

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, December 12, 2023
5:30 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
 - a) Adoption of November 14, 2023 Minutes +
 - b) Acknowledgement of Bills Paid in November +
 - c) November 2023 Budget Status Report +

Informational/Discussion (15 minutes)

4. Introduction of Library Foundation Executive Director, Elsbeth Howe I+
5. Trustee & Council Liaison Information Sharing I+
6. Advocacy Committee Charter D+

Decisional (80 minutes)

7. Request for Review Policy A+
8. Board Self-Assessment A+
9. New Trustee Recommendations/Selection A+
10. August 2024 Library Board Meeting Date A+
11. Employer Paid COVID-19 Leave A+
12. 2024-2025 Labor Agreement A+
13. 2024 Wage Scale Ratification A+
14. 2024 City Operating, Supplemental and Capital Budgets A+

Reports (10 minutes)

15. Director and Other Staff Reports +
16. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Library Advocacy
17. Foundation and Friends Report +

18. Public Commentary

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

19. Adjournment A

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
November 14, 2023
Minutes**

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

ABSENT: Simon

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Hollatz said that it has been a great six years on the board. It has been a joy working with the staff and other trustees. Mathre said that he will also be leaving after his term. He has really enjoyed his time on his board and appreciates how well this board is run.

No updates from Collins regarding the City Council. Hemer expressed appreciation for the complimentary letter from Council Member Larry Odebrecht regarding the library and the Heritage Preservation Commission award.

AGENDA ITEM 5: Board Self-Assessment Survey

Lockyear directed trustees to the board self-assessment survey in the packet.

Panciera wondered if a low score on a question should trigger a formal discussion or response by the board. He wants to make sure that something will happen if the survey results indicate areas of concern.

Hemer commented that results of the survey were brought back to the board after the first survey was taken. The board discussed and provided recommendations for next steps. Lockyear also noted that prior to the first survey, the board conducted a self-assessment during a board workshop led by Propel. The results were discussed by the board and actions were taken. Weigman proposed that any time that the survey is given, the full results should be brought back to the board as a whole for discussion. Lockyear agreed and noted that this discussion could then identify needed steps or training.

Burns noted that some of the survey questions are about the individual board member's participation on the board versus an assessment of the board's functioning as a whole. Hemer explained that two questions are personally directed and the remaining questions are perceptions of the board as a whole.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
November 14, 2023
Minutes**

Lockyear reported that the survey will be an action item for approval on December's agenda. As it won't be approved until December, the survey will not be taken until 2024. Collins asked if would be best to wait until the fall of 2024 as two new members will be joining the board in January. Lockyear agreed.

AGENDA ITEM 6: Labor Negotiations Update

Lockyear reported that the Executive Committee and Attorney Hansen met with four union representatives (2 library staff members and 2 representatives from AFSCME) on Monday. Four requests were received from the union, and the Executive Committee adjourned to closed session with Attorney Hansen to discuss.

All readily agreed to request #1 to add paid holidays of Veterans Day and Juneteenth as the Board had already approved these holidays to be in concert with the City paid holidays.

Attorney Hansen suggested a simple solution to request #2 expressing concern about honoring the statement in Article #18 regarding internal postings; to restrict online postings to internal postings for 5 days before allowing the online posting to be shared externally.

The Executive Committee provided budgetary background for Attorney Hansen to explain why requests # 3 and #4 were not negotiable. Troendle agreed to share a staffing proposal that might address Union's concerns for request #3 for more full-time staff and more associate hours. With regard to request #4 of increasing wages by 5%, all agreed that the Library could only offer a 3% wage increase due to the operating budget deficit for 2024 and the fact that City unions had agreed to a 3% increase.

The Executive Committee returned to open session to discuss the response with the union representatives. The union then requested the creation of a Labor Management Committee to meet on a quarterly basis with representatives of library management and trustees to discuss staffing. The Executive Committee agreed to the proposal.

Lockyear reported that Attorney Hansen is drafting the labor agreement which will then go to the full union for voting.

Burns asked how wages compare to other libraries. Troendle reported that after the wage compensation alignment in 2022, Stillwater Public Library is now at the upper end in terms of hourly pay rates compared to other libraries. He noted that he can't provide information on how Stillwater Public Library aligns in terms of number of hours. A majority of the library staff is not full-time and he does not know how that compares. Lockyear added that the city's class compensation alignment in 2022 did specifically look at comparable pay at other libraries and brought wages up to market rate. Hansen commented that almost all the staff have steps left in the pay grid so they will receive the wage adjustment plus a step increase. He also noted that in a recent ALA study of libraries of similar size and service, Stillwater looked favorable in terms of funding.

Collins reported that the 3% settlement is the same as the other city unions.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
November 14, 2023
Minutes**

AGENDA ITEM 7: Review of Request for Review Policy

Troendle reported that he took as much of the feedback as he could from the last board meeting and tried to incorporate it into the policy while also including the advice and guidelines from the library's attorney. Troendle discussed the following changes:

1. Added the definition of patron and library resources to the policy.
2. Added a maximum of 5 active requests from a patron or group of patrons at a time. When a request is resolved, the patron could then submit another request.
3. Added a line to emphasize that staff follow board-approved policies.
4. Adjusted review period from 24 months to 36 months (i.e. a particular item will not be considered by board more than once in a 36-month period). Troendle noted on the cover sheet that Anoka's review period is 5 years (60 months) which would be acceptable as well. In the trustee edit suggestions received prior to the board meeting, Panciera suggested setting this at 60 months.
5. Additionally, a trustee suggested the inclusion of "the material" to the list of what the board considers when making its decisions.

Burns noted many other libraries and library systems restrict requests for review to people who live in their county. Lockyear noted that three counties do this, but many systems including Dakota, Great River, Hennepin, Duluth, and Bayport do not. Troendle recommends not restricting for a number of reasons. The first reason is that the attorney recommends that we don't restrict. The second reason is that restricting does not necessarily make it easier on staff. He doesn't want staff to determine if someone is a Stillwater resident versus a township resident or is a cardholder because they purchased a card but not a county resident. The third reason is that the library emphasizes welcoming everyone, and a policy that restricts who can submit a request for review does not seem as welcoming.

Burns noted that on page 41 there is the statement that says "The library recognizes that materials may be controversial and that any given item may offend some." He suggests deleting the phrase "and that any given item may offend some." Lockyear noted that this statement is standard language and commonly used in policies throughout the state. Panciera noted that the phrase adds clarification that being offended is not a reason to eliminate a material.

Trustees discussed a 36-month and 60-month review period. They discussed that three years is the term of a board member and allows for turnover in decision-making. They also discussed that a five-year window allows for greater time between review cycles, which may be helpful if they receive numerous requests in the future.

For the inclusion of "the material" to the list of what the board considers when making decisions, Panciera asked that this be moved to the front of the list. The trustees also discussed using the phrase "the material in question" or "the material itself."

Lockyear reported that the revised policy would be brought to the board for a vote in December.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
November 14, 2023
Minutes**

AGENDA ITEM 8: 2024 Closing Schedule

Motion to adopt proposed 2024 closing schedule. Hollatz moved. Hemer second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Weigman; No: None.

AGENDA ITEM 9: Director and Other Staff Reports

Troendle reported on the glass breakage on door. He followed up with police regarding the vandalism. The library has video footage of the incident. The damage has been reported to the insurance company and estimates are being obtained for replacement of the glass.

Lockyear asked about the certificate of recognition for the Heritage Preservation Award and where it could be displayed. Troendle indicated that the library is looking into this.

AGENDA ITEM 10: Board Committee Reports

- a) Executive Committee: Lockyear noted that, as discussed earlier in the meeting, the Executive Committee met on Monday for labor negotiations. Minutes will be included in December's packet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Minutes are in the packet. Hansen reported that the Finance Committee met in October to discuss the 2023 and 2024 budget. They recommend using the fund balance to cover the gap in 2023. In December, they will bring a revised 2024 budget recommendation for board consideration.
- d) Library Advocacy: Minutes are in the packet. Hansen said that the first meeting went well with a representative from the Foundation and Friends in attendance.

AGENDA ITEM 11: Foundation & Friends Report

Troendle reported that the Friends held their fall book sale. They raised \$5,261 in book sales and \$280 in scanner charges for a total of \$5,541. This was a record high. In addition, Friends received new and renewed memberships during the sale.

AGENDA ITEM 12: Public Commentary

No emails or public commentary were received by Lockyear.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 6:19 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in November 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 November 2023 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of November:				
November 2023 (2023 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 20,065.43	\$ 4,077.54	\$ 10,392.08	\$ 34,535.05
Capital Expenditures	\$ -	\$ -	\$ 6,653.00	\$ 6,653.00
23 Prepay Expenditures	\$ 13,533.00	\$ 1,533.61	\$ -	\$ 15,066.61
Total	\$ 33,598.43	\$ 5,611.15	\$ 17,045.08	\$ 56,254.66
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: November 8, 2023 (\$22,227.95)</i></p> <ul style="list-style-type: none"> • \$9,124 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$5,544 was paid to Xcel Energy for gas and electricity. • \$1,888 was paid to RTD Ramp Power Washing for striping the parking ramp. <p><i>Bill Resolution: November 21, 2023 (\$34,026.71)</i></p> <ul style="list-style-type: none"> • \$6,653 was paid to Water Heaters Now for a new water heater. • \$2,670 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$2,400 was paid to A&K construction for an expansion joint in gallery wing. <p>The following prepayments for 2024 expenses were issued and will be coming out of the 2024 budget:</p> <ul style="list-style-type: none"> • \$9,154 was paid to Bibliotheca for self-check maintenance. • \$5,186 was paid to Ebsco for periodical subscriptions. • \$468 was paid to Survey Monkey for survey software subscription. • \$258 was paid to Corval for HVAC maintenance agreement for the month of January. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 11/8/2023 Bill Resolution 11/21/2023 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
725	10/31/2023	16 Wins	Website Maintenance - October	380.00	230-4230-3098-0000	Technology Support
3798-237335	10/13/2023	Ace Hardware	Janitorial Supplies	45.47	230-4231-2102-0000	Janitorial Supplies
1TQF-TG69-TRKL	10/14/2023	Amazon Business	Programs - JUV (SPLF HJA EL)	71.58	232-4232-2407-0000	SPLF - Programs
116D-MGHJ-3FF3	10/24/2023	Amazon Business	Gen. Supplies	28.86	230-4230-2101-0000	General Supplies
116D-MGHJ-3FF3	10/24/2023	Amazon Business	Janitorial Supplies	67.52	230-4231-2102-0000	Janitorial Supplies
1741-G3GD-FCCY	10/28/2023	Amazon Business	Programs - Adult (SPLF)	207.71	232-4232-2407-0000	SPLF - Programs
19X6-JNC3-NF14	10/29/2023	Amazon Business	YS Portable Desk	52.98	230-4230-2302-0000	Other Minor Equipment
19X6-JNC3-NF14	10/29/2023	Amazon Business	Programs - JUV (SPLF HJA Non)	44.51	232-4232-2407-0000	SPLF - Programs
1DPY-T1NR-LLFG	10/29/2023	Amazon Business	Programs - Adult (SPLF)	23.72	232-4232-2407-0000	SPLF - Programs
2123793	10/19/2023	Blackstone Publishing	Materials - Audio (SAAB Friends)	131.12	229-4229-2113-0000	Friends - Materials
2124193	10/23/2023	Blackstone Publishing	Materials - Audio (SAAB Friends)	115.96	229-4229-2113-0000	Friends - Materials
2124998	10/26/2023	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
11072023	11/7/2023	Brodart Co	Materials - Adult Nonfiction (McCluer)	302.16	221-4221-2404-0000	McCluer Webster - Other Books
11072023	11/7/2023	Brodart Co	Materials - Adult Nonfiction (Murdock)	75.21	222-4222-2404-0000	Murdock - Other Books
11072023	11/7/2023	Brodart Co	Materials - Juv (Lawson)	2712.80	224-4224-2404-0000	Helen Lawson Fund - Other Books
11072023	11/7/2023	Brodart Co	Materials - Adult Nonfiction (Lawson)	15.47	224-4224-2404-0000	Helen Lawson Fund - Other Books
11072023	11/7/2023	Brodart Co	Materials - Adult Fiction (Lawson)	897.25	224-4224-2404-0000	Helen Lawson Fund - Other Books
11072023	11/7/2023	Brodart Co	Materials - Juv (Friends)	11.56	229-4229-2113-0000	Friends - Materials
11072023	11/7/2023	Brodart Co	Materials - YA (Friends)	435.33	229-4229-2113-0000	Friends - Materials
11072023	11/7/2023	Brodart Co	Materials - Adult Nonfiction (Friends)	1374.53	229-4229-2113-0000	Friends - Materials
11072023	11/7/2023	Brodart Co	Materials - Juv	8.63	230-4230-2400-0000	Childrens Books
11072023	11/7/2023	Brodart Co	Materials - Adult Fiction	1817.19	230-4230-2401-0000	Adult Books - Fiction
11072023	11/7/2023	Brodart Co	Materials - Adult Nonfiction	96.68	230-4230-2405-0000	Adult Books - Non Fiction
11072023	11/7/2023	Brodart Co	Materials - YA	13.49	230-4230-2406-0000	Teen Books
11072023	11/7/2023	Brodart Co	Materials - Processing	723.61	230-4230-3404-0000	Processing Fee
11072023	11/7/2023	Brodart Co	Materials - Adult Nonfiction (Athena)	640.67	235-4235-2101-0000	Library Donations Materials
20634	10/31/2023	Clay Squared to Infinity	Programs - Adult (SPLF)	345.00	232-4232-2407-0000	SPLF - Programs
10355892	10/20/2023	Cole Papers	Janitorial Supplies	303.63	230-4231-2102-0000	Janitorial Supplies
20231018CM	10/18/2023	Country Messenger	Materials - Newspaper	67.00	230-4230-2403-0000	Periodicals
306-02444792-3	10/31/2023	Culligan of Stillwater	Water	59.50	230-4230-4099-0000	Miscellaneous Charges
30102301_0727	7/27/2023	Holt Erin	Programs - JUV (SPLF HJA SRP)	365.00	232-4232-2407-0000	SPLF - Programs
30102301_0824	8/24/2023	Holt Erin	Programs - JUV (SPLF HJA SRP)	375.00	232-4232-2407-0000	SPLF - Programs
29246	10/11/2023	Menards	Janitorial Supplies	42.41	230-4231-2102-0000	Janitorial Supplies
11072023	11/7/2023	Midwest Tape	Materials - Audio (SAM)	23.38	230-4230-2402-0000	Audio
11072023	11/7/2023	Midwest Tape	Materials - Video (SAV)	49.48	230-4230-2408-0000	Film/Video
11072023	11/7/2023	Midwest Tape	Materials - Processing	14.76	230-4230-3404-0000	Processing Fee
J212	10/26/2023	MN State Horticultural Society	Materials - Magazine	34.00	230-4230-2403-0000	Periodicals
W23090570	10/13/2023	Office of MN IT Services	Phone - September	148.45	230-4231-3101-0000	Telephone
3177553	10/29/2023	Per Mar Security Services	Security	202.08	230-4231-3707-0000	Maintenance Agreements - Lib Plant
2-SPL	10/20/2023	RTD Power Washing Inc	Parking Ramp Striping	1888.00	230-4231-3703-0000	Building Repair Charges
STL-200118	10/23/2023	Stillwater Gazette	Materials - Newspaper	42.14	230-4230-2403-0000	Periodicals
STL-200118	10/23/2023	Stillwater Gazette	Materials - Newspaper (SPLF)	98.61	232-4232-2113-0000	SPLF - Materials
20230926JV	9/26/2023	Veenstra Jaehyun	Programs - Adult (SPLF)	365.00	232-4232-2407-0000	SPLF - Programs
1025-F303302	10/16/2023	Viking Auto Sprinkler Co.	Annual Inspection	810.00	230-4230-3707-0000	Maintenance Agreements
218771	10/25/2023	Washington County Library	Q3 Overdue Notices	189.89	230-4230-3102-0000	Postage
218780	10/25/2023	Washington County Library	Q3 Lost & Damaged	114.96	230-0000-3880-0030	Lost/Damaged Fees
1	11/1/2023	West Jacqueline M.	Programs - JUV (SPLF HJA Non)	400.00	232-4232-2407-0000	SPLF - Programs
27922498-60-12	11/2/2023	When To Work	Tech - Employee Scheduling	360.00	230-4230-3098-0000	Technology Support
359	10/6/2023	Wildside Adventure Company LLC	Materials - Adult Nonfiction (235)	50.00	235-4235-2101-0000	Library Donations Materials
		INVOICES SUBTOTAL		\$ 16,683.90		
LIBRARY CREDIT CARD						
		None				
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
850472953	10/25/2023	Xcel Energy	Gas	\$ 857.98	230-4231-3601-0000	Natural Gas
850472953	10/25/2023	Xcel Energy	Electric	\$ 4,686.07	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,544.05		
GRAND TOTAL				\$ 22,227.95		

These bills are submitted and approved for payment.

Mark Troendle 11/08/2023
 Mark Troendle, Library Director

Craig Hansen 11/08/2023
 Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
807	11/1/2023	A&K Construction	Expansion Joint Cap (FB)	2400.00	230-4231-3703-0000	Building Repair Charges
17ML-4M66-LTVF	11/12/2023	Amazon Business	Materials - Adult Fiction (Friends Wils)	22.28	229-4229-2113-0000	Friends - Materials
17ML-4M66-LTVF	11/12/2023	Amazon Business	Materials - Adult Nonfiction (Johnson)	17.54	235-4235-2101-0000	Library Donations Materials
1CCL-GFCT-NXJ9	11/12/2023	Amazon Business	Materials - Adult Fiction (Friends Wils)	36.36	229-4229-2113-0000	Friends - Materials
1M6T-JMGY-71DC	11/16/2023	Amazon Business	Office Supplies	137.02	230-4230-2101-0000	General Supplies
INV-US70585	11/16/2023	Bibliotheca LLC	Selfcheck Maintenance Agreement 2024 (230-4230-3	9154.00	230-0000-1410-1000	PRE PAID ACCOUNT
2127351	11/9/2023	Blackstone Publishing	Materials - Audio (SAAB Friends)	36.00	229-4229-2113-0000	Friends - Materials
2127355	11/9/2023	Blackstone Publishing	Materials - Audio (SAAB Friends)	36.00	229-4229-2113-0000	Friends - Materials
11212023	11/21/2023	Brodart Co	Materials - Adult Nonfiction (McCluer)	238.32	221-4221-2404-0000	McCluer Webster - Other Books
11212023	11/21/2023	Brodart Co	Materials - Adult Fiction (Lawson)	50.67	224-4224-2404-0000	Helen Lawson Fund - Other Books
11212023	11/21/2023	Brodart Co	Materials - Juv (Lawson)	245.95	224-4224-2404-0000	Helen Lawson Fund - Other Books
11212023	11/21/2023	Brodart Co	Materials - Adult Nonfiction (Friends)	453.08	229-4229-2113-0000	Friends - Materials
11212023	11/21/2023	Brodart Co	Materials - YA (Friends)	10.79	229-4229-2113-0000	Friends - Materials
11212023	11/21/2023	Brodart Co	Materials - Juv	17.78	230-4230-2400-0000	Childrens Books
11212023	11/21/2023	Brodart Co	Materials - Adult Fiction	499.86	230-4230-2401-0000	Adult Books - Fiction
11212023	11/21/2023	Brodart Co	Materials - Adult Nonfiction	60.81	230-4230-2405-0000	Adult Books - Non Fiction
11212023	11/21/2023	Brodart Co	Materials - Processing	369.32	230-4230-3404-0000	Processing Fee
11212023	11/21/2023	Brodart Co	Materials - Adult Nonfiction (Athena)	724.39	235-4235-2101-0000	Library Donations Materials
186553132	11/1/2023	Comcast	Internet - November	188.44	230-4230-3098-0000	Technology Support
886745	11/1/2023	Corval Constructors	Quarterly Maintenance Agreement (Jan 24)	258.00	230-0000-1410-1000	PRE PAID ACCOUNT
886745	11/1/2023	Corval Constructors	Quarterly Maintenance Agreement (Nov Dec 23)	516.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
1720835	11/17/2023	Ebsco Publishing	Materials - Subscriptions 2024 (230-4230-4001-0000)	653.00	230-0000-1410-1000	PRE PAID ACCOUNT
1720835	11/17/2023	Ebsco Publishing	Materials - Periodicals 2024 (230-4230-2403-0000)	3000.00	230-0000-1410-1000	PRE PAID ACCOUNT
1720835	11/17/2023	Ebsco Publishing	Materials - Periodicals 2024 (SPLF 232-4232-2113-000	1533.61	232-0000-1410-1000	SPLF PRE PAID ACCOUNT
971558	11/3/2023	ECM Publishers	Public Notice	37.00	230-4230-3400-0000	Printing and Publishing
1678475	10/6/2023	Folkmanis Inc	Programs - Juv (SPLF EL HJA)	43.85	232-4232-2407-0000	SPLF - Programs
20270361	11/7/2023	Huebsch Service	Towels & Rugs	235.51	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
11032023	11/3/2023	Madden Galanter Hansen LLP	Attorney Services - October	1810.65	230-4230-3099-0000	Other Professional Services
30242	11/2/2023	Menards	Janitorial Supplies	44.75	230-4231-2102-0000	Janitorial Supplies
11122023	11/12/2023	Music Together in the Valley	Programs - Juv (SPLF HJA EL)	600.00	232-4232-2407-0000	SPLF - Programs
W23100571	11/14/2023	Office of MN IT Services	Phone - October	148.45	230-4231-3101-0000	Telephone
2023-00036	10/6/2023	Petite Concerts	Programs - Juv (SPLF HJA EL)	275.00	232-4232-2407-0000	SPLF - Programs
10067454	10/16/2023	Pioneer Press St. Paul	Materials - Periodicals (SPLF)862.56 for 52 weeks per	862.56	232-4232-2113-0000	SPLF - Materials
44984217	11/15/2023	Survey Monkey	Survey Software 2024 (230-4230-3098-0000)	468.00	230-0000-1410-1000	PRE PAID ACCOUNT
18623	10/26/2023	The Bakken Museum	Programs - Juv (MELSA)	240.00	235-4236-4099-0000	Library Donations Programs
4014	10/10/2023	Water Heaters Now Inc	Water Heater (Kilty)	6653.00	120-4231-5300-0000	C/O Machinery & Equipment
		INVOICES SUBTOTAL		\$ 32,077.99		
LIBRARY CREDIT CARD						
2080386 231011	10/11/2023	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
10092023	10/9/2023	Grand Pizza & Catering	Staff Training (Wick)	299.12	236-4236-4099-0000	Wick - Miscellaneous Charges
1000	10/12/2023	Highlights	Materials - Juv (Lawson)	70.52	224-4224-2404-0000	Helen Lawson Fund - Other Books
12086	9/26/2023	Homeless Training	Staff Training (Wick)	1149.00	236-4236-4099-0000	Wick - Miscellaneous Charges
Mbr32548091	10/18/2023	National Trust For Historic Preservation	Materials - Periodicals	25.00	230-4230-2403-0000	Periodicals
Transaction300	10/10/2023	Stillwater Post Office	Postage	152.11	230-4230-3102-0000	Postage
163496	10/18/2023	Taproot	Materials - Periodicals	60.00	230-4230-2403-0000	Periodicals
697196	10/2/2023	thepartsbiz.com	Vaccum Head	84.49	230-4231-2302-0000	Other Minor Equipment - Lib Plant
697259	10/4/2023	thepartsbiz.com	Vaccum Head	84.49	230-4231-2302-0000	Other Minor Equipment - Lib Plant
		CREDIT CARD SUBTOTAL		\$ 1,948.72		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 34,026.71		

These bills are submitted and approved for payment.

Mark Troendle 11/20/2023

Mark Troendle, Library Director

Craig Hansen 11/20/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: November 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 – November 30, 2023.</p> <p><u>120 Funds – Capital:</u> The original capital budget for 2023 was \$100,000 (consisting of city capital of \$20,000, \$40,000 from fund balance, and \$40,000 from supplemental funds). In March, an additional \$40,000 in fund balance was approved for potential capital expenditure. In May, another \$24,000 in fund balance expenditure was approved for potential capital expenditure. 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, \$127,339 has been expended.</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. • \$6,653 was paid in November for the water heater from the Kilty Fund. • Two additional expenditures were budgeted for capital but will be paid under operating: <ul style="list-style-type: none"> ○ \$40,000 was budgeted for signage to be funded by the Foundation. \$19,381 was expended and was recategorized as an operating expense (as the unit cost is under \$5,000). ○ \$2,400 was paid for the metal expansion joint cap in the gallery. This fund balance expenditure was approved for capital projects but was recategorized as an operating building repair. <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 \$8,031 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 funding the volunteer coordinator that is not entered until the year-end. Actual revenue received is \$2,805 and is running slightly behind budget pace.</p>	

*The totals for unrealized gains/losses are ignored at this time and not included when assessing YTD variance as these are market value allocations that will be adjusted again at year-end.

230-4230 Funds – Operating Expenditures:

Personnel Services: Personnel expenditures total \$931,175 to date. This is running below the budgeted pace by about \$40,000. 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 \$62,325 expended to date.

- General supplies and equipment are budgeted at \$4,200 with \$4,398 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 will be \$8,123. 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. \$61,583 has been ordered to date, and \$54,249 has been paid to date. The budget will be fully expended by year-end.

Services and Charges: The budget for services and charges is \$58,195. \$50,678 has been expended to date. We are anticipating that services and charges will be significantly over budget at year-end due to higher expenses than 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. \$2,409 has been expended to date.

230-4231 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$124,036. \$108,232 has been expended to date and is on track with the budgeted pace.

Plant – Supplies: The plant supplies budget is \$6,500. \$8,029 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. \$84,342 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 93% of the total energy budget for the year. Bills for 10/19 – 12/31 are forthcoming. A relatively mild fall has been very helpful. We initially projected that we would be over budget by \$14,000 but a continuation of mild weather could mean that we'd be over budget by less than \$7,500.
- Building repairs are budgeted at \$9,000 with \$8,877 spent to date.
- Maintenance agreements are budgeted at \$10,000 with \$9,564 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 \$3,309 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:

November 2023 Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/6/2023 - 4:09 PM
 Period: 1 to 11, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	100,000.00	188,712.14	188,712.14	-88,712.14	0.00	-88,712.14	0.00
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	100,000.00	188,712.14	188,712.14	-88,712.14	0.00	-88,712.14	0.00
	Expense Sub Totals:	100,000.00	188,712.14	188,712.14	-88,712.14	0.00	-88,712.14	0.00
	Dept 4230 Sub Totals:	100,000.00	188,712.14	188,712.14	-88,712.14	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	6,653.00	6,653.00	-6,653.00	0.00	-6,653.00	0.00
	E25 Sub Totals:	0.00	6,653.00	6,653.00	-6,653.00	0.00	-6,653.00	0.00
	Expense Sub Totals:	0.00	6,653.00	6,653.00	-6,653.00	0.00	-6,653.00	0.00
	Dept 4231 Sub Totals:	0.00	6,653.00	6,653.00	-6,653.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/6/2023 - 4:06 PM
 Period: 1 to 11, 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	4,100.00	4,100.00	-2,400.00	0.00	-2,400.00	0.00
230-0000-3520-0100	Copier/Printer Sales	3,500.00	3,812.07	3,812.07	-312.07	0.00	-312.07	0.00
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	19.00	19.00	181.00	0.00	181.00	90.50
	R25 Sub Totals:	5,900.00	8,031.07	8,031.07	-2,131.07	0.00	-2,131.07	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	359.00	359.00	1,141.00	0.00	1,141.00	76.07
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	0.09	0.09	499.91	0.00	499.91	99.98
230-0000-3880-0020	Library Card Fees	420.00	420.00	420.00	0.00	0.00	0.00	0.00
230-0000-3880-0030	Lost Materials	2,000.00	2,026.38	2,026.38	-26.38	0.00	-26.38	0.00
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	-5.00	-5.00	5.00	0.00	5.00	0.00
	R40 Sub Totals:	22,587.00	15,769.76	15,769.76	6,817.24	0.00	6,817.24	30.18
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,500,177.00	1,375,162.25	1,375,162.25	125,014.75	0.00	125,014.75	8.33
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	1,375,162.25	1,375,162.25	125,014.75	0.00	125,014.75	8.33
	Revenue Sub Totals:	1,528,664.00	1,398,963.08	1,398,963.08	129,700.92	0.00	129,700.92	8.48
	Dept 0000 Sub Totals:	-1,528,664.00	-1,398,963.08	-1,398,963.08	-129,700.92	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	224,199.50	173,389.65	173,389.65	50,809.85	0.00	50,809.85	22.66
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	17,350.70	17,350.70	-17,350.70	0.00	-17,350.70	0.00
230-4230-1113-0000	Vacation Pay	0.00	41,285.16	41,285.16	-41,285.16	0.00	-41,285.16	0.00
230-4230-1200-0000	Part Time Salaries	653,655.89	513,449.03	513,449.03	140,206.86	0.00	140,206.86	21.45
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	53,277.76	53,277.76	12,561.74	0.00	12,561.74	19.08
230-4230-1420-0000	FICA/Medicare	67,156.61	57,013.24	57,013.24	10,143.37	0.00	10,143.37	15.10
230-4230-1500-0000	Hospital / Medical	88,458.96	77,373.64	77,373.64	11,085.32	0.00	11,085.32	12.53
230-4230-1520-0000	Dental Insurance	4,294.80	3,441.58	3,441.58	853.22	0.00	853.22	19.87
230-4230-1540-0000	Life Insurance	769.00	501.31	501.31	267.69	0.00	267.69	34.81
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	937,175.03	937,175.03	184,366.23	0.00	184,366.23	16.44
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	3,736.09	3,736.09	-736.09	0.00	-736.09	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	274.97	274.97	925.03	0.00	925.03	77.09
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	14,512.68	14,512.68	-12.68	0.00	-12.68	0.00
230-4230-2401-0000	Adult Books - Fiction	15,500.00	13,815.60	13,815.60	1,684.40	0.00	1,684.40	10.87
230-4230-2402-0000	Audio	1,900.00	948.72	948.72	951.28	0.00	951.28	50.07
230-4230-2403-0000	Periodicals	3,000.00	3,085.00	3,085.00	-85.00	0.00	-85.00	0.00
230-4230-2405-0000	Adult Books - Non Fiction	10,700.00	10,199.69	10,199.69	500.31	0.00	500.31	4.68
230-4230-2406-0000	Teen Books - Materials	3,500.00	3,391.10	3,391.10	108.90	0.00	108.90	3.11
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	3,912.19	3,912.19	1,587.81	0.00	1,587.81	28.87
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	1,852.12	1,852.12	-352.12	0.00	-352.12	0.00
	E10 Sub Totals:	88,600.00	62,325.05	62,325.05	26,274.95	0.00	26,274.95	29.66
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	9,500.00	9,925.20	9,925.20	-425.20	0.00	-425.20	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	9,706.91	9,706.91	-4,706.91	0.00	-4,706.91	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	71.00	71.00	429.00	0.00	429.00	85.80
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	8,398.95	8,398.95	2,601.05	0.00	2,601.05	23.65
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	3,045.55	3,045.55	-45.55	0.00	-45.55	0.00
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	241.56	241.56	-41.56	0.00	-41.56	0.00
	E15 Sub Totals:	58,195.00	50,678.32	50,678.32	7,516.68	0.00	7,516.68	12.92
E20	MISCELLANEOUS							

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	8,877.85	8,877.85	122.15	0.00	122.15	1.36
230-4231-3707-0000	Maintenance Agreements	10,000.00	9,564.63	9,564.63	435.37	0.00	435.37	4.35
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	84,342.86	84,342.86	41,312.14	0.00	41,312.14	32.88
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	3,309.08	3,309.08	-2,209.08	0.00	-2,209.08	0.00
	E20 Sub Totals:	1,100.00	3,309.08	3,309.08	-2,209.08	0.00	-2,209.08	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	203,914.12	203,914.12	93,377.68	0.00	93,377.68	31.41
	Dept 4231 Sub Totals:	297,291.80	203,914.12	203,914.12	93,377.68	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	1,398,963.08	1,398,963.08	129,700.92	0.00	129,700.92	8.48
	Fund Expense Sub Totals:	1,568,664.00	1,256,501.69	1,256,501.69	312,162.31	0.00	312,162.31	19.90
	Fund 230 Sub Totals:	40,000.00	-142,461.39	-142,461.39	182,461.39	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Introduction of Library Foundation Executive Director, Elsbeth Howe	
OWNER: Lockyear, President	PRESENTER: Elsbeth Howe
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:</p> <p>Elsbeth Howe will attend the December library board meeting. Some trustees have already met her, and she is a member of the Library Advocacy Committee. Below is a brief biography.</p> <p>Elsbeth Howe brings over a decade of experience in the nonprofit and foundation field, along with Juris Doctor and Master of Philanthropy degrees. She most recently served as Development Director at the Inver Hills Community College Foundation. There she was responsible for fundraising, planned giving, grant writing, event planning, the alumni association, scholarship administration and supervision of staff.</p> <p>Before Inver Hills, Elsbeth served for many years as Executive Director at Students United, an advocacy and scholarship nonprofit organization for Minnesota state university students. Her career has included the skills of lobbyist, instructor and student senate advisor. She earned her J.D. degree from the University of Iowa College of Law and received her master’s degree in philanthropic studies from the Lilly Family School of Philanthropy at Indiana University. She has also served as a consultant to and board member of nonprofits and advocacy organizations.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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"> • 11/13/2023: On behalf of Hemer, Troendle emailed trustees the article titled Great Books Will Always Be Their Own Best Defense published in the New York Times on October 2, 2023. • 11/13/2023: Troendle emailed trustees that on Saturday, November 11, a teenager broke a glass pane in a terrace door by throwing a rock at it. Security cameras captured the event, and police are investigating. The door is doubled glazed and only the exterior pane was broken. The library is working to get the glass replaced. • 11/27/2023: On behalf of Lockyear, Troendle emailed trustees the article titled Westonka Library in Mound to be replaced with larger, more environmentally friendly building published by the Star Tribune on November 26, 2023. On behalf of Burns, Troendle emailed trustees the article Library system swamped with book challenges. <p><i>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.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Advocacy Committee Charter	
OWNER: Advocacy Committee	PRESENTER: Simon
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: A draft of the Advocacy Committee Charter is presented for discussion and review. This document was based on the Executive, Facilities, and Finance Committee Charters as well as the Advocacy Committee Charge.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft of Advocacy Committee Charter	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Advocacy Committee	

Committee Charter Form

Committee: Advocacy

Adopted by board:

Revised:

This standing committee is composed of two Board trustees, one Stillwater Public Library staff, one representative of the Friends of Stillwater Public Library (Friends), and one representative of the Stillwater Public Library Foundation (SPLF). The SPLF Volunteer Coordinator may participate as needed. The trustees are appointed by the Board President. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. Another committee member may serve as the secretary. The secretary is designated to take minutes at the meeting and draft cover sheet text. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide coordination, implementation, and oversight of library advocacy efforts.

Major duties include:

- Focus on maintaining open communication between SPLF, Friends, and Library Board.
- Work to ensure mutual messaging between groups with focus on key audiences.
- Develop actionable plans for advocacy efforts and prepare a proposed budget for such actions. Present plans and budgets to the Board for approval. Focus on use of volunteers where feasible.
- Implement and oversee advocacy efforts.
- Measure outcomes of advocacy work with regular reports to the Board summarizing actions taken and results.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board, preferably in writing.

The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary.

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): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve revised Request for Review	
BACKGROUND/CONTEXT: <p>At the October 2023 board meeting, trustees reviewed the existing Request for Review Policy and discussed potential modifications. A revised draft was presented for discussion at the November meeting. Based on that input, new edits reflected in the latest draft include lengthening the interval for requesting a repeat review of a particular item from 24 months to 60 months and adding the phrase “the material in question” to the list of what the board considers when making decisions. Other changes proposed last month remain. All updates to the existing policy are reflected in the attached redlined draft.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Revised draft of Request for Review 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; 12/12/2023
Date last reviewed: ~~01/12/2023~~/10/12/2023

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 material in question, 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 2460-month period, even if subsequent requests come from different people during that time. The 2460-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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Self-Assessment Survey	
OWNER: Hemer, Panciera	PRESENTER: Hemer, Panciera
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the revised Board Self-Assessment Survey	
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 2023 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. The draft was discussed in November, and this month the board will be asked to approve to survey’s wording. With the expectation that two new trustees will join the board next month, it is likely that the board won’t be asked to complete the survey until the second half of 2024.</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
<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.**

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

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

~~*3.~~ ***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"/>

~~*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: New Trustee Recommendations/Selection	
OWNER: Trustee Nominating Committee	Trustee Nominating Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: A motion to forward the nominating committee’s recommended candidates for the Library Board of Trustees’ vacancies to the City Council.	
BACKGROUND/CONTEXT: <p>At the December meeting, the nominating committee will provide a recommendation for appointments to fill upcoming open positions on the Board of Trustees. Hansen applied for reappointment to serve a second term beginning in January. Hollatz and Mathre are both completing terms this month and are not seeking reappointment. Per city policy, a vacancy notice was publicly posted with an application deadline of November 13. Following the application deadline, the nominating committee was provided with redacted applications of residents who applied for consideration.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: August 2024 Board Meeting Date	
OWNER: Troendle, Library Director	PRESENTER: Troendle, Library 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: Determine whether to meet in August 2024 and, if so, when	
BACKGROUND/CONTEXT: <p>The second Tuesday in August 2024 is August 13. While this would normally be the date of the August library board meeting, it is also an election day in Minnesota and state statute (<i>italicized below</i>) imposes restrictions on meeting times for defined public bodies, which includes this library.</p> <p>Options include not having a meeting in August or changing the meeting to one of these dates, with a 5:30 PM start time:</p> <ul style="list-style-type: none"> • Monday, August 5 • Tuesday, August 6 (City Council meets on Aug. 7, so this would not conflict with that meeting) • Monday, August 12 • Wednesday, August 14 <p><i>204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.</i> <i>Subdivision 1. School districts; counties; municipalities; special taxing districts.</i></p> <p><i>No special taxing district governing body, school board, county board of commissioners, city council, or town board of supervisors shall conduct a meeting between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section 275.066.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 COVID-19 Leave	
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 pro-rated 2024 COVID-19 Leave for benefited library employees	
<p>BACKGROUND/CONTEXT:</p> <p>On November 8, 2023, the City Council approved up to 80 hours of COVID-19 Leave, to be utilized in 2024 by City staff as follows:</p> <ul style="list-style-type: none"> • Care of Self <ul style="list-style-type: none"> ▪ Employee Vaccination: Become vaccinated with a COVID-19 vaccine authorized for use by the World Health Organization and the U.S. Food and Drug Administration ▪ Recover: Recover from side effects from each dose ▪ Isolation/Quarantine: Employees who test positive for COVID-19 must stay home from work and isolate or quarantine for five or more days ▪ Experiencing COVID-19 symptoms and seeking a medical diagnosis/test result • Care of Family Member who has been advised by a health care provider to isolate or quarantine due to constraints related to COVID-19. • City of Stillwater coverage eligibility begins January 1, 2024, and sunsets December 31, 2024. <p>Use of this leave would only be available to benefited library employees on a pro-rated basis. The City Finance Director confirmed there is no additional federal or state funding to pay for this leave. Therefore, if approved, the library’s cost could be paid for with 2024 operating funds if the library has lower-than-budgeted expenses or from the library’s fund balance. If that approach is acceptable to the board, and if the board would like to align with the city on this topic, then approval is recommended.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024-2025 Labor Agreement	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2024-2025 Labor Agreement between Stillwater Public Library and AFSCME Council 5 Local 517.	
BACKGROUND/CONTEXT: <p>The Executive Committee and the library’s labor attorney met with AFSCME Field Representatives Paul Gammel and Tanya Hollan and union stewards Lori Houston and Kaytee Estall on November 13. It was a productive meeting. Notes from that day’s meetings are included in the Executive board committee reports section of this packet.</p> <p>Recommended changes to the existing labor agreement with AFSCME Local 517 are as follows:</p> <ul style="list-style-type: none"> • Two-year agreement effective January 1, 2024 • Three percent general wage adjustment each year of the agreement • Adding Veterans day and Juneteenth paid holidays to Article 7.1 • Establishment of a Labor Management Committee (LMC) with at least two members of the union on the committee, which is proposed in Article 20.12. Meetings would not address or discuss: wages, benefits, or grievances but would allow for collaboration between union members and management regarding staffing issues. The union would select the members to sit on the committee and the trustees/management would select the remaining members. Attorney Hansen noted that Bureau of Labor provides free training for LMC and that it would be beneficial to take advantage of that training. • As a side letter to the agreement, the library agreed to ask the City of Stillwater for a link as part of the hiring software system for vacant or newly created positions dedicated for internal use for 5 days before a link is posted and available externally. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft redlined version of the 2024-2025 Labor Agreement 2024-2025 Side Letter regarding 5 day posting	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Executive Committee	

~~2022~~2024 and ~~2023~~2025
Agreement

Between the

Stillwater Public Library Board of Trustees

and

Local 517 Council 5
of the American Federation of State, County,
and Municipal Employees, AFL-CIO

TABLE OF CONTENTS

Article 1	Preamble	1
Article 2	Recognition	1
Article 3	Union Security	1
Article 4	Hours of Work	1
Article 5	Part-Time Employees	2
Article 6	Probationary Periods	2
Article 7	Holidays	3
Article 8	Sick Leave	3
Article 9	Vacation	5
Article 10	Severance Pay	6
Article 11	Leaves	7
Article 12	Responsibility of Employment	8
Article 13	Wages	8
Article 14	Overtime	9
Article 15	Grievance Procedure	9
Article 16	Discipline	12
Article 17	Seniority / Layoff	12
Article 18	Work Force	13
Article 19	Insurance	13
Article 20	General Provisions	14
Article 21	Savings Clause	15
Article 22	Employer Authority / Employee Rights	16

Article 23	Waiver	16
Article 24	Termination	17
	Appendix A 2022 <u>2024</u> Pay Structure	18
	Appendix B 2023 <u>2025</u> Pay Structure	19

ARTICLE 1. PREAMBLE

1.1 This AGREEMENT entered into by the Stillwater Public Library Board hereinafter referred to as the Employer, and Local 517 affiliated with Council No. 5 and the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose, the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

1.2 All personnel policies unless otherwise stated shall be applied uniformly across the entire bargaining unit.

ARTICLE 2. RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative in a unit defined as:

All employees of the Stillwater Public Library who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, excluding supervisory and confidential employees and essential employees.

ARTICLE 3. UNION SECURITY

3.1 The Employer agrees to deduct the Union dues from the pay of those employees who individually request, in writing, that such deductions be made. The amounts to be deducted shall be certified to the Employer by a designated representative of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement, to the designated representative by the first of the succeeding month after such deductions are made.

Any fair share fee collected shall be processed in accordance with Minnesota Statutes, Section 179A.06, Subd. 3.

3.2 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 4. HOURS OF WORK

4.1 The normal work week shall be five (5) eight (8) hours days. This article is intended only to define the normal hours of work to provide the basis for the calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

4.2 Schedules. Work schedules showing the work shifts, work days and hours and employee assignment shall be posted on a personnel board at each work site at least two (2) weeks prior to the start of each scheduling period.

4.3 All employees shall be scheduled a one-half (1/2) hour lunch break.

4.4 All employees' work schedules shall provide for at least one (1) fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever possible. Employees who are authorized to work beyond their regular quitting time shall receive a fifteen (15) minute rest period before they start to work on each shift. In addition, they shall be granted the regular rest periods that occur during the shift.

4.5 It is the employer's responsibility to arrange for substitutes for time off requested at least two weeks in advance.

4.6 Flexible Daily Work Hours: Notwithstanding the normally established and observed daily work hours for employees, employees may, with the express written approval of their supervisor, establish and observe individual flexible daily work hours.

ARTICLE 5. PART-TIME EMPLOYEES

5.1 Part-time employees shall be eligible to earn employee benefits, as pro-rated below, provided that such employees work regularly scheduled hours in each pay period, as opposed to being subject to call or to work when available.

<u>Average Hours Worked Per Week</u>	<u>Percent of Benefits</u>
20 to 25.99 hours per week	50%
26 to 35.99 hours per week	75%
36 or more hours per week	100%

Employees whose average hours total between 14 and 19.99 worked per week shall be eligible for a 50% prorated share of vacation, sick leave, and holiday benefits only. They are not eligible for any other benefits.

5.2 Part-time employees shall be paid an hourly rate computed by dividing the full-time annual rate for which they would be eligible by two thousand eighty (2080) hours.

5.3 Temporary Appointments. When positions are temporary, this is clearly stated at the time of appointment.

ARTICLE 6. PROBATIONARY PERIODS

6.1 All newly hired or rehired employees will serve a probationary period. The probationary period shall end upon the employee completing 1,040 work hours or, provided the employee has been in the position for at least twelve (12) months, 780 work

hours (the “Probationary Period”). The Probationary Period is the period during which time the employee's ability to perform the work will be determined.

6.2 All employees will serve a Probationary Period in any job classification in which the employee has not served a previous Probationary Period.

6.3 At any time during the Probationary Period, a newly hired or rehired employee may be terminated at the sole discretion of the Employer.

6.4 At any time during the Probationary Period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer.

ARTICLE 7. HOLIDAYS

7.1 Holidays with pay are defined as:

New Years Day	January 1
Martin Luther King Birthday	The third Monday in January
President's Day	The third Monday in February
Easter	Easter Sunday
Memorial Day	The last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	The first Monday in September
<u>Veterans Day</u>	<u>November 11</u>
Thanksgiving Day	The fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31
Floating Holidays	Two (2) per year

Employees shall be eligible for holiday pay provided they are on paid status on the day before and the day after the holiday.

7.2 Employees scheduled to work on any of the above listed holidays shall be given an alternate day off.

7.3 Floating holidays shall accrue at the rate of 1/6 day per month during the employees first calendar year of employment and at the rate of two (2) days per year thereafter.

ARTICLE 8. SICK LEAVE

8.1 Full time employees will earn sick leave at the rate of eight (8) hours per full month worked. Sick leave may be accumulated to a maximum of nine hundred and sixty (960)

hours. Employees do not earn eight (8) hours of sick leave in months in which they will miss twenty-one (21) working days due to illness.

8.2 Sick leave may be authorized for the following reasons with limits as specified:

(a) For illness or injury, dental or medical treatment for the employee. Sick leave may be used for a sick or injured child in accordance with Minnesota Statutes. Sick leave usage by the employee may be subject to approval by the department head. The Employer may require verification for an absence of three (3) days or more, from a recognized medical authority attesting to the necessity of the leave, ability to return to duty, or other information deemed necessary.

(b) Employees shall be able to use up to 160 hours of accrued personal sick leave per year to care for an adult child, spouse, domestic partner (meaning spousal equivalent), sibling, parent, grandparent, or step-parent. Family care leave uses a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Family care leave cannot be carried over to a subsequent year and Employees shall not be eligible for pay for any unused family care leave. Proof of sickness or disability will need to be provided for any family member.

(c) A male employee shall be granted five (5) days of sick leave for the birth or adoption of his child.

8.3 An employee unable to work because of illness or accident whose paid sick leave is exhausted, shall be granted a leave of absence for a period not to exceed nine (9) months. Employees will return at the same seniority in the salary schedule, will retain promotion rights and will earn vacation schedule seniority for sick leave under this paragraph. Existence and extent of illness or disability must be verified by a written statement from a medical doctor when requested by the department head or his or her designee.

8.4 Should illness occur while an employee is on vacation, the period of illness may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to illness and the period of disability.

8.5 Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the employee's regular pay and Workers Compensation insurance payments for a period not to exceed ninety (90) working days per injury not charged to the employee's vacation, sick leave, or other accumulated benefits, after a five (5) working day initial waiting period per injury. The five (5) working day waiting period shall be charged to the employee's sick leave account less Worker's Compensation insurance payments.

If recovery is not complete, an additional recovery period not in excess of thirty (30) sick leave days may be granted. Sick leave shall then be deducted on a prorated basis with no deduction of sick leave being made for that portion of the employee's absence which is

covered by Workers Compensation insurance. No employee can receive more than the employee's normal take home pay as a result of any library pay supplement to Worker's Compensation insurance benefits.

8.6 Sick leave will be suspended after the benefits specified in sections 8.1, 8.2, and 8.5 have been exhausted. However, an employee who has fulfilled all of the requirements for a vacation which has not been taken may request vacation during disability.

8.7 The Employer provides for Family Medical Leave Act leave in accordance with applicable laws. See the website of the U.S. Department of Labor (www.labor.gov) and the State of Minnesota Department of Labor (www.labor.mn.us) for details.

8.8 Use of Vacation and Sick Leave:

- A. During the first 40 hours for full-time employees, an employee may choose to take FMLA as unpaid. For part-time employees and those who work variable hours, a weekly average of the hours worked shall be used to determine the amount of time allowed as initial unpaid leave for FMLA purposes.

After the initial period of unpaid leave for FMLA purposes, an employee must substitute accrued paid vacation time for any part of a family/medical-leave taken for any reason. Accrued sick leave may only be used in the case of the illness or medical disability of the employee or the employee's child.

- B. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

ARTICLE 9. VACATION

9.1 Vacation is accrued to full time employees in accordance with the following schedule:

<u>Years</u>	<u>Days</u>	<u>Hours</u>
0 – 1	5/6 day per month	
1 – 4	10 days/year	80 hours/year
5 – 9	15 days/year	120 hours/year
10 – 15	20 days/year	160 hours/year
After 15	1 additional day for each year up to twenty years	

9.2 Vacation shall be granted at the time requested by the employee upon approval of department head. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater departmental seniority shall be given his/her choice of vacation period.

9.3 If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation used shall be reduced by one work day.

9.4 Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking his/her vacation, shall be compensated in cash for the unused vacation he/she has accumulated at the time of separation.

9.5 Vacation may be used in units of fifteen (15) minutes with the approval of the department supervisor.

9.6 Inclement Weather. In cases where the library has been closed due to inclement weather or building conditions, those staff members who are scheduled to work will be paid for the hours missed, not to exceed eight (8) hours.

If the library remains open and a staff member is unable to be present when scheduled because of weather conditions, he/she will not receive payment, unless the employee requests that such time be counted as vacation and his/her vacation benefits have not been exhausted.

9.7 Employees may carry over a maximum of 80 hours of unused vacation to the next year.

ARTICLE 10. SEVERANCE PAY

10.1 Permanent employees shall be eligible for severance compensation upon retirement, death or resignation in accordance with the following conditions:

- (a) Employee shall have been employed by the Library for ten (10) years or more.
- (b) Compensation will be one-half (1/2) of employee's unused sick leave.
- (c) Death benefits shall be paid to the surviving spouse or the employee's estate.

10.2 The Employer will sponsor a Post-Employment Health Care Savings Plan that allows employees to save money to pay medical expenses and/or insurance premiums after termination of public service.

- A. All funds collected by the Stillwater Library on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan account administered by the MN Post Employment Health Care Savings Plan established under MN Stat. 352.98 and as outlined in the MN State Retirement System's (MSRS) Trust Plan and Documents.
- B. All employees shall be eligible to participate, including those employees that are covered under City Ordinance No. 844 who qualify for the City's Hospital/Medical Insurance for Retired Employees.

- C. Employees shall contribute 100% of their accrued severance in the Post Employment Health Care Savings Plan.

ARTICLE 11. LEAVES

11.1 Funeral Leave

(a) An employee shall be granted a paid funeral leave of up to three (3) working days in case of death in the immediate family. Immediate family shall be defined as the employee's spouse, domestic partner (meaning spousal equivalent), children, parents, siblings, grandparents, grandchildren and shall include parents and siblings of the employee's spouse or domestic partner. Such leave shall not be deducted from any other accumulated leave.

(b) Time off with pay, not to exceed one (1) day, shall be allowed in the event an employee is selected to be a pallbearer in a funeral and/or is required to perform Color Guard activities as an active member of the United States Armed Forces, including reserve forces. Additional time off may be taken from personal or vacation leave with the approval of the Director.

11.2 Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or jury service. All fees shall be returned to the Employer except those paid for duty on the employee's normal day off and those paid for meals and mileage. Any hours not on jury duty shall be worked.

11-3 Notice. An employee using jury duty or funeral leave shall notify the Employer of such intent as soon as the necessity for such leave is known.

11.4 Unpaid leave for a limited period, not to exceed six (6) months, may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period. Employees shall submit a written request for personal leave to the Library Director, who may approve or disapprove such leave with the consent of the President of the Library Board. All personal leaves shall be without compensation.

(a) Application for Leave. Any request for a leave of absence without pay shall be submitted, in writing, by the employee to the Director or his or her designee. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization for a leave of absence shall be furnished to the employee by the Director or his or her designee, and it shall be in writing.

(b) A request for a leave not exceeding one (1) month shall be answered within five (5) work days. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) work days.

(c) Employees shall be returned to the position in their department if the leave is for sixty (60) calendar days or less and to their classification in their department if the leave is in excess of sixty (60) calendar days.

(d) Union Business. Employees elected to a local union office or selected by the local union to work which takes them from their employment with the Employer, shall, at the written request of the Union, be granted a leave of absence not to exceed six (6) months. Such leaves may be extended or renewed for any reasonable period.

(e) Parental Leaves. Parental leaves not to exceed six (6) months shall be granted at the request of the employee for the birth or adoption of the employee's child. Such leaves may be extended or renewed for any reasonable period.

(f) Educational Leaves. Educational leaves of absence shall be granted in accordance with the personnel regulations.

ARTICLE 12. RESPONSIBILITY OF EMPLOYMENT.

12.1 Prohibitions

No person shall knowingly make any false statement, certificate, mark, rating or report in regard to any test, certificate, or appointment held under the library's personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this resolution. No person seeking employment or promotion in the library's service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person for or on account of or in connection with his/her test, proposed appointment, promotion or proposed promotion.

12.2 Conflict of Interest

It is expected that every employee shall exercise good judgment in avoiding involvement with conflicting outside business interests. These include, but are not limited to:

(a) Those in which an employee has financial interest in, or receives benefit from, a business in which he/she occupies a position which may enable him/her to influence the placing of library business.

(b) Those in which he/she accepts full or part-time work elsewhere, where such activity interferes with his/her duties and job performance.

ARTICLE 13. WAGES

13.1 Employees shall receive raises as reflected in the attached salary schedule marked Appendix A ~~2022-2024~~ Wages (~~23.0%~~ general wage adjustment) and Appendix B ~~2023~~ 2025 Wages (23.0% general wage adjustment).

- Employees whose 12/31/19 and 12/31/20 base wage and longevity pay combined exceeds Step 11 shall have their combined base wage and longevity pay increased by the negotiated general wage adjustment.
- Step Movement: Step movement occurs for eligible employees on an annual basis effective on first day of first payroll period following anniversary date.

13.2 Call Time. Any full-time employee called to return back to work after his/her regularly scheduled shift shall be paid for a minimum of four (4) hours.

13.3 The following educational reimbursement pay shall be established beginning with the signing of the contract: Employees may be reimbursed for tuition and other expenses as approved for courses in library science and other related fields when such courses are required or approved by the Library Director and the Employer.

13.4 Employees shall receive an additional \$0.50 per hour for all hours worked on any Sunday.

13.5 Employees promoted to a higher classification, will be placed on the step that is at least a 5% increase in the employee's current salary.

ARTICLE 14. OVERTIME

14.1 Time and one-half (1 1/2) the employee's regular hourly rate of pay shall be paid for work performed in excess of the normal work week of forty (40) hours. Compensated leave shall be considered worked hours for the purpose of determining eligibility for overtime compensation.

14.2 Overtime work shall be distributed as equally as practicable to qualified employees.

14.3 Employees have an obligation to work overtime at the request of the Employer.

14.4 Overtime shall be calculated to the nearest fifteen (15) minutes.

ARTICLE 15. GRIEVANCE PROCEDURE

15.1 Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation of application of the specific terms and conditions of this Agreement. An employee has the right to have Union representation.

15.2 Organization Representatives. The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article.

15.3 Processing of Grievance. If the employee and the employee representative

have notified the designated supervisor, the employee and the aggrieved employee's representative shall be allowed a reasonable amount of time without loss in pay, if the grievance is investigated and presented to the Employer during the normal working hours.

15.4 Grievance Procedure. Grievances shall be processed in the following manner:

STEP 1. The Union Steward with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) working days of the employee's knowledge of its occurrence. The supervisor shall respond within five (5) work days.

STEP 2. If the grievance is not settled in Step 1, it shall be referred, in writing, to the Library Director or his/her designee within ten (10) working days after the designated supervisors answer in Step 1. The department head or his designee shall discuss the grievance within ten (10) working days with the employee and the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the Library Director or his/her designee and the Union. If no settlement is reached, the Library Director or his/her designee shall give written answer to the Union within ten (10) days following their meeting.

STEP 3. If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union, in writing, to the Employer or its designee within ten (10) working days after the department head or his/her designees answer in Step 2. A meeting between the Employer or its designee and the Union shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the President of the Library Board or his/her designee and the Union. If no settlement is reached, the Employer or its designee shall give written answer to the Union within ten (10) working days following the meeting.

STEP 4. Choice of Remedy. If after Step 3, the grievance remains unresolved, an employee must choose, in writing, an avenue of remedy as follows:

If an employee pursues a dispute arising from any provision covered in this Agreement through any available appeal procedure other than the grievance procedure, the employee shall be prohibited from making any further appeal under the remaining steps of this grievance procedure unless precluded by law.

STEP 5. If the grievance is not settled in Step 3, it may be submitted to the Minnesota Bureau of Mediation Services by mutual consent.

STEP 6. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, either party may refer the grievance to arbitration within ten (10) working days after the Union's receipt of the Employees written answer in Step 3, as provided in Minnesota's Statutes, Section 179A.21. The selection of an arbitrator shall be made in accordance with the *Rules Governing the Arbitration of Grievances* as established by the Public Employment Relations Board.

(a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer or its designee and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted.

(b) The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing of the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and relations having the force and effect of law. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The parties may, by mutual written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merit.

(c) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for such a record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

15.5 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits or any agreed to extension, the employee and the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step. The term "working days" as used in this Article shall mean the days Monday through Friday, exclusive of holidays.

15.6 Grievance Representative. Employees presenting a grievance under Step 2 shall be represented by a representative of the Union.

15.7 Record. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the involved employee(s).

ARTICLE 16. DISCIPLINE

16.1 The Employer will discipline employees for just cause only. Discipline will be in one of the following forms:

- a. oral reprimand
- b. written reprimand
- c. suspension
- d. demotion
- e. discharge

16.2 Suspensions, demotions and discharges will be in written form.

16.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.

16.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Library Director or his or her designee.

16.5 An employee receiving such discipline may submit the disciplinary action to the grievance procedure beginning at Step 2.

16.6 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such a questioning.

ARTICLE 17. SENIORITY/LAYOFF

17.1 Library seniority means an employee's length of continuous service with the Employer as measured by cumulative hours worked.

17.2 Classification seniority means the length of continuous service in a particular classification.

17.3 On January 1 and July 1, the Employer or its designee shall establish a seniority list. The list shall contain the name of each Employee in the order of classification seniority and shall also reflect each employee's date of classification and library seniority.

17.4 A reduction of the work force will be accomplished by classification in reverse order of classification seniority provided all probationary and temporary employees in the classification(s) where the layoff occurs are laid off first. In the event of layoffs or a reduction of the work force employees may exercise their library seniority rights to a job classification of a higher, the same, or lower pay within the bargaining unit provided that all job relevant qualifications between employees are equal.

17.5 Employees shall be recalled from layoff according to seniority and job classification. No new employee shall be hired for a job classification in which a layoff has occurred until all employees on layoff status within that job classification have been given ample opportunity to return to work within twenty-four (24) months of said layoff. The Library Director will notify employees on layoff to return to work by registered mail at the employee's last recorded address. The employee must return to work within three (3) weeks of receipt of this notice to be eligible for reemployment.

17.6 An employee being laid off retains seniority in the bargaining unit for two (2) years. Employees shall be recalled from layoff according to their seniority. Notice of recall shall be sent to employees at their last known address by registered mail. The employee must return to work within three (3) weeks of receipt of this notice in order to be eligible for re-employment. No new employee shall be hired, in a classification where employees are on layoff status until all employees on layoff status in the classification desiring to return to work have been recalled.

17.7 Breaks in Continuous Service

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause or retirement.

ARTICLE 18. WORK FORCE

18.1 Any vacancy or newly created position in a department will be posted in a conspicuous place in all departments where employees within the bargaining unit work. Such notice shall be posted for at least five (5) work days prior to filling such vacancy or newly created position. Whenever practicable, vacancies shall be filled from among the present employees in the department, giving first consideration to seniority and qualifications. If it becomes necessary in filling a vacancy to bypass an employee's seniority, reasons for said denial shall be given, in writing, to such employee. The Employer or its designee agrees to meet and confer with the Union over a reduction in classification prior to reducing the classification for a vacancy which has not been posted.

ARTICLE 19. INSURANCE

19.1 A. Effective January 1, 2020, the Employer will contribute up to \$1,196.86 per month per employee for group health insurance including dependent coverage. Effective January 1, 2021, the Employer will contribute up to \$1,216.86 per month per employee for group health insurance including dependent coverage.

The Employer shall contribute toward the Health Savings Accounts (HSA) for employees enrolled in the High Deductible Health Plan (HDHP) with an HSA in the amount of \$750 per year for employees electing single coverage HDHP and in the amount of \$1500 per year for employees electing family coverage HDHP.

B. The Employer will contribute \$42.10 per month per employee for group dental insurance including dependent coverage.

19.2 The Library shall provide a thirty thousand dollar (\$30,000) term life insurance policy for all employees regularly scheduled to work 20 hours per week or more.

19.3 The Employer shall send Union Representatives a schedule listing insurance renewal and plan design LMC meetings. If LMC meeting dates are not determined in advance, the Employer shall send to Union Representatives, in a timely manner, the next scheduled LMC meeting date. The Employer shall send a management representative to the LMC meetings.

19.4 Affordable Care Act: In the event that the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax, or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes, or fines for the Employer.

ARTICLE 20. GENERAL PROVISIONS

20.1 Neither the Union nor the Employer shall discriminate against any employee because of Union membership or non-membership, nor because of age, race, creed, gender, color, religious belief or political belief, sexual or affectional preference.

20.2 Union Use Of Bulletin Boards. The Employer agrees to furnish and maintain suitable bulletin boards in convenient places. The Union shall limit its posting to official notices and bulletins of the Union to such bulletin boards.

20.3 The Employee agrees to recognize stewards and alternates as certified by the Union subject to the following stipulations:

(1) Employee Union officers shall be granted a reasonable amount of time off without pay during work hours for Union business, provided they notify their designated supervisor.

(2) Non-employee representatives of the Union shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances if they first notify the Employer's designee and provided the Union representative does not interfere with the work of the employees.

(3) The Union will notify the Employer, in writing, of the designated steward and alternate and of the other designated representative of the Union. The Union will notify the Employer of any changes in designation within ten (10) working days of the change.

20.4 Contract Negotiations. Up to two members of the Union will be allowed time with pay for the purposes of contract negotiations whenever negotiations are scheduled during regular working hours.

20.5 Work Rules. The Employer shall have the right to establish reasonable work rules and personnel policies which shall be equitably and uniformly applied. Prior to the effective date, any work rule or policy shall be posted on all bulletin boards for a period of ten (10) consecutive work days. In addition, copies shall be furnished to the Union and when effective, all existing rules and policies shall be furnished to all employees. New employees shall be furnished a copy of all work rules when hired.

20.6 The Employer will provide all in-service training required by the Employer at the Employer's expense.

20.7 Any subject matter placed in the employee's personnel file which could be detrimental to the employee's future promotion, transfer, present or future employment, shall be served upon the employee in writing. Such matters shall be a proper subject for the grievance procedure. All materials in an employee's file shall be available for the employee's inspection.

20.8 Mileage. The library will reimburse employees for the use of personal automobiles for authorized library business at the rate set by the Internal Revenue Service. The increase will become effective on the date the new rate is announced by the IRS.

20.9 Work Out of Classification. An employee who is specifically assigned to perform work which is in a higher classification for ten (10) consecutive days or more shall be paid at the higher classification retroactive to the first day of working at the higher classification.

20.10 Adding New or Existing Job Classifications. If new classifications or existing classifications are added, the Employer or its designee agrees to meet and negotiate over the wages with the Union.

20.11 Effective January 1, 2020 through December 31, 2020, the Employer will not require Employees to take unscheduled, unpaid leave as was done in 2017.

[20.12 Employer agrees to establish a Labor Management Committee with no less than two \(2\) members from the Union.](#)

ARTICLE 21. SAVINGS CLAUSE

Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the Article, Section or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 22. EMPLOYER AUTHORITY/EMPLOYEE RIGHTS

22.1 Employer Authority

(a) The Employer retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

(b) Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

(c) Prior to contracting or subcontracting any work performed by employees covered by this Agreement, the Employer or its designee agrees to meet and confer with the Union to discuss possible ways and means to minimize the elimination of positions covered by this Agreement.

22.2 Employee Rights

(a) Employees shall have the right, freely and without fear of penalty or reprisal by the Employer to join and participate in the Union.

(b) Employees choosing to participate in the internal affairs of the Union as an officer, steward or other capacity, may do so without fear of reprisal by the Employer for such participation consistent with the employee's job duties and responsibilities and the provisions of this Agreement.

ARTICLE 23. WAIVER

This Agreement shall present the complete agreement between the Union and the Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the term of this Agreement, each voluntarily and

unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

ARTICLE 24. TERMINATION

This agreement shall be effective as of January 1, ~~2022~~2024, and shall remain in full force and effect through December 31, ~~2023~~2025. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, ~~2023~~2025, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

IN WITNESS THEREOF, the parties hereto have set their hands this _____ day of _____, ~~2021~~2023.

EMPLOYER

UNION

By: _____
~~Maureen Bell~~Pat Lockyear, President
Board of Trustees

By: _____

Printed name

By: _____
Mark Troendle, Director

Its: _____

Printed name

By: _____

Printed name

Its: _____

By: _____

Printed name

Its: _____

Stillwater Public Library
 Appendix A: 2022 2024 Wages Appendix A

Stillwater Public Library
 2024 Union Wage Scale (11/27/23)

2024 Union Wage Scale (3.0% Increase from 2023)														
Position Title	Range		Grade 1 to 15	Pay Range (Hourly)										
	Min Pts	Max Pts		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	281	304	1	\$ 18.69789	\$ 19.25883	\$ 19.83659	\$ 20.43169	\$ 21.04464	\$ 21.67598	\$ 22.32626	\$ 22.99605	\$ 23.68593	\$ 24.39651	\$ 25.12841
Aide	305	331	2	\$ 20.38070	\$ 20.99212	\$ 21.62188	\$ 22.27054	\$ 22.93866	\$ 23.62682	\$ 24.33562	\$ 25.06569	\$ 25.81766	\$ 26.59219	\$ 27.38996
Custodian I, Library Assistant I	332	361	3	\$ 22.21497	\$ 22.88141	\$ 23.56785	\$ 24.27489	\$ 25.00314	\$ 25.75323	\$ 26.52583	\$ 27.32160	\$ 28.14125	\$ 28.98549	\$ 29.85505
	362	394	4	\$ 24.21431	\$ 24.94064	\$ 25.68919	\$ 26.45946	\$ 27.25347	\$ 28.07123	\$ 28.91322	\$ 29.78047	\$ 30.67399	\$ 31.59427	\$ 32.54183
	395	431	5	\$ 26.39380	\$ 27.18528	\$ 28.00101	\$ 28.84099	\$ 29.70622	\$ 30.59721	\$ 31.51548	\$ 32.46102	\$ 33.43484	\$ 34.43745	\$ 35.47088
	432	472	6	\$ 28.76927	\$ 29.63197	\$ 30.52094	\$ 31.43668	\$ 32.37970	\$ 33.35100	\$ 34.35159	\$ 35.38249	\$ 36.44370	\$ 37.53723	\$ 38.66309
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 31.35839	\$ 32.29887	\$ 33.26816	\$ 34.26623	\$ 35.29410	\$ 36.35278	\$ 37.44328	\$ 38.56662	\$ 39.72379	\$ 40.91532	\$ 42.14270
Circulation Services Lead, Librarian I	519	569	8	\$ 34.18036	\$ 35.20571	\$ 36.26186	\$ 37.34984	\$ 38.47064	\$ 39.62429	\$ 40.81329	\$ 42.03764	\$ 43.29886	\$ 44.59797	\$ 45.93547

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

2022 Wage Scale (2.0% Wage Adjustment from 2021)

Position Title	Grade	Pay Range (Hourly)										
	1 to 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	1	\$ 14.428	\$ 15.047	\$ 15.664	\$ 16.282	\$ 16.902	\$ 17.520	\$ 18.139	\$ 18.757	\$ 19.375	\$ 19.993	\$ 20.611
Aide	2	\$ 16.015	\$ 16.701	\$ 17.388	\$ 18.074	\$ 18.761	\$ 19.446	\$ 20.133	\$ 20.820	\$ 21.506	\$ 22.192	\$ 22.879
Custodian I, Library Assistant I	3	\$ 17.778	\$ 18.539	\$ 19.300	\$ 20.062	\$ 20.824	\$ 21.585	\$ 22.348	\$ 23.110	\$ 23.872	\$ 24.633	\$ 25.395
	4	\$ 19.732	\$ 20.577	\$ 21.424	\$ 22.269	\$ 23.115	\$ 23.960	\$ 24.806	\$ 25.651	\$ 26.499	\$ 27.343	\$ 28.190
	5	\$ 21.902	\$ 22.841	\$ 23.780	\$ 24.719	\$ 25.657	\$ 26.595	\$ 27.534	\$ 28.472	\$ 29.412	\$ 30.351	\$ 31.289
	6	\$ 24.312	\$ 25.354	\$ 26.397	\$ 27.439	\$ 28.480	\$ 29.522	\$ 30.563	\$ 31.605	\$ 32.647	\$ 33.690	\$ 34.732
Maintenance Worker, Library Associate, Office Specialist	7	\$ 26.987	\$ 28.143	\$ 29.300	\$ 30.456	\$ 31.613	\$ 32.769	\$ 33.926	\$ 35.083	\$ 36.240	\$ 37.396	\$ 38.552
Circulation Services Lead, Librarian I	8	\$ 29.954	\$ 31.239	\$ 32.523	\$ 33.806	\$ 35.090	\$ 36.374	\$ 37.657	\$ 38.942	\$ 40.226	\$ 41.509	\$ 42.792

* Step movement occurs in 2022 for eligible employees on the first payroll period following anniversary date.

Stillwater Public Library
 2025 Union Wage Scale (11/27/23)

2025 Union Wage Scale (3.0% Increase from 2024)														
Position Title	Range		Grade 1 to 15	Pay Range (Hourly)										
	Min Pts	Max Pts		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	281	304	1	\$ 19.25883	\$ 19.83659	\$ 20.43169	\$ 21.04464	\$ 21.67598	\$ 22.32626	\$ 22.99605	\$ 23.68593	\$ 24.39651	\$ 25.12841	\$ 25.88226
Aide	305	331	2	\$ 20.99212	\$ 21.62188	\$ 22.27054	\$ 22.93866	\$ 23.62682	\$ 24.33562	\$ 25.06569	\$ 25.81766	\$ 26.59219	\$ 27.38996	\$ 28.21166
Custodian I, Library Assistant I	332	361	3	\$ 22.88142	\$ 23.56785	\$ 24.27489	\$ 25.00314	\$ 25.75323	\$ 26.52583	\$ 27.32160	\$ 28.14125	\$ 28.98549	\$ 29.85505	\$ 30.75070
	362	394	4	\$ 24.94074	\$ 25.68886	\$ 26.45987	\$ 27.25324	\$ 28.07107	\$ 28.91337	\$ 29.78062	\$ 30.67388	\$ 31.59421	\$ 32.54210	\$ 33.51808
	395	431	5	\$ 27.18561	\$ 28.00084	\$ 28.84104	\$ 29.70622	\$ 30.59741	\$ 31.51513	\$ 32.46094	\$ 33.43485	\$ 34.43789	\$ 35.47057	\$ 36.53501
	432	472	6	\$ 29.63235	\$ 30.52093	\$ 31.43657	\$ 32.37978	\$ 33.35109	\$ 34.35153	\$ 35.38214	\$ 36.44396	\$ 37.53701	\$ 38.66335	\$ 39.82298
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 32.29914	\$ 33.26784	\$ 34.26620	\$ 35.29422	\$ 36.35292	\$ 37.44336	\$ 38.56658	\$ 39.72362	\$ 40.91550	\$ 42.14278	\$ 43.40698
Circulation Services Lead, Librarian I	519	569	8	\$ 35.20577	\$ 36.26188	\$ 37.34972	\$ 38.47034	\$ 39.62476	\$ 40.81302	\$ 42.03769	\$ 43.29877	\$ 44.59783	\$ 45.93591	\$ 47.31353

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

2023 Wage Scale (2.0% Wage Adjustment from 2022)

Position Title	Grade	Pay Range (Hourly)										
	1 to 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	1	\$ 14.717	\$ 15.348	\$ 15.977	\$ 16.608	\$ 17.240	\$ 17.870	\$ 18.502	\$ 19.132	\$ 19.763	\$ 20.393	\$ 21.023
Aide	2	\$ 16.335	\$ 17.035	\$ 17.736	\$ 18.435	\$ 19.136	\$ 19.835	\$ 20.536	\$ 21.236	\$ 21.936	\$ 22.636	\$ 23.337
Custodian I, Library Assistant I	3	\$ 18.134	\$ 18.910	\$ 19.686	\$ 20.463	\$ 21.240	\$ 22.017	\$ 22.795	\$ 23.572	\$ 24.349	\$ 25.126	\$ 25.903
	4	\$ 20.127	\$ 20.989	\$ 21.852	\$ 22.714	\$ 23.577	\$ 24.439	\$ 25.302	\$ 26.164	\$ 27.029	\$ 27.890	\$ 28.754
	5	\$ 22.340	\$ 23.298	\$ 24.256	\$ 25.213	\$ 26.170	\$ 27.127	\$ 28.085	\$ 29.026	\$ 30.000	\$ 30.958	\$ 31.915
	6	\$ 24.798	\$ 25.861	\$ 26.925	\$ 27.988	\$ 29.050	\$ 30.112	\$ 31.174	\$ 32.237	\$ 33.300	\$ 34.364	\$ 35.427
Maintenance Worker, Library Associate, Office Specialist	7	\$ 27.527	\$ 28.706	\$ 29.886	\$ 31.065	\$ 32.245	\$ 33.424	\$ 34.605	\$ 35.785	\$ 36.965	\$ 38.144	\$ 39.323
Circulation Services Lead, Librarian I	8	\$ 30.553	\$ 31.864	\$ 33.173	\$ 34.482	\$ 35.792	\$ 37.101	\$ 38.410	\$ 39.721	\$ 41.031	\$ 42.339	\$ 43.648

* Step movement occurs in 2023 for eligible employees on the first payroll period following anniversary date

Stillwater

Public Library

224 Third Street North
Stillwater MN 55082
651-275-4338 (main)
library.stillwatermn.gov

December 5, 2023

Tanya Hollan
Field Representative
AFSCME Council 5
300 Hardman Ave. South
South St. Paul, MN 55075

Re: 2024-2025 Labor Agreement - Article 18 Work Force - 5 Day Posting

Dear Tanya:

This is to confirm that as part of the negotiations of the 2024-2025 Labor Agreement, the Stillwater Library agreed to ask the City of Stillwater for a link as part of the hiring software system for vacant or newly created positions dedicated for internal uses for 5 days before a link is posted and available externally.

Sincerely,



Mark Troendle
Director
Stillwater Public Library

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Wage Scale Ratification	
OWNER: Troendle, Director	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: <ol style="list-style-type: none"> 1. Motion to ratify the 2024 wage scale for union and nonunion positions. 2. Motion to approve the extension of 2024 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). 	
BACKGROUND/CONTEXT: <p>The library’s agreement with its union membership includes a wage structure for 2024 in Appendix A of the union agreement. Historically, the board has also adopted a wage scale for its nonunion employees that aligns with the union pay structure. Attached are the proposed wage scales for all library positions for 2024.</p> <p>In addition, the agreement between the union and the library includes language pertaining to insurance. Past practice extends employer-paid union benefits to eligible nonunion professional and supervisory staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2024 Wage Scale Ratification	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library
2024 Wage Scale (12/7/2023)

2024 Wage Scale (3.0% Increase from 2023)

Position Title	Range		Grade 1 to 15	Pay Range (Hourly)										
	Min Pts	Max Pts		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	281	304	1	\$ 18.69789	\$ 19.25883	\$ 19.83659	\$ 20.43169	\$ 21.04464	\$ 21.67598	\$ 22.32626	\$ 22.99605	\$ 23.68593	\$ 24.39651	\$ 25.12841
Aide	305	331	2	\$ 20.38070	\$ 20.99212	\$ 21.62188	\$ 22.27054	\$ 22.93866	\$ 23.62682	\$ 24.33562	\$ 25.06569	\$ 25.81766	\$ 26.59219	\$ 27.38996
Custodian I, Library Assistant I	332	361	3	\$ 22.21497	\$ 22.88141	\$ 23.56785	\$ 24.27489	\$ 25.00314	\$ 25.75323	\$ 26.52583	\$ 27.32160	\$ 28.14125	\$ 28.98549	\$ 29.85505
	362	394	4	\$ 24.21431	\$ 24.94064	\$ 25.68919	\$ 26.45946	\$ 27.25347	\$ 28.07123	\$ 28.91322	\$ 29.78047	\$ 30.67399	\$ 31.59427	\$ 32.54183
	395	431	5	\$ 26.39380	\$ 27.18528	\$ 28.00101	\$ 28.84099	\$ 29.70622	\$ 30.59721	\$ 31.51548	\$ 32.46102	\$ 33.43484	\$ 34.43745	\$ 35.47088
	432	472	6	\$ 28.76927	\$ 29.63197	\$ 30.52094	\$ 31.43668	\$ 32.37970	\$ 33.35100	\$ 34.35159	\$ 35.38249	\$ 36.44370	\$ 37.53723	\$ 38.66309
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 31.35839	\$ 32.29887	\$ 33.26816	\$ 34.26623	\$ 35.29410	\$ 36.35278	\$ 37.44328	\$ 38.56662	\$ 39.72379	\$ 40.91532	\$ 42.14270
Circulation Services Lead, Librarian I	519	569	8	\$ 34.18036	\$ 35.20571	\$ 36.26186	\$ 37.34984	\$ 38.47064	\$ 39.62429	\$ 40.81329	\$ 42.03764	\$ 43.29886	\$ 44.59797	\$ 45.93547
Supervisory Librarian, Business & Communications Manager	570	625	9	\$ 39.92785	\$ 41.12594	\$ 42.35939	\$ 43.63020	\$ 44.93891	\$ 46.28752	\$ 47.67602	\$ 49.10646	\$ 50.57931	\$ 52.09663	\$ 53.65990
Assistant Director	626	687	10	\$ 41.92449	\$ 43.18218	\$ 44.47725	\$ 45.81171	\$ 47.18608	\$ 48.60187	\$ 50.05958	\$ 51.56173	\$ 53.10833	\$ 54.70140	\$ 56.34246
Director (Exempt)	688	756	11	\$ 48.68622	\$ 50.14696	\$ 51.65113	\$ 53.20077	\$ 54.79688	\$ 56.44046	\$ 58.13404	\$ 59.87814	\$ 61.67426	\$ 63.52443	\$ 65.43015
	757	833	12	\$ 54.52866	\$ 56.16467	\$ 57.84917	\$ 59.58468	\$ 61.37221	\$ 63.21380	\$ 65.10993	\$ 67.06314	\$ 69.07493	\$ 71.14734	\$ 73.28187
	834	918	13	\$ 61.07218	\$ 62.90417	\$ 64.79121	\$ 66.73482	\$ 68.73702	\$ 70.79933	\$ 72.92326	\$ 75.11082	\$ 77.36406	\$ 79.68498	\$ 82.07560
	919	1012	14	\$ 68.77894	\$ 70.84226	\$ 72.96770	\$ 75.15679	\$ 77.41155	\$ 79.73346	\$ 82.12561	\$ 84.58946	\$ 87.12706	\$ 89.74094	\$ 92.43311
	1013	1117	15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

2024 Wages for Other Positions

Position	Hourly Pay
Shelvers	\$ 12.60720
Event Prep Worker	\$ 15.75900
Aide Substitutes	\$ 18.34263
Library Assistant I Substitutes	\$ 19.99346
Custodian I Substitutes	\$ 19.99346
Library Associate Substitutes	\$ 28.22255

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 City Operating, Supplemental and Capital Budgets																			
OWNER: Finance Committee Keri Goeltl, Business & Communications Manager		PRESENTER: Finance Committee																	
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?																	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the revised 2024 operating, supplemental, and capital budgets.																			
BACKGROUND/CONTEXT: Library's City Operating Budget: In September, the City Council approved a transfer in from the general fund of \$1,565,996 for the library in 2024. Following is a proposed revised 2024 operating budget based on the funding approved by the City Council, with a revised line-item budget after the cover sheet:																			
<table border="1"> <thead> <tr> <th>2024 Revenues</th> <th>Original</th> <th>Revised</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>City Transfer In/Levy</td> <td>\$1,605,998</td> <td>\$1,565,996</td> <td>Library requested \$1,605,998, a 7.05% increase from 2023. City approved \$1,565,996, a 4.39% increase. This was a difference of \$40,002.</td> </tr> <tr> <td>Library Revenues</td> <td>\$ 27,487</td> <td>\$ 27,787</td> <td>Library revenues include room fees, copy charges, and in-kind volunteer coordinator.</td> </tr> <tr> <td>Total</td> <td>\$1,633,485</td> <td>\$1,593,783</td> <td></td> </tr> </tbody> </table>				2024 Revenues	Original	Revised	Note	City Transfer In/Levy	\$1,605,998	\$1,565,996	Library requested \$1,605,998, a 7.05% increase from 2023. City approved \$1,565,996, a 4.39% increase. This was a difference of \$40,002.	Library Revenues	\$ 27,487	\$ 27,787	Library revenues include room fees, copy charges, and in-kind volunteer coordinator.	Total	\$1,633,485	\$1,593,783	
2024 Revenues	Original	Revised	Note																
City Transfer In/Levy	\$1,605,998	\$1,565,996	Library requested \$1,605,998, a 7.05% increase from 2023. City approved \$1,565,996, a 4.39% increase. This was a difference of \$40,002.																
Library Revenues	\$ 27,487	\$ 27,787	Library revenues include room fees, copy charges, and in-kind volunteer coordinator.																
Total	\$1,633,485	\$1,593,783																	
<table border="1"> <thead> <tr> <th>2024 Expenditures</th> <th>Original</th> <th>Revised</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>City-funded Expenditures</td> <td>\$1,633,485</td> <td>\$1,609,382</td> <td> <ul style="list-style-type: none"> Adjusted personnel expenditures to reflect 3.0% wage adjustment, step increases, and 2024 health elections for projected 2024 staffing Made small adjustments to materials and plant charges </td> </tr> </tbody> </table>				2024 Expenditures	Original	Revised	Note	City-funded Expenditures	\$1,633,485	\$1,609,382	<ul style="list-style-type: none"> Adjusted personnel expenditures to reflect 3.0% wage adjustment, step increases, and 2024 health elections for projected 2024 staffing Made small adjustments to materials and plant charges 								
2024 Expenditures	Original	Revised	Note																
City-funded Expenditures	\$1,633,485	\$1,609,382	<ul style="list-style-type: none"> Adjusted personnel expenditures to reflect 3.0% wage adjustment, step increases, and 2024 health elections for projected 2024 staffing Made small adjustments to materials and plant charges 																
<p>The revised expenditures and library revenues reduced the budget gap from \$40,002 to \$15,599. The recommendation is to use the fund balance at year-end to offset the difference between revenues and expenditures, if needed.</p>																			
<p>Library's Supplemental Operating Budget: Beyond the library's city budget, supplemental funding is needed from the Foundation, Friends, Lawson, and other donors to cover an additional \$303,170 in operating needs. Supplemental gifts would fund 100% of programming, about 50% of materials, all the Sunday hours, the 20-hr youth librarian, newspaper digitization, and more. The revised 2024 supplemental budget detail follows the cover sheet.</p>																			
<table border="1"> <thead> <tr> <th>2024 Supplemental</th> <th>Original</th> <th>Revised</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>Projected additional operating needs to be funded by donations</td> <td>\$251,392+</td> <td>\$303,170</td> <td>Increase in revised projection is primarily due to projects that are rolling into 2024 for completion (signage and newspaper digitization).</td> </tr> </tbody> </table>				2024 Supplemental	Original	Revised	Note	Projected additional operating needs to be funded by donations	\$251,392+	\$303,170	Increase in revised projection is primarily due to projects that are rolling into 2024 for completion (signage and newspaper digitization).								
2024 Supplemental	Original	Revised	Note																
Projected additional operating needs to be funded by donations	\$251,392+	\$303,170	Increase in revised projection is primarily due to projects that are rolling into 2024 for completion (signage and newspaper digitization).																
<p>The library's city budget of \$1,609,802 plus the projected supplemental funding of \$303,170 brings the 2024 total operating budget to \$1,912,552.</p>																			

Capital Budget:

The city approved the library’s requested capital project to replace the terrace roof. This project was initially budgeted at \$750,000. Bids were requested and received with the low bid at \$796,650. This project will be funded with city cash reserves.

The city also approved the library’s request of \$50,000 in funding for building and grounds (i.e masonry and other repairs) to be funded from city capital. An additional \$20,000 for building and grounds will be requested from the Huelsmann Foundation for 2024.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 2024 Revised Operating Budget
- 2024 Revised Supplemental Budget
- 2024-2028 Revised CIP

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Finance Committee

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	676,887.25
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	68,506.12
67,156.61		1420-0000	FICA/Medicare	0.00	70,774.12	69,876.56
88,458.96		1500-0000	Hospital / Medical	0.00	96,095.32	88,304.40
4,294.80		1520-0000	Dental Insurance	0.00	4,294.80	3,915.84
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	1,165,449.20
		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	1,609,382.01
(40,000.00)	(115,072.24)		Fund 230 Sub Totals:		0.00	(15,599.01)
40,000.00	104,000.00		<i>Capital Outlay - Fund Balance</i>			
0.00	(11,072.24)					

2024 Supplemental Funding By Need	2024 Budget	2024 Supplemental Funding Plan		
Area	Amount	Spend Prior Year Designated Funds	Allocate Existing Unrestricted Funds	Request New Grant
Volunteer Coordinator (In Kind)	\$17,167			SPLF: \$17,167* *Included in city op budget as in-kind
Sunday Hours (All)	\$22,000	SPLF: \$5,500		SPLF: \$16,500
Youth Services Librarian I	\$43,000	SPLF: \$15,000		SPLF: \$28,000
Youth Services Programming	\$36,800	SPLF: \$3,800		SPLF: \$32,000 (HJA) - \$8,300 EL/SA - \$18,500 Summer Explorers - \$5,200 Nature MELSA YS: \$1,000
Adult Programming	\$25,500	Wick: \$6,500	Legacy: \$5,000	SPLF: \$5,000 Friends: \$5,000 235: \$4,000
Materials <i>Goal funding is \$123,000 to maintain current spending levels. \$60,100 is from city. Remaining \$62,900 from supplemental.</i>	\$62,900	Athena: \$1,000 (Nonfic) Lawson: \$9,500 SPLF: \$3,000	Lawson: \$19,400	SPLF: \$20,000 Friends: \$10,000
Potential Other Projects				
Signage	\$20,000	SPLF: \$20,000 (Huelsmann)		
Stillwater Area Historic Newspaper Digitization Initiative (Phase 1)	\$38,578	SPLF: \$38,578 (HJA, FKA)		
Stillwater Area Historic Newspaper Digitization Initiative (Phase 2)	\$49,392			SPLF: \$49,392 <i>Seek continued funding from HJA and FKA through SPLF for this collaborative project between SPL, WCHS, and SHPC. Solicit other donors as needed.</i>
Staff Training	\$3,000		Wick: \$3,000	
ShelfLife Printing	\$2,000			SPLF: \$2,000
Advocacy	TBD			
Potential Capital/Building Projects				
3rd St/Ramp Entry Signage	\$20,000			SPLF: \$20,000 (Huelsmann)
Building and Grounds	\$0			Estimates received of \$45,000 for 3rd Street Masonry and \$5,000 for 4th Street Handicap ramp entry. Covered by city capital budget of \$50K.
Terrace Roof	\$0			Bid received of \$796,650. Covered by city cash reserves.
Total Projected Supplemental Budget	\$340,337	\$102,878	\$27,400	\$210,059
In-Kind (Counted Under City)	\$17,167			\$17,167
Supplemental Operating	\$303,170	\$102,878	\$27,400	\$172,892
Capital	\$20,000			\$20,000

Other Funding Need:				
Operating Budget Gap Current gap of \$15,299 between the library's city operating budget revenues and expenditures.	\$15,599		Fund Balance	

Stillwater

Public Library

Stillwater Public Library CIP 2024-2028 (Revised 12/5/23)

Facilities Capital Projects:						
	2024	2025	2026	2027	2028	Total
Custodial Equipment	0	0	5,000	0	0	5,000
Repairs & Replacement:						
3rd ST Masonry	50,000	0	0	0	0	50,000
Hot Water Heater Replacement*	0	0	0	0	0	0
Low Voltage Panel Replacement	0	0	5,000	0	0	5,000
Exterior Doors (KA 119&126)	0	0	24,188			24,188
Terrace Roof (KA 134)**	796,650	0				796,650
Total	846,650	0	29,188	0	0	875,838
Renovations & Enhancements:						
Third Street Entrance/Stairwell	20,000	0	0	0	0	20,000
Car Charging Station	0	30,000	0	0	0	30,000
Meeting Wing	0	75,000	75,000	0	0	150,000
Terrace Enhancements	0	0	0	0	50,000	50,000
Children's Area	0	0	0	0	400,000	400,000
Total	20,000	105,000	75,000	0	450,000	650,000
TOTAL FACILITIES PROJECTS	866,650	105,000	109,188	0	450,000	1,530,838

*Hot water heater replacement of \$6,000 was scheduled for 2026. The hot water heater stopped working and was replaced in 2023. Removed from schedule in 2026.

**Terrace Roof was included on KA Schedule for 2027 with terrace enhancements following in 2028 on CIP. With city and board inclination to do roof in 2024, project request was moved to 2024. The schedule of future renovations/enhancements was left unchanged but trustees noted that these may shift in subsequent year CIPs. Terrace roof was initially budgeted at \$750,000. Low bid was \$796,650. This project will be funded with city cash reserves.

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

Total Capital Projects:						
	2024	2025	2026	2027	2028	Total
Proposed Funding – City Capital	846,650	72,000	54,188	0	22,000	994,838
Proposed Funding – Fund Balance	0	0	0	0	0	0
Proposed Funding - Supplemental	20,000	105,000	75,000	0	450,000	650,000
TOTAL CAPITAL	866,650	177,000	129,188	0	472,000	1,644,838

Other Projects (Not Officially on CIP but on KA List; Review Annually; Red indicates under 5K Capital Amt):

	2024	2025	2026	2027	2028	Total
Repairs & Replacement:						
Retaining Walls (KA 101&102)	0	0	217,688	0	0	217,688
Fire Alarm Replacement Panel (KA 161)	0	0	23,000	0	0	23,000
Sump Pump (KA 165)	0	0	3,225	0	0	3,225
Expansion Tank for Boilers (KA 166)	0	0	1,613	0	0	1,613
VFDs (KA 186)	0	0	16,125	0	0	16,125
Server Room (KA 188)	0	0	40,313	0	0	40,313
Elevator & Lift (KA 157-160)	0	0	0	37,125	0	37,125
Stairs & Railing (KA 106)	0	0	0	0	4,219	4,219
Total	0	0	301,964	37,125	4,219	343,308

Major Accomplishments

- The Hugh J. Andersen Foundation has awarded the library \$32,000 for 2024 Youth Services programming.
- On November 13, the library entered into labor negotiations with the bargaining group representing its union members. A tentative agreement was arrived at for a two-year contract spanning 2024 and 2025.
- The bidding process for the terrace roof replacement project has concluded. Bids were accepted from four companies, with Peterson Brothers being the lowest, and it went to council on December 5 for approval. City Facilities Manager Mick Greiner and Mark continue to discuss details related to the 2024 project.
- An updated library history brochure was printed and made available in late November. It's available at the upstairs greeter desk and the public services desk. The history page on our website will be updated as well.
- A new library history display was also unveiled in late November. It's located on the mezzanine level in the antique bookcase just past the spiral staircase. This display provides further details about our history and highlights some fun library artifacts. Thank you to volunteer Catherine Bloomquist for providing the inspiration, research, information, and artifacts for both the brochure and display.
- Four Library Corner articles were written and published in November.
- The November issue of ShelfLife was published on November 1.

Heads-Up

- The library will be closed on December 23-25 and 31, and January 1.
- The estimate to replace the broken glass pane in the terrace door is \$827.99, which had to be ordered. It should arrive and be installed this month.
- Friends of the Stillwater Public Library is the December Round Up recipient at River Market Co-op.

Near-Term Future Focus

- Learning to use the City's new financial software platform. Training for supervisors and employees specific to electronic timesheet entry had been scheduled for December 4, but was delayed. Training in other areas continues, with Business & Communications Manager Keri Goeltl being most involved and having her workload most impacted.
- Conversations continue around a second phase of the historical newspaper digitization project. The chart on the following page shows the Phase 1 progress, which is about 70% complete in terms of the papers being accessible through the Minnesota Digital Newspaper Hub as of November 29.

Stillwater FY2023-FY2024 Newspaper Digitization Project -- Production Schedule (Nov 2023)

*January-February 2023: Microfilm evaluation/preparation and metadata collection

Batch Start Date	Batch #	Est. Reels	Est. Pages	Titles Included	Batch Completion Date	Hub Upload Date
Feb 2023	1	18	7,829	Stillwater Gazette weekly (1870-1874), Stillwater Messenger (1911-1926)	3/24/2023	4/19/2023
Apr 2023	2	14	8,474	Stillwater Daily Gazette (1888-1894)	5/18/2023	5/24/2023
June 2023	3	16	8,952	Stillwater Daily Gazette (1895-1901)	7/13/2023	7/26/2023
July 2023	4	14	8,469	Stillwater Daily Gazette (1902-1907)	8/3/2023	8/30/2023
Aug 2023	5	14	8,748	Stillwater Daily Gazette (1908-6/1911)	9/6/2023	9/28/2023
Aug 2023	6	15	8,827	Stillwater Daily Gazette (7/1911-3/1915)	9/27/2023	10/25/2023
Oct 2023	7	16	8,720	Stillwater Daily Gazette (4/1915-1918)	11/6/2023	11/29/2023
Nov 2023	8	16	8,858	Stillwater Daily Gazette (1919-1922)	Dec 2023	Dec 2023
Dec 2023	9	16	8,827	Stillwater Daily Gazette (1923-1926)	Jan 2024	Jan 2024
Jan 2024	10	13	7,304	Stillwater Messenger (1927-1928), Stillwater Daily Gazette (1927-1929)	Feb 2024	Feb 2024
		TOTAL	85,008			

Adult Programs

Book Clubs

- **Mystery:** On Wednesday, November 15, eight participants had a lively conversation about [mysteries adapted to film](#) and how the adaptation is sometimes actually better than the book.
- **Romance:** Four participants discussed [royalty themed romance](#) on Tuesday, November 14.

Art & Lifelong Learning

- **Tai Chi:** 12 participants were introduced to Tai Chi by instructor Rick Lorenzen on November 20.
- **We are Water Art Gallery Reception:** On Thursday, November 16, 50 participants enjoyed art, refreshments, and conversation with the artists featured for We are Water. Artists include Wynn Davis, Jan Hayman, Tony Hilscher, Kami Mendlik, Lena Wolf Rothman, R. Snyder, David Spohn, and Bob White.
- **Needle Felted Grumpy Hedgehog (Textile Center):** 15 participants created hedgehogs and other felted projects on Saturday, November 11. Many were hedgehogs, but there were also a few dogs, a pink cat, and an opossum! Quotes from participants:
 “This was an amazing art class that I am so delighted I got in.”
 “Very fun class. Lots of good supplies. Had a great time making this creative project.”
- **Tech Help:** 3 one-on-one tech help sessions were offered in November. 2 participants received support with devices, including an Apple Watch and iPhone.
- **Jigsaw Puzzle Competition:** On Saturday, November 18, 7 teams (total of 22 participants) competed. The winning team completed their puzzle in just over 30 minutes and the second-place team completed in just over 35 minutes. Winners received gift cards to a [Smith Trade & Mercantile](#) in downtown Stillwater.
- **Karen Chan: Boxwood and Mandarins in Acrylic:** 39 participants painted with Karen Chan during two events on Thursday, November 2 (online) and Thursday, November 16 (in-person).

Collection, Circulation, Displays, and Booklists

- We are Water displays continued through November.
- New nonfiction signs were created for Adult Nonfiction to help with wayfinding. The new signs include Dewey Decimal subject headings and ranges.
- Booklists were created [For Fans of Lessons in Chemistry](#), for [We are Water](#), and [For Fans of Killers of the Flower Moon](#)
- Suggested reading for Mystery, Romance, and Sci-Fi/Fantasy are now available. Binders of suggested reading are kept in the Mystery Room, Romance Room, and Sci-Fi/Fantasy Room.

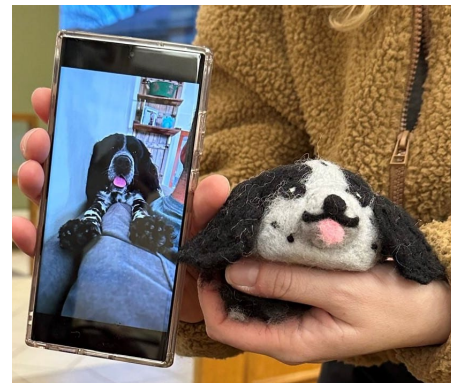
St. Croix Collection

- Reference staff received a call in November asking for confirmation that a title is available in the St. Croix Collection. The caller said they are writing a book about Genealogical Serendipity and their research in the SCC would be included as a serendipitous experience.

Boxwoods and Mandarins in Acrylic, November 2 and November 16



Felted Grumpy Hedgehogs & Friends, November 11



We are Water Artist Reception, November 16



November Programs and Activities

- Two “Preschool Music and Movement” sessions with Music in the Valley (124)
- Nine Preschool Storytimes (456)
- Two Baby/Toddler Storytimes (101)
- “LEGO Club” (14)
- “Color Me Curious” with the Bakken Museum (21)
- “Petite Concert” with MacPhail Center for Music (52)
- “Marvelous Mussels” with the DNR (18)
- “Dinosaur Button Making” (25)
- “Community Helpers Lego Figures” Scavenger Hunt (421)
- “Water / St. Croix River” Family Discovery Room
- “We are Water Protectors” Story Stroll in conjunction with the We Are Water (MN) Exhibit

Upcoming Programs

- “Stillwater Robotics Club Exhibition” - Saturday, December 2
- “The Gingerbread Man a.k.a. Super-Cookie” Puppet Show - Wednesday, December 6 and Saturday, December 9 at Stillwater Library; and Tuesday, December 12 at Bayport Library
- “Cozy Knit Accessories for Teens” - Thursday, December 16
- “LEGO Club” – Thursday, December 21
- “Natural Wonders: Animals in Winter” with the DNR – Monday, January 22
- “Silly Millies” with Clay Squared– Saturday, January 27

Outreach / Community Engagement Programs and Visits

- New Heights School – regular visitors grades K-5 (50) attended our final “Gingerbread Man” dress rehearsal once again and loved it. Students of all ages asked excellent questions afterward.

Patron Feedback (Discovery Room)

- “We rely heavily on the library for fun indoor play time during poor weather.”
- “We love this space! Such a blessing to be able to bring our kids to an amazing library!!”
- “Thank you for all your hard work! Truly incredible, thoughtful, and creative. Very well done!”
- “We appreciate these resources! The Stillwater Library is such a treat to visit.”

Patron Feedback (November Programs)

- 90% left a rating of 5 stars, 10% left a rating of 4 stars.
- 100% would either tell family and friends about Stillwater Library or already do.
- Of the listed choices of what their child experienced, 80% learned something new, 80% felt part of the community, 60% felt more creative, 60% felt more confident, and 40% had a new idea.
- “We grandparents are grateful to have special events for our family to attend.”
- “We love programs that are available for sensory kiddos - so quieter, numbers limited, lights and sounds limited.” (Petite Concerts)

- “Thank you for bringing this opportunity to our kids and spreading the word. If a librarian hadn’t posted about it online, I would have missed it!” (Color Me Curious)
- What about the program was their favorite part-
 - “How much teaching the leaders did on top of playing beautiful music”
 - “Watching my grandson enjoy music and movement”
 - “They loved the music and dancing, and had fun trying the instruments at the end.”
- What was one thing they learned-
 - “Early intro to stringed instruments”
 - “About the Chinese instrument”
 - “Sense of calm”
 - “That some pigments come from bugs!”

*Facebook posts and photos courtesy of Sarah Foslien

Henry came to the library this week to visit Sam, his creation from the last LEGO Club event. He was excited to show off Sam and his sister's work on the same shelf. We were unable to locate his front teeth but assured him they would show up eventually.



It's a beautiful day for our new Story Stroll!

Stop by the Fourth Street lawn to stroll through the story, "We Are Water Protectors". The Caldecott Medal award-winning book tells the story of an Ojibwe girl's recalling of her grandmother's teachings and her resulting realization that we are water protectors. Enjoy the stunning art and the poignant message of our responsibility to keep water sacred.



Naturalist Elizabeth of [Minnesota State Parks and Trails](#) [#williamobrienstatepark](#) shared her enthusiasm for mussels with patrons this week at the "Marvelous Mussels" event. There are over 40 mussel species native to the St. Croix and Namekagen Rivers - 5 of which are federally endangered. Elizabeth brought a variety of shells and explained how to tell the difference between species. Some species of mussels can live for 80 years or more! They keep the water clean by filtering ... See more



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Union Negotiations Report	
OWNER: Executive Committee	PRESENTER: Lockyear
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Executive Committee Union Negotiations Report November 13, 2023 Present: Craig Hansen, Pat Lockyear, Dana Weigman, Mark Troendle, Labor Attorney Susan Hansen, Library Union Stewards Lori Houston and Kaytee Estall, AFSCME Field Representatives Paul Gammel and Tanya Hollan</p> <p>Meeting called to order at 2:30 pm. Executive committee and Labor Attorney Hansen met with union representatives to hear requests to include in new union contract for 2024 and 2025.</p> <p>Union representatives presented four requests:</p> <ol style="list-style-type: none"> 1. Add to Article 17.1 the paid holidays of Veterans Day and Juneteenth 2. Clarification on how the 5 day internal posting statement in Article 18 is being honored if the new online application system goes external upon posting a new position. 3. Additional hours for part-time staff and more full-time staff positions. 4. A wage increase for 2024 and 2025 of 5% beginning on January 1 of each year. <p>Motion to close the meeting pursuant to Minn. Stat. Section 13D.03 to discuss union requests and strategize with Attorney Hansen on how best to meet needs of library budget and union. Weigman moved, Hansen seconded. All in favor, motion carried. Closed meeting began at 3:00 pm.</p> <ul style="list-style-type: none"> • Committee met with Attorney Hansen to discuss union requests and to develop a response to each request. At its next open board meeting, the committee shall summarize its offers and negotiations with the union. • Motion to reopen meeting following the conclusion of the closed session to discuss offers with union representatives. Hansen moved, Weigman seconded, All in favor, motion carried. • Closed meeting ended 3:41 pm and committee returned to joint meeting with union representatives. <p>Open meeting recommenced at 3:45 pm. Attorney Hansen presented Executive Committee’s responses to union requests:</p> <ol style="list-style-type: none"> 1. Agree to add paid holidays of Veterans Day and Juneteenth 2. Agree to restrict online postings to internal postings for 5 days before allowing the online posting to be shared externally. 3. Explained that budgetary constraints due to the amount of Operating Budget granted by the City of Stillwater. These constraints prevent increased full time staff. Described a potential change which would increase the current Library Associates hours by two per week and reduce the hours 	

for the Library Associate vacancy which currently exists to allow for more equitable distribution of hours and a potential cost savings to help address the \$40,000.00 deficit in the 2024 operating budget.

4. Offered a 3% wage increase which had been factored into the 2024 operating budget.

Executive Committee adjourned temporarily at 4:00 pm while union representatives discussed counter proposals to their requests.

Meeting resumed with all parties to hear Union’s decisions at 5:21 pm. Union presented their responses and discussion of each response was discussed as needed for clarification.

1. Tentative union agreement on adding Veterans day and Juneteenth paid holidays to Article 7.1.
2. Tentative union agreement and understanding that management will restrict online job postings to internal only for first 5 days.
3. Union requested that employer establish a Labor Management Committee (LMC) with at least 2 members of the union on the committee. Executive committee asked for clarification. Union representative Gammel said committee may or may not include a trustee and quarterly meetings would be sufficient. Meetings would not address or discuss: wages, benefits, or grievances but would allow for collaboration between union members and management regarding staffing issues. The union would select the members to sit on the committee and the trustees/management would select the remaining members. Attorney Hansen noted that Bureau of Labor provides free training for LMC and that it would be beneficial to take advantage of that training.
4. Tentative union agreement on 3% wage increase for 2024 and 2025 to begin on January 1 of each year.

Library union representative Houston expressed gratitude for cooperative approach and for support of the Library Board and management. She said she and the union understand the budgetary constraints that limit the flexibility of the Board to change operating budget amounts. She expressed how much she and other library staff enjoy working at the library. Executive committee members and Attorney Hansen expressed gratitude for the congenial approach and cooperative responses of the union representatives.

Meeting adjourned at 5:45 pm.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

Executive Committee Agenda
AFSCME Local 517 Stillwater Public Library opening proposals

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Executive Committee Meeting Agenda
November 13, 2023

Meet with union representatives to hear requests to include in new union contract.

Request to Hold a Closed Meeting:

Motion to close the meeting pursuant to Minn. Stat. Section 13D.03 to discuss union requests and strategize with Attorney Hansen on how best to meet needs of library budget and union. At its next open board meeting, the committee shall summarize its offers and negotiations with the union.

Request to Reopen Meeting:

Motion to reopen meeting following the conclusion of the closed session to discuss offers with union representatives.

Discuss options with union representatives.

Determine if second meeting is needed.

Adjourn meeting

U1 Article 7

Add Juneteenth and Veterans Day to list of Holidays recognized. Add MOA to all years going forward.

U2 Article 18 Work Force

Add language regarding posting job vacancies and where (ie Bulletin board, break room, online).

Internal applicants should get considered before external applicants.

U3 Staffing PT vs FT

We want more full-time staff, or to have our part time staff be able to get more hours.

U4 Article 13 Wages

Wage increase for 2024 on January 1st of 5% added to appendix A

Wage increase for 2025 on January 1st of 5% added to appendix B

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:							
Executive Committee Report							
OWNER: Executive Committee	PRESENTER: Lockyear						
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?						
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:							
BACKGROUND/CONTEXT: Executive Committee Meeting Notes December 4, 2023 Conference Room, 2 PM Present: Pat Lockyear, Dana Weigman, Mark Troendle Note taker: Weigman							
<p>Agenda item: Review and Approve minutes from Labor Union Meeting Presenter: Lockyear</p> <p>Discussion: The minutes from the meeting discussing Labor negotiations were presented.</p> <p>Conclusions: All approved.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="border-top: 1px solid black; border-bottom: 1px solid black;"> <th style="text-align: left; width: 60%;">Action items</th> <th style="text-align: left; width: 20%;">Person responsible</th> <th style="text-align: left; width: 20%;">Deadline</th> </tr> </thead> <tbody> <tr> <td>✓ Notify staff</td> <td>Pat Lockyear</td> <td>12/07/2023</td> </tr> </tbody> </table>		Action items	Person responsible	Deadline	✓ Notify staff	Pat Lockyear	12/07/2023
Action items	Person responsible	Deadline					
✓ Notify staff	Pat Lockyear	12/07/2023					
<p>Agenda item: Review New Trustee Handbook Presenter: Pat Lockyear</p> <p>Discussion: Some changes are needed to update the current Trustee Handbook including the new Strategic Plan, the addition of the Advocacy Committee, updated Bylaws, updated statistics, and a few other minor changes.</p> <p>Conclusions: Staff will update the manual with the discussed changes, and it will be included in the January 2024 Board Packet.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="border-top: 1px solid black; border-bottom: 1px solid black;"> <th style="text-align: left; width: 60%;">Action items</th> <th style="text-align: left; width: 20%;">Person responsible</th> <th style="text-align: left; width: 20%;">Deadline</th> </tr> </thead> <tbody> <tr> <td>✓ Make recommended changes and updates to manual</td> <td>Staff</td> <td>01/04/2024</td> </tr> </tbody> </table>		Action items	Person responsible	Deadline	✓ Make recommended changes and updates to manual	Staff	01/04/2024
Action items	Person responsible	Deadline					
✓ Make recommended changes and updates to manual	Staff	01/04/2024					
<p>Agenda item: Orientation of new trustees Presenter: Pat Lockyear</p> <p>Discussion: The existing orientation outline was reviewed.</p> <p>Conclusions: The order of the current orientation outline is not consistent with the order of the New Trustee Handbook. It was decided the outline should follow the handbook more closely. The Library Director generally presents on staffing, statistics, funding, and a library tour. To optimize the time of the Library Director, these items will be moved to the later portion of the orientation session. The amended outline is included.</p>							

Action items	Person responsible	Deadline
✓ Make recommended changes to Orientation Agenda	Staff	01/04/2024
<hr/>		
Library Trustee Orientation		
Goal 1 hour session		
<ul style="list-style-type: none"> • 30 minute presentation based on New Member Orientation Manual, focus on high level information, avoid excessive detail • 10-15 minute Q&A conversation • 15-20 minute tour • Offer follow-up session if needed/desired 		
Welcome and Introductions		
SPL BASICS & LEGAL FOUNDATION		
<ul style="list-style-type: none"> • Vision, Mission, Strategic Plan • MNStat 134, WCL Associate Library • Open Meeting Law • History of Library 		
BOARD STRUCTURE & RELATIONSHIPS		
<ul style="list-style-type: none"> • Role of Trustees • Board Bylaws • Board Committees • Communication with public • Regional Public Libraries 		
SPL STAFFING, STATISTICS, FINANCES		
<ul style="list-style-type: none"> • Library Staff/Organization Chart • Library Usage and Activity • Budget - city, capital operating • Friends and Foundation Support 		
CURRENT and UPCOMING ISSUES		
<ul style="list-style-type: none"> • Library Advocacy Task Force • Request for Review Policy 		
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:		
PREVIOUS ACTION ON ITEM:		
REVIEWED BY COMMITTEE?:		

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: Friday, December 1, 2023, 3 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hansen, Hullander, Simon Absent: Howe</p> <p>Agenda Item 1: November Meeting Minutes Committee reviewed minutes. No changes.</p> <p>Agenda Item 2: History of Library Usage and Activities Committee reviewed the history of library usage document (April 2023 Board Packet, p. 30) and discussed possible key performance indicators for advocacy efforts. Ideas for measures include number of registered and reciprocal users, number of visits, and circulation.</p> <p>Agenda Item 3: Committee Charter The committee drafted a charter to be brought to the board at the December meeting (draft charter can be found under Agenda Item 6). The charter was based on the Committee Charge (September 2023 Board Packet, p. 56) and the charters of the other committees (Executive Committee Charter, Facilities Committee Charter, and Finance Committee Charter). The purpose was stated as “Its overall purpose is to provide coordination, implementation and oversight of library advocacy efforts.” The wording of the second duty was refined to “Work to ensure mutual messaging between groups with focus on key audiences.”</p> <p>The committee discussed the role of secretary. Goeltl will fill this function. Simon is chair.</p> <p>Agenda Item 4: Updates From Friends, Foundation, Staff Friends: Hullander reported that the Friends held the Fall Book sale in November. It is believed to be one of the highest sales ever. The next sale is April 24-27, 2024 with the book drive on April 20. At the Friends meeting, Hullander shared the outreach document. The Friends noted that they sometimes donate books to the Little Free Libraries but also to the prison. For the month of December, it’s Round Up for Friends of the Stillwater Public Library at the Co-op.</p> <p>Foundation: Howe emailed an update to Goeltl to share at the meeting. The Foundation participated in Give to the Max Day on November 16 and received approximately \$1,250. The Foundation will be mailing letters for a year-end appeal in December. They are working on developing policies for the Foundation. The Foundation will be setting an internal calendar on December 1 and are working on an events calendar for 2024. Three events are anticipated: Light a Spark, a For the Love of the Library gala, and a smaller terrace event (focus to be determined).</p>	

Agenda Item 5: RACI

The committee reviewed the task force RACI ([June 2023 Board Packet](#), p.83-85) and discussed using this document and ideas from the larger work of the task force to create a 2024 action plan for board review. Several ideas for 2024 were discussed, including building out a shared calendar of key library, board, Foundation, and Friends activities; bringing back the library’s Instagram account; determining KPIs to help measure the effectiveness of advocacy efforts; developing a plan for the formation, training, and implementation of a volunteer group advocating on behalf of library (such as a Speaker’s Bureau); collaborative work on marketing materials so the library, Friends, and Foundation are telling the same story; and participating in already established community activities and events.

Hullander noted that she provided a copy of the RACI to the Friends members. They will review and may have comments at their next meeting in February. The Friends commented that they did swag in the past, and it did not take off. If Little Free Libraries are pursued, they recommend making sure it was registered.

Next Meeting:

The next committee meeting is scheduled for Friday, January 5 at 3 PM. The committee will begin creating a 2024 Action Plan.

Meeting adjourned 4:36 PM.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation
Board Meeting Minutes – October 27, 2023
In-person and virtual

Board Members Present: Aquib Khan, Ryan Collier, Mark Troendle, Drew Arnold, Dustin Moeller, Shawn Glaser. Roger Funk, virtual.

Staff Members Present: Executive Director Elsbeth Howe.

1. Summer called the meeting to order at 8:40 am.
2. Approval of Minutes – Approval for September meeting minutes called; motion by Shawn; second by Dustin, approved with no changes.
3. President’s report – Summer discussed that we are temporarily suspending the Administrative Coordinator search until Elsbeth is better settled in her new position. We will start over with a new posting and applicants; prior search candidates were told the position was not being filled at that time. We’ll be renewing the Volunteer Coordinator position before the end of the year, and a quick reminder that Coffee in the Library, sponsored by the Foundation is next Wednesday from 10 – noon.
4. Library Director’s report – Mark referenced his submitted report, and discussed how pleased the library is with the historic preservation certificate they received. The relationship with the city is healthy and good. Looking ahead to 2024 the budget gap from request to granted is approximately \$40,000 and will require the library to make adjustments to their plans.
5. Treasurer’s report – Dustin reviewed the financials for us and discussed the upcoming changes to the chart of accounts, so that operational profit and expense will be more easily distinguished from portfolio income/loss. The Finance committee is working with Elsbeth on several policies.

The 990, federal tax return for 2022 for the foundation was reviewed. Members had several questions and the word ‘help’ was removed from the Volunteer Coordinator’s work description. Shawn made a motion to accept as updated, Ryan seconded. Motion passed unanimously. A huge thank you to Dustin, Finance, Ann and all involved in getting the return completed and submitted! The public version will be uploaded to our website (Elsbeth) and be available on GuideStar/Candid.

6. Events & Marketing report – Summer recapped the terrace event; discussed Chamber activities we’ve attended thus far, we will make sure the board gets each Monday’s Chamber of Commerce eblast, if you are interested in an event let Elsbeth or Summer know and we can sign you up. Looking forward; we will be working what our donor event should be and timing looking forward at our November meeting, which will be held December 1st. Mark noted that National Library week is always in April, in 2024 it’s 04/07 – 04/13.

7. Executive Director report – Elsbeth summarized her progress with DonorSnap; meetings and activities this past month. We will be promoting Give to the Max Day via social media and eblast, and are planning an end of year appeal, which will be via mail. We have been adding a few Facebook posts; Aquib volunteered to manage an Instagram page for us – thanks Aquib!
8. Draft Record Retention Process – Elsbeth discussed this new policy and we reviewed; she will provide a whistleblower policy and our goal is to approve both of these at the meeting 12/01/23. We noted that either electronic or paper records are acceptable (both not required), and while we don't have some of the materials for the required time period looking backward, once the policy is adopted it will be in place moving forward.
9. Other business – all. Our next meeting is Friday, December 1st at 8:30 am.

Meeting adjourned at 9:22 am, motion by Shawn, second by Drew, unanimous vote. Have a great Thanksgiving!



Friends of the Stillwater Public Library

October 9, 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, Karah Hullander,
 Mark Troendle, Elsbeth Howe

Agenda

Friends of the Stillwater Public Library
Agenda Monday, October 9, 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:
6. Update: Mark Troendle
7. Adjourn: All

Meeting called to order by Mary Ann Sandeen

- Tracy distributed Monday, Sept. 11, 2023 meeting minutes for review
 - Minutes approved.

Treasurer's report Jan Kilkelly

9/1/2023 – 9/30/2023

Opening Balance: \$59,786.79
 Total Receipts: \$392.00
 Total Disbursements: \$0
 Ending Balance: \$60,178.79

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

- Thurs. Nov. 2 10:15am – 7:30pm
- Fri. Nov. 3 10:15am – 4:30pm
- Sat. Nov. 4 10:15 – 4:30pm
- \$10 bag sale all day on Saturday

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

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.

Mark Troendle update:

Heritage Preservation Award Announcement

- The Heritage Preservation Commission is recognizing the Stillwater Library not only for its recent investment into capital maintenance projects on your building (tuckpointing, roof replacement, etc), but also the plethora of physical and digital media that help tell the story of the history of Stillwater so that the Heritage Preservation Commission can effectively carry out its mission. The St. Croix Collection at the Stillwater Library is an invaluable resource for Commission and Staff.
- 10/17 City Council Meeting
 - 5:30pm Informal meet and greet
 - 7:00pm Formal Presentation at City Council Meeting

Meeting Adjourned at 7:00 pm

Next meeting will be on: Monday, Nov. 13, 2023

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

Period:	10/1/23 - 10/31/2023	Year-to-Date 10/31/2023
Opening Balance	\$60,178.79	\$ 64,496.55
Receipts:		
Memberships	\$280.00	\$ 3,445.00
Donations	\$5.00	\$ 3,446.31
Ongoing Book Sales	\$403.00	\$ 3,932.00
Semi-Annual Book Sales		\$ 5,128.00
Scanner Fees		\$ 140.00
Book Bag Sales	\$30.00	\$ 150.00
Total Receipts	\$718.00	\$ 16,241.31
Disbursements:		
Grants to Library		\$ 16,300.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage	\$51.00	\$ 138.00
Printing & Supplies	\$36.45	\$ 100.52
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$87.45	\$ 19,928.52
Ending Balance	\$60,809.34	\$ 60,809.34

Outstanding Grants Due to Library:

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

Other:

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

Total	\$25,129.92
--------------	--------------------

Stillwater Public Library 2023 Calendar

<p>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