and the City Council can continue to enhance and enrich our community while preserving Stillwater's historic character.

On behalf of the Library Board of Trustees, thank you for the kind words. It means a great deal to hear from you and to know how much you support the library and its role in the community.

Warm regards,

Pat Lockyear
President, Library Board of Trustees



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

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 1-4: Friends Used Book Sale 3: Library Advocacy, 3 pm 10: Library Closed, Veterans Day 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 23: Library Closed, Thanksgiving Day</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 1: Library Advocacy, 3 pm 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

Green: 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 Committee:	Hansen, Simon, Keri Goeltl (Staff), Elsbeth Howe (Foundation), Karah Hullander (Friends)

Updated 11/1/2023