

STILLWATER PUBLIC LIBRARY

BOARD OF TRUSTEES

Meeting Agenda

Tuesday, January 9, 2024

Margaret Rivers Room

*The January meeting of the board will follow the 5:30 PM Annual Meeting.*

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
  - a) Adoption of December 12, 2023 Minutes +
  - b) Acknowledgement of Bills Paid in December +
  - c) Library Supplemental Funds: Gifts and Grants Received +
  - d) Acknowledgement of Sick and Safe Leave +

Informational/Discussion (10 minutes)

4. Trustee & Council Liaison Information Sharing I+

Decisional (10 minutes)

5. Advocacy Committee Charter A+
6. 2024 Grant Request A+

Reports (10 minutes)

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

10. Public Commentary

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

11. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, January 8, 2024.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2024 Calendar, 2024 Roster

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
December 12, 2023  
Minutes**

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

**ABSENT:** Panciera, Weigman

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Lockyear called meeting to order at 5:30 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

**AGENDA ITEM 3: Consent Calendar**

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

**AGENDA ITEM 4: Introduction of Library Foundation Executive Director, Elsbeth Howe**

Elsbeth Howe, Library Foundation Executive Director, introduced herself to the board and shared the Foundation's objectives for 2024. In the upcoming year, they expect to raise public awareness about the Stillwater Public Library Foundation and ensure that there are many ways for supporters to get involved. This will include new and expanded communications such as newsletters and social media. They will develop a comprehensive fundraising strategy to expand the reach and impact of the Stillwater Public Library. With this, they will establish a legacy society, encouraging donors to consider including the Stillwater Public Library Foundation in their estate planning. In addition, they will review and develop ethical and transparent governance processes to ensure public trust.

**AGENDA ITEM 5: Trustee & Council Liaison Information Sharing**

Trustees expressed their appreciation to Mathre and Hollatz for their service and contributions to the board.

Collins noted that the city's 2024 budget is now official. The library's terrace roof replacement is approved for 2024. Other projects include new equipment installations at Lily Lake Park and Staples Park next summer. Collins also encouraged trustees to visit downtown and check out the tree on the plaza.

**AGENDA ITEM 6: Advocacy Committee Charter**

Simon reported that the advocacy committee charter is included in the board packet for trustee review and discussion. The charter will be on the agenda for approval at the January meeting. There were no questions or changes suggested by trustees.

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**AGENDA ITEM 7: Request for Review Policy**

Lockyear directed the trustees to the request for review policy in the board packet.

*Motion to approve the revised request for review policy. Hansen moved. Hemer second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

**AGENDA ITEM 8: Board Self-Assessment**

Hemer directed the trustees to the revised board self-assessment in the board packet.

*Motion to approve the revised board self-assessment survey. Hemer moved. Burns second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

**AGENDA ITEM 9: New Trustee Recommendations/Selection**

There are three 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.

In addition to Hansen's reappointment application, Hemer reported that the nominating committee received five new applications plus three active applications from the past year. They interviewed four candidates and are recommending Bevin O'Brien and Steve Ellison to fill the vacancies of Hollatz and Mathre. They recommend Hansen for reappointment to serve a second term.

*Motion to forward the nominating committee's recommended candidates of Craig Hansen, Bevin O'Brien, and Steve Ellison for the Library Board of Trustees to the City Council. Hemer moved. Mathre second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

**AGENDA ITEM 10: August 2024 Library Board Meeting Date**

Trustees discussed the need to change the date of the board's regular meeting in August as it will be an election day.

*Motion to move the meeting to Tuesday, August 6. Burns moved. Simon second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

**AGENDA ITEM 11: Employer Paid COVID-19 Leave**

Troendle reported that the City of Stillwater recently approved up to 80 hours of COVID-19 leave for city staff in 2024. To align with the city on this benefit, the board may opt to approve COVID-19 leave for library employees. 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.

*Motion to approve pro-rated COVID-19 Leave for benefited library employees. Simon moved. Hansen second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

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**AGENDA ITEM 12: 2024-2025 Labor Agreement**

Lockyear directed trustees to the labor agreement in the board packet.

*Motion to approve the 2024-2025 Labor Agreement between Stillwater Public Library and AFSCME Council 5 Local 517. Hansen moved. Hemer second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

**AGENDA ITEM 13: 2024 Wage Scale Ratification**

Troendle directed trustees to the wage scale ratification in the board packet. This wage scale includes the union wage scale approved under Agenda Item 12 as part of the labor agreement as well as a related wage scale for nonunion employees.

*Motion to ratify the 2024 wage scale for union and nonunion positions. Burns moved. Simon second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

*Motion to approve the extension of 2024 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff. Hansen moved. Hemer second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

**AGENDA ITEM 14: 2024 City Operating, Supplemental and Capital Budgets**

Goeltl directed trustees to the revised 2024 city operating, supplemental, and capital budgets in the board packet. For the library's 2024 city operating budget, the library originally requested a total city budget of \$1,633,485 with a levy transfer in of \$1,605,998. The city approved a levy transfer in of \$1,565,996, a \$40,002 difference. The Finance Committee revised revenues and expenditures to more closely align with the approved levy and was able to reduce the budget gap to \$15,599. The recommendation is to use the fund balance at year-end to offset the difference between revenues and expenditures, if needed.

In addition to the library's city operating budget, the library also relies on support from the Foundation, Friends, Lawson and other donors for more than \$300,000 in additional operating expenses that are not accounted for in the city budget. These donations fund 100% of programming, 50% of materials, all of the Sunday hours, the 20-hr youth librarian position, and more.

Troendle reported that the city has been very generous on the capital side by providing funding for the library's terrace roof replacement and masonry work in 2024. The terrace roof replacement will be funded through the city's cash reserve.

*Motion to approve the revised 2024 operating, supplemental, and capital budgets. Hansen moved. Hollatz second. Yes: Burns, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon; No: None.*

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**AGENDA ITEM 15: Director and Other Staff Reports**

Troendle expressed his gratitude to the Hugh J. Andersen Foundation for their grant for 2024 that allows the library to have a robust menu of youth programming. The library is very appreciative!

**AGENDA ITEM 16: Board Committee Reports**

- a) Executive Committee: Minutes are in the packet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Minutes are in the packet.

**AGENDA ITEM 17: Foundation & Friends Report**

Troendle directed trustees to reports in packet.

**AGENDA ITEM 18: Public Commentary**

No emails or public commentary were received by Lockyear. Troendle reported on an email received to the library's splinfo@ci.stillwater.mn.us on Saturday, December 9, 2023, regarding their great experience at the puppet show.

**AGENDA ITEM 19: Adjournment**

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

Meeting adjourned at 6:29 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in December 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 December 2023 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of December:				
<b>December 2023 (2023 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 24,260.98	\$ 2,965.65	\$ 12,911.56	\$ 40,138.19
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>23 Prepay Expenditures</b>	\$ 440.42	\$ 645.00	\$ -	\$ 1,085.42
<b>Total</b>	<b>\$ 24,701.40</b>	<b>\$ 3,610.65</b>	<b>\$ 12,911.56</b>	<b>\$ 41,223.61</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:  <i>Bill Resolution: December 5, 2023 (\$13,501.35)</i></p> <ul style="list-style-type: none"> <li>• \$5,527 was paid to Xcel Energy for gas and electricity.</li> <li>• \$2,046 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$1,469 was paid to World Book for children’s materials.</li> </ul> <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"> <li>• \$645 was paid to Mobile Beacon for a 12-month service plan for hotspots.</li> <li>• \$440 was paid to Otis for Jan-Feb 2024 maintenance agreement.</li> </ul> <p><i>Bill Resolution: December 19, 2023 (\$27,722.26)</i></p> <ul style="list-style-type: none"> <li>• \$8,567 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$8,123 was paid to SHI for Windows licensing for staff.</li> <li>• \$2,898 was paid to SandCreek for professional services.</li> <li>• \$1,788 was paid to Madden Galanter Hansen for legal services.</li> <li>• \$1,305 was paid to Midwest Tape for audiobooks and DVDs.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 12/5/2023 Bill Resolution 12/19/2023 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
727	11/30/2023	16 Wins	Website Maintenance - November	380.00	230-4230-3098-0000	Technology Support
11D4-7D7G-H36W	11/18/2023	Amazon Business	Materials - JUV (Lawson)	28.59	224-4224-2404-0000	Helen Lawson Fund - Other Books
11D4-7D7G-H36W	11/18/2023	Amazon Business	Materials - Nature Backpacks (MELSA)	71.91	235-4236-4099-0000	Library Donations Programs
16JX-WHCL-61HQ	11/24/2023	Amazon Business	Materials - Adult Fiction (Book Club Kits SPLF)	568.57	232-4232-2113-0000	SPLF - Materials
17GY-1VXC-XCCL	11/26/2023	Amazon Business	Programs - Adult (SPLF)	57.67	232-4232-2407-0000	SPLF - Programs
1WDX-3JV9-CGM4	11/27/2023	Amazon Business	Materials - Adult (235) Nonfiction	169.50	235-4235-2101-0000	Library Donations Materials
2130285	11/29/2023	Blackstone Publishing	Material - Audio (SAAB-Friends)	213.55	229-4229-2113-0000	Friends - Materials
12052023	12/5/2023	Brodart Co	Materials - Adult Nonfiction (McCluer)	293.04	221-4221-2404-0000	McCluer Webster - Other Books
12052023	12/5/2023	Brodart Co	Materials - Adult Fiction (Lawson)	16.01	224-4224-2404-0000	Helen Lawson Fund - Other Books
12052023	12/5/2023	Brodart Co	Materials - Adult Nonfiction (Lawson)	110.00	224-4224-2404-0000	Helen Lawson Fund - Other Books
12052023	12/5/2023	Brodart Co	Materials - Juv (Lawson)	589.38	224-4224-2404-0000	Helen Lawson Fund - Other Books
12052023	12/5/2023	Brodart Co	Materials - YA (Friends)	141.83	229-4229-2113-0000	Friends - Materials
12052023	12/5/2023	Brodart Co	Materials - Adult Nonfiction (Friends)	314.18	229-4229-2113-0000	Friends - Materials
12052023	12/5/2023	Brodart Co	Materials - Juv	23.12	230-4230-2400-0000	Childrens Books
12052023	12/5/2023	Brodart Co	Materials - Adult Fiction	265.96	230-4230-2401-0000	Adult Books - Fiction
12052023	12/5/2023	Brodart Co	Materials - Audio (SJAB)	8.89	230-4230-2402-0000	Audio
12052023	12/5/2023	Brodart Co	Materials - Adult Nonfiction	37.08	230-4230-2405-0000	Adult Books - Non Fiction
12052023	12/5/2023	Brodart Co	Materials - Processing	123.56	230-4230-3404-0000	Processing Fee
12052023	12/5/2023	Brodart Co	Materials - Adult Fiction (SPLF)	16.01	232-4232-2113-0000	SPLF - Materials
12052023	12/5/2023	Brodart Co	Materials - Adult Nonfiction (SPLF)	44.82	232-4232-2113-0000	SPLF - Materials
12052023	12/5/2023	Brodart Co	Materials - Adult Nonfiction (Athena)	62.81	235-4235-2101-0000	Library Donations Materials
FS111623	11/16/2023	Chan Karen	Programs - Adult (Friends)	345.15	229-4229-2407-0000	Friends - Programs
FS111623	11/16/2023	Chan Karen	Programs - Adult (SPLF)	434.85	232-4232-2407-0000	SPLF - Programs
7400024	11/16/2023	Demco Inc.	Processiong Supplies	294.71	230-4230-3404-0000	Processing Fee
20273712	11/21/2023	Huebsch Service	Towels & Rugs	136.91	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
12052023	12/5/2023	Midwest Tape	Materials - Audio (SAM)	44.07	230-4230-2402-0000	Audio
12052023	12/5/2023	Midwest Tape	Materials - Video (SAV)	26.24	230-4230-2408-0000	Film/Video
12052023	12/5/2023	Midwest Tape	Materials - Processing	13.36	230-4230-3404-0000	Processing Fee
MB-165884	11/28/2023	Mobile Beacon	Materials - Hotspots 2024 (SPLF 232-4232-2113-0000)	645.00	232-0000-1410-1000	SPLF PRE PAID ACCOUNT
100401360385	11/13/2023	Otis Elevator Company	Quarterly Maintenance (Jan Feb 24 230-4231-3707-0	440.42	230-0000-1410-1000	PRE PAID ACCOUNT
100401360385	11/13/2023	Otis Elevator Company	Quarterly Maintenance (Dec 23)	220.21	230-4231-3707-0000	Maintenance Agreements - Lib Plant
18931	11/14/2023	Rose Mille Inc	Programs - Adult (SPLF)	105.00	232-4232-2407-0000	SPLF - Programs
20231121SR	11/21/2023	Rosten Sarah	Programs -Adult (Friends) Staff Reimbursement	161.91	229-4229-2407-0000	Friends - Programs
2023-0512	11/7/2023	Water Works Irrigation LLC	Winterization	200.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
SF-0025582	11/27/2023	World Book Inc	Materials - JUV (Lawson)	1469.37	224-4224-2404-0000	Helen Lawson Fund - Other Books
		<b>INVOICES SUBTOTAL</b>		<b>\$ 8,073.68</b>		
<b>LIBRARY CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
854555409	11/27/2023	Xcel Energy	Gas	\$ 1,611.40	230-4231-3601-0000	Natural Gas
854555409	11/27/2023	Xcel Energy	Electric	\$ 3,816.27	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 5,427.67</b>		
<b>GRAND TOTAL</b>				<b>\$ 13,501.35</b>		

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

**2023 Bill Resolutions**

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
<b>INVOICES PAYABLE</b>							
3798-238238	12/4/2023	41	Ace Hardware	Janitorial Supplies	64.53	230-4231-2102-0000	Janitorial Supplies
17FF-NQ69-JNNL	12/1/2023	5115	Amazon Business	Materials - Adult Fiction (Book Club Kits SPLF)	521.16	232-4232-2113-0000	SPLF - Materials
1Q79-9CMV-YD4N	12/7/2023	5115	Amazon Business	Programs - Adult (Friends)	5.99	229-4229-2407-0000	Friends - Programs
B6702574	11/29/2023	452	Brodart Co	Materials - Adult Nonfiction (McCluer)	97.86	221-4221-2404-0000	McCluer Webster - Other Books
B6702574	11/29/2023	452	Brodart Co	Materials - Lawson (Juv)	433.26	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6702574	11/29/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	70.77	229-4229-2113-0000	Friends - Materials
B6702574	11/29/2023	452	Brodart Co	Materials - YA (Friends)	342.65	229-4229-2113-0000	Friends - Materials
B6702574	11/29/2023	452	Brodart Co	Materials - Processing Fee	37.00	230-4230-3404-0000	Processing Fee
B6702574	11/29/2023	452	Brodart Co	Materials - Adult Fiction (SPLF)	73.48	232-4232-2113-0000	SPLF - Materials
B6702574	11/29/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	104.00	235-4235-2101-0000	Library Donations Materials
B6704243	12/1/2023	452	Brodart Co	Materials - Adult Nonfiction (Minerva)	20.44	220-4220-2404-0000	Minerva - Other Books
B6704243	12/1/2023	452	Brodart Co	Materials - Lawson (Juv)	165.49	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6704243	12/1/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	31.22	229-4229-2113-0000	Friends - Materials
B6704243	12/1/2023	452	Brodart Co	Materials - YA (Friends)	45.48	229-4229-2113-0000	Friends - Materials
B6704243	12/1/2023	452	Brodart Co	Materials - Processing Fee	5.92	230-4230-3404-0000	Processing Fee
B6704243	12/1/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	33.48	232-4232-2113-0000	SPLF - Materials
B6704243	12/1/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	16.02	235-4235-2101-0000	Library Donations Materials
B6704265	12/1/2023	452	Brodart Co	Materials - Adult Nonfiction (Minerva)	77.36	220-4220-2404-0000	Minerva - Other Books
B6704265	12/1/2023	452	Brodart Co	Materials - Lawson (Juv)	634.40	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6704265	12/1/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	17.80	229-4229-2113-0000	Friends - Materials
B6704265	12/1/2023	452	Brodart Co	Materials - YA (Friends)	449.79	229-4229-2113-0000	Friends - Materials
B6704265	12/1/2023	452	Brodart Co	Materials - Adult Fiction	327.75	230-4230-2401-0000	Adult Books - Fiction
B6704265	12/1/2023	452	Brodart Co	Materials - Processing Fee	62.90	230-4230-3404-0000	Processing Fee
B6704265	12/1/2023	452	Brodart Co	Materials - Adult Fiction (SPLF)	58.01	232-4232-2113-0000	SPLF - Materials
B6704265	12/1/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	604.77	232-4232-2113-0000	SPLF - Materials
B6704265	12/1/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	15.12	235-4235-2101-0000	Library Donations Materials
B6705524	12/4/2023	452	Brodart Co	Materials - Adult Nonfiction (Minerva)	219.02	220-4220-2404-0000	Minerva - Other Books
B6705524	12/4/2023	452	Brodart Co	Materials - Adult Fiction (Lawson)	29.70	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6705524	12/4/2023	452	Brodart Co	Materials - Lawson (Juv)	82.42	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6705524	12/4/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	88.80	229-4229-2113-0000	Friends - Materials
B6705524	12/4/2023	452	Brodart Co	Materials - YA (Friends)	65.83	229-4229-2113-0000	Friends - Materials
B6705524	12/4/2023	452	Brodart Co	Materials - Adult Fiction	5.35	230-4230-2401-0000	Adult Books - Fiction
B6705524	12/4/2023	452	Brodart Co	Materials - Processing Fee	205.19	230-4230-3404-0000	Processing Fee
B6705524	12/4/2023	452	Brodart Co	Materials - Adult Fiction (SPLF)	37.39	232-4232-2113-0000	SPLF - Materials
B6705524	12/4/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	708.76	235-4235-2101-0000	Library Donations Materials
B6705528	12/4/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	184.97	229-4229-2113-0000	Friends - Materials
B6705528	12/4/2023	452	Brodart Co	Materials - YA (Friends)	31.30	229-4229-2113-0000	Friends - Materials
B6705528	12/4/2023	452	Brodart Co	Materials - Processing Fee	49.13	230-4230-3404-0000	Processing Fee
B6705528	12/4/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	82.32	235-4235-2101-0000	Library Donations Materials
B6706297	12/5/2023	452	Brodart Co	Materials - Lawson (Juv)	162.30	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6706297	12/5/2023	452	Brodart Co	Materials - YA (Friends)	21.55	229-4229-2113-0000	Friends - Materials
B6706297	12/5/2023	452	Brodart Co	Materials - Processing Fee	5.92	230-4230-3404-0000	Processing Fee
B6706297	12/5/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	26.98	232-4232-2113-0000	SPLF - Materials
B6706297	12/5/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	64.32	235-4235-2101-0000	Library Donations Materials
B6706447	12/5/2023	452	Brodart Co	Materials - Juv	18.93	230-4230-2400-0000	Childrens Books
B6706447	12/5/2023	452	Brodart Co	Materials - Adult Fiction	268.89	230-4230-2401-0000	Adult Books - Fiction
B6706447	12/5/2023	452	Brodart Co	Materials - Adult Nonfiction	22.21	230-4230-2405-0000	Adult Books - Non Fiction
B6706447	12/5/2023	452	Brodart Co	Materials - Processing Fee	57.80	230-4230-3404-0000	Processing Fee
B6706447	12/5/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	15.12	235-4235-2101-0000	Library Donations Materials
B6706559	12/5/2023	452	Brodart Co	Materials - Adult Nonfiction (Minerva)	86.23	220-4220-2404-0000	Minerva - Other Books
B6706559	12/5/2023	452	Brodart Co	Materials - Lawson (Juv)	32.49	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6706559	12/5/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	37.46	229-4229-2113-0000	Friends - Materials
B6706559	12/5/2023	452	Brodart Co	Materials - Adult Fiction	48.06	230-4230-2401-0000	Adult Books - Fiction
B6706559	12/5/2023	452	Brodart Co	Materials - Processing Fee	57.80	230-4230-3404-0000	Processing Fee
B6706559	12/5/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	131.74	235-4235-2101-0000	Library Donations Materials
B6707435	12/6/2023	452	Brodart Co	Materials - Adult Nonfiction (Minerva)	93.11	220-4220-2404-0000	Minerva - Other Books
B6707435	12/6/2023	452	Brodart Co	Materials - Lawson (Juv)	16.90	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6707435	12/6/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	59.42	229-4229-2113-0000	Friends - Materials
B6707435	12/6/2023	452	Brodart Co	Materials - Adult Fiction	5.35	230-4230-2401-0000	Adult Books - Fiction
B6707435	12/6/2023	452	Brodart Co	Materials - Processing Fee	49.13	230-4230-3404-0000	Processing Fee
B6707435	12/6/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	148.33	235-4235-2101-0000	Library Donations Materials
B6711055	12/12/2023	452	Brodart Co	Materials - Lawson (Juv)	748.95	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6711055	12/12/2023	452	Brodart Co	Materials - YA (Friends)	57.14	229-4229-2113-0000	Friends - Materials
B6711055	12/12/2023	452	Brodart Co	Materials - Processing Fee	27.38	230-4230-3404-0000	Processing Fee
B6711055	12/12/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	79.93	232-4232-2113-0000	SPLF - Materials
B6711063	12/12/2023	452	Brodart Co	Materials - Lawson (Juv)	138.15	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6711063	12/12/2023	452	Brodart Co	Materials - YA (Friends)	9.71	229-4229-2113-0000	Friends - Materials
B6711063	12/12/2023	452	Brodart Co	Materials - Adult Fiction	42.18	230-4230-2401-0000	Adult Books - Fiction
B6711063	12/12/2023	452	Brodart Co	Materials - Juv Audio Book	8.89	230-4230-2402-0000	Audio
B6711063	12/12/2023	452	Brodart Co	Materials - Processing Fee	8.88	230-4230-3404-0000	Processing Fee
B6711063	12/12/2023	452	Brodart Co	Materials - Adult Fiction (SPLF)	43.41	232-4232-2113-0000	SPLF - Materials
B6711063	12/12/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	15.12	232-4232-2113-0000	SPLF - Materials
B6711063	12/12/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	139.78	235-4235-2101-0000	Library Donations Materials
B6711082	12/12/2023	452	Brodart Co	Materials - Lawson (Juv)	88.82	224-4224-2404-0000	Helen Lawson Fund - Other Books
B6711082	12/12/2023	452	Brodart Co	Materials - YA (Friends)	25.79	229-4229-2113-0000	Friends - Materials



INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6711082	12/12/2023	452	Brodart Co	Materials - Juv Audio Book	114.69	230-4230-2402-0000	Audio
B6711082	12/12/2023	452	Brodart Co	Materials - Processing Fee	3.70	230-4230-3404-0000	Processing Fee
B6711082	12/12/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	69.30	235-4235-2101-0000	Library Donations Materials
NG63394	11/27/2023	564	CDW Government Inc.	Cisco	584.97	230-4230-3098-0000	Technology Support
WS121323	12/13/2023	5278	Chan, Karen	Programs - Adult (ST Tsp)	369.66	227-4227-2407-0000	Other Govt Gifts - Programs
WS121323	12/13/2023	5278	Chan, Karen	Program - Adult (Friends)	410.34	229-4229-2407-0000	Friends - Programs
188977406	12/1/2023	683	Comcast	Internet - December	188.27	230-4230-3098-0000	Technology Support
306-02444792-3-20231130	11/30/2023	783	Culligan of Stillwater	Water	59.50	230-4230-4099-0000	Miscellaneous Charges
20277074	12/5/2023	5848	Huebsch Service	Towels & Rugs	235.51	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
20231014-KOE	10/14/2023	5089	Koegel, Christian M	Cataloging / Processing (10/14/23)	224.00	230-4230-3404-0000	Processing Fee
20231205-LEN	12/5/2023	5755	Lentz, Kristin	Programs - Juv (SPLF HJA EL)	150.00	232-4232-2407-0000	SPLF - Programs
104396	12/5/2023	5742	Library Ideas LLC	Materials - Audio (SJAB - Vox)	202.77	230-4230-2402-0000	Audio
20231208-MAD	12/8/2023	2009	Madden Galanter Hansen LLP	Legal Services (November 2023)	1788.01	230-4230-3099-0000	Other Professional Services
504676777	11/22/2023	2175	Midwest Tape	Materials - Video (SJV)	90.69	230-4230-2408-0000	Film/Video
504676777	11/22/2023	2175	Midwest Tape	Materials - Processing Fee	24.72	230-4230-3404-0000	Processing Fee
504707532	11/29/2023	2175	Midwest Tape	Materials - Audio (SAM)	22.49	230-4230-2402-0000	Audio
504707532	11/29/2023	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
504707534	11/29/2023	2175	Midwest Tape	Materials - Video (SJV)	99.71	230-4230-2408-0000	Film/Video
504707534	11/29/2023	2175	Midwest Tape	Materials - Processing Fee	11.96	230-4230-3404-0000	Processing Fee
504707535	11/29/2023	2175	Midwest Tape	Materials - Audio (SJAB Friends)	131.96	229-4229-2113-0000	Friends - Materials
504707535	11/29/2023	2175	Midwest Tape	Materials - Processing Fee	13.36	230-4230-3404-0000	Processing Fee
504736946	12/5/2023	2175	Midwest Tape	Materials - Audio (SJAB Friends)	695.82	229-4229-2113-0000	Friends - Materials
504736946	12/5/2023	2175	Midwest Tape	Materials - Processing Fee	49.62	230-4230-3404-0000	Processing Fee
504736947	12/5/2023	2175	Midwest Tape	Materials - Video (SJV)	146.96	230-4230-2408-0000	Film/Video
504736947	12/5/2023	2175	Midwest Tape	Materials - Processing Fee	14.76	230-4230-3404-0000	Processing Fee
ALR0155960X	11/25/2023	2246	MN Dept of Labor and Industry	Elevator Permit Renewal (2)	200.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
448561	12/11/2023	5582	Playaway Products	Materials - Audio (SJAB - Wonderbooks)	511.91	230-4230-2402-0000	Audio
487	11/3/2023	2884	Rose Floral	Greenery for Terrace Pots (235)	112.50	235-4238-4099-0000	Library Donations Miscellaneous
SDC4007-IN	9/30/2023	2937	Sand Creek EAP LLC	Professional Services	2603.23	230-4230-3099-0000	Other Professional Services
SDC4028-IN	10/11/2023	2937	Sand Creek EAP LLC	Staff Training (Wick)	295.00	236-4236-4099-0000	Wick - Miscellaneous Charges
13599119	12/1/2023	4547	Textile Center	Programs - Adult (ST Tsp)	347.86	227-4227-2407-0000	Other Govt Gifts - Programs
			<b>INVOICES SUBTOTAL</b>		<b>\$ 18,747.96</b>		
<b>LIBRARY CREDIT CARD</b>							
31059	11/15/2023	4826	Acorn Naturalists	Materials - Juv (MELSA STEM)	180.19	235-4236-4099-0000	Library Donations Programs
31064	11/16/2023	4826	Acorn Naturalists	Programs - Juv (MELSA STEM)	213.62	235-4236-4099-0000	Library Donations Programs
2080386-2023-11-11-1	11/11/2023	4157	Dream Host	Monthly website hosting	23.99	230-4230-3098-0000	Technology Support
20231101NAS	11/1/2023	4304	National Audubon Society	Materials - Periodicals (SPLF)	20.00	232-4232-2113-0000	SPLF - Materials
3843188	11/14/2023	4389	TechSoup	Materials - Hotspots (SPLF)	75.00	232-4232-2113-0000	SPLF - Materials
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 512.80</b>		
<b>SPECIAL BILL PAYOUTS</b>							
B17319773	8/31/2023	4014	SHI International Corp	JE: Windows Licensing - Library Portion (55 Accts)	\$8,123.50	230-4230-2303-0000	Minor Computer Equipment
Newsletter 12-19-23	12/19/2023	2702	Postmaster	Postage for Library Newsletter	\$338.00	230-4230-3102-0000	Postage
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$8,461.50</b>		
<b>GRAND TOTAL</b>					<b>\$ 27,722.26</b>		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Supplemental Funds: Gifts and Grants Received</b>	
OWNER: <b>Goeltl, Business and Communications Manager</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of the supplemental gifts and grants received by the library in Quarter 4 of 2023.</b>	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – December 31, 2023.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Supplemental Funds: Gifts &amp; Grants Received Through 12/31/2023</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**LIBRARY SUPPLEMENTAL FUNDS: 2023 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2023)**  
Updated 1/4/2024

LIBRARY SUPPLEMENTAL FUNDS: 2023 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2023)							
Updated 1/4/2024							
2023 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
2023	12/29/2022	\$100 tribute in memory of Pat Lynch, John Taylor, Bruce Beutel, Dick Zeuli	\$100	None	235-0000-3820-0100	TBD	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
2023	12/29/2022	\$15 tribute in memory of Orlan Youngren	\$15	Book purchase	235-3235-3820-0100	Expend in 2023	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
2023	12/29/2022	\$500 for print books	\$500	Book purchase	235-3235-3820-0100	Expend in 2023	Board approved 1/10/23; Rec'd by library in 2022; Applied by Finance to 2023
G1	1/26/2023	Unrestricted donation	\$300	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G2	2/22/2023	In-kind donation of 10 new copies of the title "Can't We Talk About Something More Pleasant?" by Roz Chast have been added to the collection. These books were distributed by ArtReach St. Croix and paid for with NEA grant funding.	In-Kind	Books placed in circulating collection	N/A	N/A	Board approved 5/9/23
G3	2/22/2023	Unrestricted donation	\$100	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G4	2/28/2023	Unrestricted donation	\$500	None	235-0000-3820-0100	TBD	Board approved 5/9/23
G5	2/28/2023	Tribute gift in honor of Spike Carlsen	\$90	Book purchase	230-0000-3820-0100	Expend in 2023	Board approved 5/9/23
G6	4/6/2023	Tribute gift in memory of Gary McLaughlin	\$25	None	230-0000-3820-0100	Expend in 2023	Board approved 7/11/23
G7	4/6/2023	Unrestricted donation	\$200	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G8	4/6/2023	Unrestricted donation to Foundation; Deposited mistakenly to library account. Foundation approved that library can retain donation for use instead of transferring funds back to Foundation	\$100	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G9	4/6/2023	Tribute gift in honor of Spike Carlsen	\$1,000	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G10	4/12/2023	In-kind donation of: Stillwater Park watercolor by Jo Lutz Rollins Stillwater pictorial card by Betty Olson Photos of John Edward Slaughter and Gertrude Rotschild Slaughter Book "Persistence of Vision: The Art of Betty Olson"	In-Kind	None	N/A	N/A	Board approved 7/11/23
G11	4/20/2023	Unrestricted donation from Stillwater Township	\$5,000	None	227-0000-3820-0100	TBD	Board approved 7/11/23
G12	4/20/2023	Tribute gift in memory of Peg McHugh	\$50	Materials	230-0000-3820-0100	Expend in 2023	Board approved 7/11/23
G13	5/4/2023	Tribute gift in memory of Peg McHugh	\$50	Materials	230-0000-3820-0100	Expend in 2023	Board approved 7/11/23
G14	5/11/2023	Tribute gift in memory of Ann Kraemer	\$30	Materials	230-0000-3820-0100	Expend in 2023	Board approved 7/11/23
G15	5/11/2023	In-kind tribute donation in memory of Ann Kramer of Growing Up in Chisholm on the Mesabi Iron Range (est. value \$30)	\$30	None	N/A	N/A	Board approved 7/11/23
G16	6/20/2023	Gift for purchase of mystery books	\$150	Materials	235-3235-3820-0100	Expend in 2023	Board approved 7/11/23
G17	6/20/2023	\$1,429 distribution from Athena Fund for purchase of adult nonfiction	\$1,429	Adult nonfiction materials of lasting value	235-3235-3820-0100	Expend in 2022/2023	Board approved 7/11/23
G18	6/29/2023	Tribute gift in memory of Bill Polley	\$100	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G19	6/29/2023	Tribute gift in memory of Bill Polley	\$200	None	235-0000-3820-0100	TBD	Board approved 7/11/23
G20	9/14/2023	Tribute gifts in memory of Chuck Jackway and Colleen Lepak	\$50	None	230-0000-3820-0100	Expend in 2023	Board approved 10/10/23
G21	9/14/2023	Distribution from Helen Lawson Library Fund	\$10,208	Items of public service with recognition to Helen Lawson	224-0000-3820-0100	TBD	Board approved 10/10/23
G22	9/14/2023	Tribute gift in memory of Nicholas Haase	\$30	Materials	230-0000-3820-0100	Expend in 2023	Board approved 10/10/23
G23	11/2/2023	Tribute gift in memory of John Lepak	\$25	None	230-0000-3820-0100	Expend in 2023	For board review and approval 1/9/2024
G24	11/2/2023	Unrestricted donation	\$200	None	235-0000-3820-0100	TBD	For board review and approval 1/9/2024
G25	11/2/2023	Unrestricted donation	\$1,000	None	235-0000-3820-0100	TBD	For board review and approval 1/9/2024
G26	11/2/2023	Unrestricted donation	\$400	None	235-0000-3820-0100	TBD	For board review and approval 1/9/2024
G27	11/6/2023	In-kind donation of greenery for 4th Street Entry Pots	\$75	Greenery for terrace pots	N/A	N/A	For board review and approval 1/9/2024
G28	12/14/2023	Unrestricted donation	\$300	None	235-0000-3820-0100	TBD	For board review and approval 1/9/2024
G29	12/28/2023	Unrestricted donation	\$10	None	230-0000-3820-0100	Expend in 2023	For board review and approval 1/9/2024
G30	12/28/2023	\$300 unrestricted gift	\$300	None	235-0000-3820-0100	TBD	For board review and approval 1/9/2024
2024		\$100 tribute in memory of Jim Schaefer, Jeff Bowers, Angela Westby, Dan Powell, and Jim Smith	\$100	None	235-0000-3820-0100	TBD	Rec'd by library in 2023; Deposited in 2024 and counted as a 2024 donation.
			<b>\$22,667</b>				
<b>2023 FRIENDS GIFTS</b>							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
FRND1	4/20/2023	Friends 2023-04 Grant Request	\$16,300	Materials and Programs	229-0000-3810-0100	Expend in 2023	Board approved 7/11/23
			<b>\$16,300</b>				
<b>2023 FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)</b>							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	3/24/2023	SPLF 2023-03 DR HJA Summer Explorers	\$17,500	Juv Summer Reading Programming	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF2	3/24/2023	SPLF 2023-03 DR HJA EL & School Age Programming	\$6,200	Early Literacy & School Age Programming	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF3	3/24/2023	SPLF 2023-03 DR HJA Adult Programming	\$7,200	Adult Arts Programming & Tech	232-0000-3820-0320	Expend in 2023	Board approved 5/9/23
SPLF4	3/24/2023	SPLF 2023-03 DR Huelsmann Signage	\$20,000	Signage Project	232-0000-3820-0315	Expend in 2023	Board approved 5/9/23
SPLF5	3/24/2023	SPLF 2023-03 Materials	\$14,300	Circulating materials	232-0000-3820-0310	Expend in 2023	Board approved 5/9/23
SPLF6	3/24/2023	SPLF 2023-03 Sunday Hours	\$16,300	Sunday Hours	232-0000-3820-0100	Expend in 2023	Board approved 5/9/23
SPLF7	3/24/2023	SPLF 2023-03 YS Support	\$23,000	YS Support Hours	232-0000-3820-0100	Expend in 2023	Board approved 5/9/23
SPLF8	12/6/2023	SPLF 2023-12 DR Heuer Newspapers	\$4,000	Adult Newspapers	232-0000-3820-0310	Expend in 2024	For board review and approval 1/9/2024
SPLF9	12/6/2023	SPLF 2023-12 DR Heuer Youth Services	\$1,000	Children's books, programs, services.	232-0000-3820-0100	Expend in 2024	For board review and approval 1/9/2024
			<b>\$109,500</b>				

**LIBRARY SUPPLEMENTAL FUNDS: 2023 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2023)**  
**Updated 1/4/2024**

2023 FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF in Kind 1	1/25/2023	Volunteer Coordinator Contract	\$1,388.89	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 5/9/23
SPLF in Kind 2	2/25/2023	Volunteer Coordinator Contract	\$1,388.89	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 5/9/23
SPLF in Kind 3	3/25/2023	Volunteer Coordinator Contract	\$1,388.89	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 5/9/23
SPLF in Kind 4	3/29/2023	Volunteer Coordinator Backpay	\$1,437.50	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 5/9/23
SPLF in Kind 5	4/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 7/11/23
SPLF in Kind 6	5/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 7/11/23
SPLF in Kind 7	6/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 7/11/23
SPLF in Kind 8	7/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 10/10/23
SPLF in Kind 9	8/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 10/10/23
SPLF in Kind 10	9/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	Board approved 10/10/23
SPLF in Kind 11	10/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	For board review and approval 1/9/2024
SPLF in Kind 12	11/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	For board review and approval 1/9/2024
SPLF in Kind 13	12/25/2023	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2023.	For board review and approval 1/9/2024
			<b>\$18,666.68</b>				

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Sick and Safe Leave</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Acknowledgment of Sick and Safe Leave</b>	
BACKGROUND/CONTEXT:  <p>The Minnesota legislature passed Earned Sick and Safe Time legislation. Starting in January 2024, all employees who work in the State of Minnesota as an employee of the City for at least eighty (80) hours in a year, including seasonal, temporary, on-call, casual employees; and all full-time and part-time employees, are eligible for sick and safe time.</p> <p>Currently benefitted employees already earn time off at a rate that is higher than the law requires, so there is no change to the current allocation for benefitted employees. Beginning in 2024, seasonal, temporary, on-call, and part-time employees not currently earning paid time off will be eligible to earn up to 48 hours of leave after they have worked 80 hours. The new law also provides some additional categories in which up to 48 hours of the time off can be used.</p> <p>On December 19, the city approved an Earned Sick and Safe Time Policy (see attached) in accordance with this legislation. As employees of the City, this policy extends to library employees as well.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>COS Earned Sick and Safe Time Policy</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**DATE:** December 19, 2023

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Joe Kohlmann, City Administrator  
Donna Robole, HR Manager

**SUBJECT:** City of Stillwater Earned Sick and Safe Time

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**DISCUSSION**

Earned sick and safe time (ESST) is paid leave employers must provide to employees working in Minnesota. The Minnesota Department of Labor and Industry identified specific situations when the time can be used, including when an employee is sick, to care for a sick family member, to seek assistance if an employee or their family member has experienced domestic abuse, or if there is a work or school closure that prevents an employee from being able to work.

ESST applies to employees of the City who work for at least eight (80) hours in a year; including seasonal, temporary, on-call, casual, full time and part-time employees. It does not apply to elected officials. Current full time and part-time benefits eligible employees earn paid time off at a rate that is equal or exceeds ESST. In 2024, seasonal, temporary, paid on-call, part-time and casual employees who were not benefits eligible will be eligible to earn ESST following 80 hours of work.

The City has created a policy to support its compliance the ESST state mandate, and will incorporate the enclosed policy into the Employment Policy Manual following Council approval.

**ACTION REQUESTED**

Motion to approve the resolution titled, "Earned Sick and Safe Time."

## **Earned Sick and Safe Time Policy:**

Minnesota's Earned Sick and Safe Time (ESST) law requires employers to provide paid leave to employees in Minnesota for qualified reasons, effective January 1, 2024. The City's vacation and sick leave benefit exceeds Minnesota's ESST requirements.

This ESST Policy applies to employees who work in the State of Minnesota as an employee of the City for at least eighty (80) hours in a year, including seasonal, temporary, on-call, casual employees; and all full-time and part-time employees.

For purposes of ESST compliance, the leave year is defined as the calendar year – January 1 through December 31.

### **FOR FULL-TIME EMPLOYEES:**

Beginning in year 2024, the City will cross-designate an employee's first 48-80 hours (depending on how much ESST an employee has available that year) of vacation or sick leave used as ESST. If the employee chooses to use all their available vacation/sick leave hours for reasons other than those outlined in this policy, they will not be provided with additional ESST hours. While employees may use any available vacation or sick leave hours they have for an ESST-qualifying reason, they will not be provided with additional ESST hours once their available hours have been exhausted.

Beginning January 1, 2024, all full-time employees who are existing City employees, already hired and working for the City on January 1 of each year, will be frontloaded with 80 hours of ESST. The City will cross-designate the employee's 80 hours of vacation or sick leave used as ESST. If the employee chooses to use all their available vacation/sick leave hours for reasons other than those outlined in this policy, they will not be provided with additional ESST hours. While employees may use any available vacation or sick leave hours they have for an ESST-qualifying reason, they will not be provided with additional ESST hours once their available hours have been exhausted.

Once an employee has used their yearly 80 hours of ESST, none of their remaining paid vacation or sick leave they subsequently accrue or use in that year will be designated as ESST. Accordingly, the provisions of Minn. Stat. §§ 181.9445 – 181.9448 or this policy do not apply to paid vacation or sick leave taken after an employee has used their yearly ESST entitlement.

Beginning January 1, 2024, full-time City employees hired mid-year (*i.e.* January 2<sup>nd</sup> or after), will accrue up to 48 hours of ESST for the year. Once an employee has used their yearly 48 hours of ESST, none of their remaining paid vacation or sick leave they subsequently accrue or use in that year will be designated as ESST. Accordingly, the provisions of Minn. Stat. §§ 181.9445 – 181.9448 or this policy do not apply to paid vacation or sick leave taken after an employee has used their yearly ESST entitlement.

## **FOR PART-TIME, SEASONAL, TEMPORARY AND PAID ON-CALL EMPLOYEES:**

All paid on-call, temporary and seasonal employees are eligible to earn ESST when at least 80 hours of work are performed in a calendar year (January 1 – December 31), with the exception of elected officials.

An employee who works at least 80 hours in a calendar year will earn one (1) hour of ESST leave for every 30 hours worked, up to a maximum accrual of 48 hours per calendar year. Employees begin accruing ESST on their first day of employment. Employees may roll over unused ESST into the next year up to a maximum accrual of 80 ESST hours.

### **ESST Qualifying Reasons:**

- Employees own mental or physical illness, treatment or preventative care
- Family member's mental or physical illness, treatment or preventative care
- Absence due to domestic abuse, sexual assault, or stalking of the employee or a family member
- Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

### **Qualified Family Members:**

- Their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
- Their spouse or registered domestic partner;
- Their sibling, stepsibling, or foster sibling;
- Their biological, adoptive or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
- Their grandchild, foster grandchild, or step grandchild;
- Their grandparent or step-grandparent;
- A child of a sibling of the employee;
- A sibling of the parents of the employee;
- A child-in-law or sibling-in-law;
- Any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designed by the employee



## **Notice of ESST Use**

Planned ESST is time off that is requested and approved in advance. If the need for ESST is foreseeable, the city requires seven days' advance notice. If the need is unforeseeable, employees must provide notice of the need for ESST as soon as practicable.

In the event ESST is utilized for more than 3 consecutive days, the City reserves the right to require reasonable documentation demonstrating the ESST use is covered by one of the qualifying reasons, such as a signed statement by a health care professional, a court record, a signed document from a victim services organization, or a written statement from the employee indicating the employee is using or used ESST for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

The city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

## **Employee Rights**

Employees will not be discriminated against or retaliated against if they use ESST or request a statement of their ESST usage. The City will not count ESST as an absence that may lead to corrective action under the City's punctuality and attendance policy. An employee has the right to file a complaint or bring a civil action if ESST is denied by the City or if the employee is retaliated against for requesting or using ESST. It is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave. Any employee who believes that they have been wrongfully denied ESST, retaliated, or discriminated against for requesting or using ESST must immediately notify the City Administrator.

An employee injured by a violation of this policy pursuant to sections §§181.9445 - 181.9448 may file a complaint with the Minnesota Department of Labor and Industry and bring a civil action to recover any and all damages recoverable by law.

Questions regarding ESST or this City policy should be directed to the City Administrator. Employees may contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or visit the department's earned sick and safe time webpage at [dli.mn.gov/sick-leave](http://dli.mn.gov/sick-leave).

## **Notice**

The City of Stillwater will provide all employees a copy of this policy upon City approval

or prior to January 1, 2024. The City of Stillwater will provide all employees a copy of this policy upon the start of an employee's employment after January 1, 2024.

**Disclaimer**

This policy is not a contract for employment. The City periodically may update this policy and reserves the right to interpret the policy as well as replace, modify, or revoke it at any time, upon reasonable notice.

**RESOLUTION 2023-XXX**

**APPROVING EARNED SICK AND SAFE TIME FOR 2024**

**WHEREAS**, Earned Sick and Safe Time (ESST) is a state-mandated program in which every person working in Minnesota accrues ESST at the same rate regardless of classification; and

**WHEREAS**, ESST applies to employees of the City who work for at least eighty (80) hours in a year, including seasonal, temporary, on-call, casual, full time and part-time employees; and

**WHEREAS**, for purposes of ESST compliance, the leave year is defined as the calendar year – January 1 through December 31; and

**WHEREAS**, beginning in year 2024, the City will cross-designate an employee's first 48-80 hours (depending on how much ESST an employee has available that year) of vacation or sick leave used as ESST; and

**WHEREAS**, if the employee chooses to use all their available vacation/sick leave hours for reasons other than those outlined in the City's policy, they will not be provided with additional ESST hours once their available hours have been exhausted; and

**WHEREAS**, the City of Stillwater will provide all employees with a copy of its ESST policy upon City approval, or prior to January 1, 2024; and

**WHEREAS**, the City of Stillwater will provide all employees a copy of the City's policy upon the start of an employee's employment after January 1, 2024;

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Stillwater hereby approves Earned Sick and Safe Time paid leave effective January 1, 2024.

Adopted by the City Council this 19th day of December, 2023.

**CITY OF STILLWATER**

\_\_\_\_\_  
Ted Kozlowski, Mayor

ATTEST:

\_\_\_\_\_  
Beth Wolf, City Clerk

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Trustee &amp; Council Liaison Information Sharing</b></p>	
<p>OWNER:  <b>Trustees &amp; Council Liaison</b></p>	<p>PRESENTER:  <b>Trustees &amp; Council Liaison</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<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"> <li>• 1/2/2024: On behalf of Lockyear, Troendle emailed trustees with a request to send her preferences for committee assignments.</li> <li>• In late December, new trustees O’Brien and Ellison were provided with an orientation to the Stillwater Public Library Board of Trustees. As part of the onboarding process, they received an updated Trustee Orientation Guide (attached).</li> </ul> <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>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Trustee Orientation Guide (Revised)</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

# Stillwater

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## Public Library



## **Board of Trustees New Member Orientation**

Compiled November 2020

Last Revised 01/04/2024

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## Vision and Mission

### *Our Vision:*

Stillwater Public Library strengthens our community by advancing literacy, enriching lifelong learning, and empowering civic engagement. We want every Stillwater resident to have a library card and use it regularly.

### *Our Mission:*

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

### *Our Values:*

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

To learn more about SPL's strategic plan, visit the [SPL website](#).

## Minnesota Statute Chapter 134

[Chapter 134](#) provides the legal framework for the operation and governance of public libraries and library systems within the state. Topics addressed within the sections of this statute include:

- Establishment of public library service
- Appointment and duties of library boards
- Requirements of annual reporting on usage, circulation, funding and more
- Establishment of regional library systems
- And more

Minnesota's Department of Education publishes a "[Minnesota Public Library Trustee Handbook](#)" that is much longer than the document you're reading now but includes greater detail about Chapter 134 and a wealth of other important topics. At some point, you should flip through that larger document, at least enough to familiarize yourself with the information it contains, so you can return to it as a reference when needed.

## Minnesota's Open Meeting Law

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. [This information brief](#) discusses the groups and types of meetings covered by the open meeting law, and then reviews the requirements of and exceptions to the law and the penalties for its violation.

It's important to remember, too, that Minnesota's Open Meeting Law applies to email communication. Back-and-forth email communication among a quorum of the public body in which official business is discussed may constitute a meeting and violate Open Meeting Law. To ensure compliance with open meeting law, City Attorney Kori Land advised that emails received by all trustees should be one-way communication initiated by the City/Library. Emails between members of the public body need to be limited to four or fewer members (non-quorum), without forwarding or copying other members. A quorum of the board should not be discussing a business topic via email. This discussion needs to occur in a public meeting.

# History of the Stillwater Public Library



Before a public library was established in Stillwater, the city had a history of making reading materials available to its residents through a library association and a lending library. Neither of these organizations was a true public library, however, because citizens had to pay per use for the service. The first public library was established by a referendum held on November 2, 1897, when Stillwater's population was about 20,000. According to state statute, public library service would be tax-supported and available to residents free of charge.

An important issue which faced the new organization was whether the women who had worked so tirelessly for the referendum's passage could be appointed to the library Board. Women in Minnesota could not hold elective office at that time. The question was decided in the affirmative, and all Board members were women until 1982.

**In 1901**, Andrew Carnegie sold his iron works to U.S. Steel and began to give away the proceeds. One of his areas of interest was the establishment of public libraries. Stillwater was offered \$25,000 for the construction of a building if the City of Stillwater would provide the site and ensure funding for library services. Construction of the Beaux Arts building, designed by Patton and Miller, began in 1902. By 1903, Carnegie donated a total of \$27,500 to build the library.

Although the population of Stillwater dwindled from 1910 to the 1960s, the library remained vibrant. During that period, children's story hour and summer reading programs began. During the Depression, the library reading rooms were filled with the unemployed and circulation set new records.

## **A 21st Century Library**

With a collection grown beyond the building's capacity, not enough seating, and no place to put another computer, the library began to plan for the future in 2000. With the help of the community, the Board of Trustees determined the features that the library would need to serve the public in a growing community. The building project was funded by a public/private partnership that demonstrated the generosity of the community and its love for its library. Library services continued in a temporary location for fifteen months. The groundbreaking took place in September 2005 and the library reopened on September 18, 2006.

*To read more about SPL's rich history, visit the [SPL website](#).*



# Role of the Board of Trustees

*The following sections are borrowed from the state's library trustee handbook that focus on the role and responsibilities of the board. This is not intended to be comprehensive but rather illustrative of the role.*

It is the role of the library board to:

- Support growth of library services to the community, remembering that the goal is not to save the community money but to spend funding wisely for efficient and effective library service
- Advocate for excellence and adequate funding
- Obey all library laws, state and federal
- Devise a strategic plan for library services and update it every 3-5 years
- Conduct analyses of the community and its needs, and implement responses to those needs
- Build board policies and procedures that work together effectively on behalf of the community for needed library services
- Hire a competent, professional library director and conduct a formal evaluation of that director every year
- Provide a model of exemplary performance of a public body functioning as a part of government

A library board works because of the leadership abilities and commitments of each member. The most important work of the board is conducted at board meetings. Most importantly, individual trustees have no legal authority over the library. Any change in policy or other governing act must be brought before the entire board. The board only has authority when it makes a group decision in a legally constituted meeting.

Generally, boards meet monthly at a time convenient for the members. Every board should have a set of policies and procedures, called bylaws, for its own governance and operation. Bylaws give the board its framework for operation. Bylaws are regulations made by a public association for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members. Bylaws may not supersede state statutes and should be reviewed and updated at least every three years.

## **Characteristics of Successful Boards**

Among the keys to success for a library board are:

- A board composed of trustees giving time and talent as equally as possible
- Officers who follow procedures and accept the leadership role
- Focus on the future
- Lead but don't manage the library
- A presiding officer who knows the appropriate use of parliamentary procedure to move meetings and to allow and encourage full participation of every trustee
- Bylaws and procedures which cover typical situations and assign functions
- Meetings held frequently enough to do the work without rush but planned to move along
- Develop their own board agendas that quickly cover the routine, then proceed to plans, reports and issues
- Minutes that offer a sufficient and accurate written record of formal actions and decisions

- A director willing to work with the board to make meetings productive and a board that considers the director integral to its actions and achievements
- A board that welcomes public interest and the media and encourages public attendance at its meetings
- A board that sees itself as representing and reflecting the community
- Members that appreciate the library
- Membership that is diverse in age, ethnicity, occupation, and gender but without any personal agendas

### **Duties**

M.S. 134.11 Organization of Board; Duties authorizes the duties of library trustees on governing boards including:

- Adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law
- Keep separate from other money of the city or county all money received for the library
- Control the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund
- Purchase grounds and construct library buildings or lease rooms for library use
- Appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause

### **Ethics**

Library trustees make a commitment to faithfully carry out their duties and responsibilities with integrity. A library board should establish a Code of Ethics policy to prevent conflict between public duty and private interest.

For example, United for Libraries, a division of the American Library Association, has an official Public Library Trustee Ethics Statement. The Statement includes the following principles.

- Respect the opinions of colleagues when they have a different viewpoint
- Comply with all laws, rules, and regulations that apply to trustees and the library
- Do not be swayed by partisan interests, public pressure, or fear of criticism
- Do not engage in discrimination
- Support patron privacy and confidentiality
- Support the position of the Board even if you disagree
- Avoid conflicts of interest and disqualify yourself whenever a conflict exists (Consider having board members submit an annual conflict of interest disclosure.)
- Do not use the position to gain unwarranted privileges or advantages for yourself or others who do business with the library
- Do not interfere with the management responsibilities of the director or the supervision of library staff
- Support the efforts of librarians in resisting censorship of library materials

### **Responsibilities**

Board responsibilities include the legal responsibilities specifically enjoined upon the board by statute. The statutory governing board powers—such as fiduciary responsibility, handling of buildings and real estate belonging to the library, and control of library finances—are defined in the state and municipal laws that affect libraries. An advisory board collaborates with the governing authority in fulfilling their legal responsibilities.

Other board responsibilities include:

- Policy making
- Funding and budgeting
- Community relations and public awareness
- Interlibrary collaboration (In Minnesota, regional public library systems and multitype library systems are the models for interlibrary cooperation.)
- Selecting and evaluating a director
- Strategic planning
- Advocacy
- Capital planning
- Intellectual freedom
- Board succession planning

### **Policy Making**

Well-written, reasonable, and up-to-date policies are central to library operations and legal protection. One of the most important parts of a trustee's job is the preparation, approval, and review of policies. It is the board's responsibility to adopt, in the case of governing boards, or recommend, in the case of advisory boards, and periodically review policies governing library services. The library's governing authority may also review and approve policies.

Policies guide operations and provide a basis on which the director and the staff can make decisions and respond to challenges and emergencies. Sound policies are written in the best interest of the community and maximize the delivery of library services and access for the greatest number of users.

### **Distinction between Policies and Procedures**

A **policy** makes clear how your library will conduct itself in relation to providing a service or responding to requests. Policies are the managing principles that guide decisions. The board is responsible for policies such as those concerning personnel, collection development, and public rules and regulations. All of these areas require written policy statements which set standards for the staff. Policies guide staff members in making day-to-day decisions.

A **procedure** makes clear the steps that library staff take to provide a service and respond to requests. Procedures are similar to instructions and include: who will do what, which steps need to be taken and in what order so that the procedure can be correctly completed, and which forms or documents to use in the procedure. Procedure manuals are recommended but are distinct from policy manuals. The director and other library staff are responsible for procedures.

*For more detail about roles and responsibilities of library trustees, refer to the ["Minnesota Public Library Trustee Handbook."](#)*

# Board Bylaws

## STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

Adopted: 8/3/98; Amended: 4/8/08, 2012, 3/12/13, 1/14/20, 5/10/22, 8/8/23

### ARTICLE I: Identification

This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota.

### ARTICLE II: Purpose

The Stillwater Library Board of Trustees has full authority over the governance of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually.

### ARTICLE III: Membership

**Section 1. Number and Qualifications.** The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

**Section 2. Term of Office.** A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

**Section 3. Disqualifications and Vacancies.** Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

### Article IV. Officers

**Section 1.** Officers shall be: President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

**Section 2.** An officer nominating committee comprised of three Trustees shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

**Section 3.** Officers shall be elected for two (2) year terms at the annual meeting of the Board.

**Section 4.** The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

**Section 5.** The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

**Section 6.** The Secretary/Treasurer shall ensure that an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of the Finance Committee of the Board.

**Section 7.** In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. If an unexpected vacancy occurs in other elected positions, the President shall appoint an ad hoc Nominating Committee composed of three Trustees to present a slate of one or more candidates at the earliest possible board meeting. Additional nominations may be made from the floor.

#### **ARTICLE V: Meetings**

**Section 1. Regular Meetings.** The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

**Section 2. Annual Meeting.** The annual meeting, which shall include the election of officers, shall be held at the time of the regular meeting in January of each year.

**Section 3. Agenda and Notices.** Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

**Section 5. Special Meetings.** Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

**Section 6. Quorum.** Five members of the Board shall constitute a quorum for the transaction of business.

**Section 7.** The most recent revision of Robert's Rules of Order shall govern the order of business on all points not specified in these bylaws.

#### **ARTICLE VI: Committees & Task Forces**

**Section 1. Committees.** The committees of the Board may be formed at any regular meeting of the Board, as determined by the President. Committee membership and charges shall be established by the President in order to manage the work of the Board in an efficient and effective manner. Each committee chair shall be a member of the Board, but committee

membership is not restricted to Board members or staff. Staff may serve on committees as ex-officio, non-voting members.

No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

**Section 2. Executive Committee.**

Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

**Section 3. Task Forces.** Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. Each Task Force chair shall be a member of the Board, but the Task Force membership is not restricted to Board members or staff. Staff may serve on task forces as ex-officio, non-voting members.

**ARTICLE VII: Duties of the Board of Trustees**

**Section 1.** Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees select, appoint and supervise a properly qualified and competent library director and determine the compensation of all library employees.
- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall review and approve all library expenditures. Trustees set goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

**ARTICLE VIII: Director**

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except meetings or portions of meetings at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

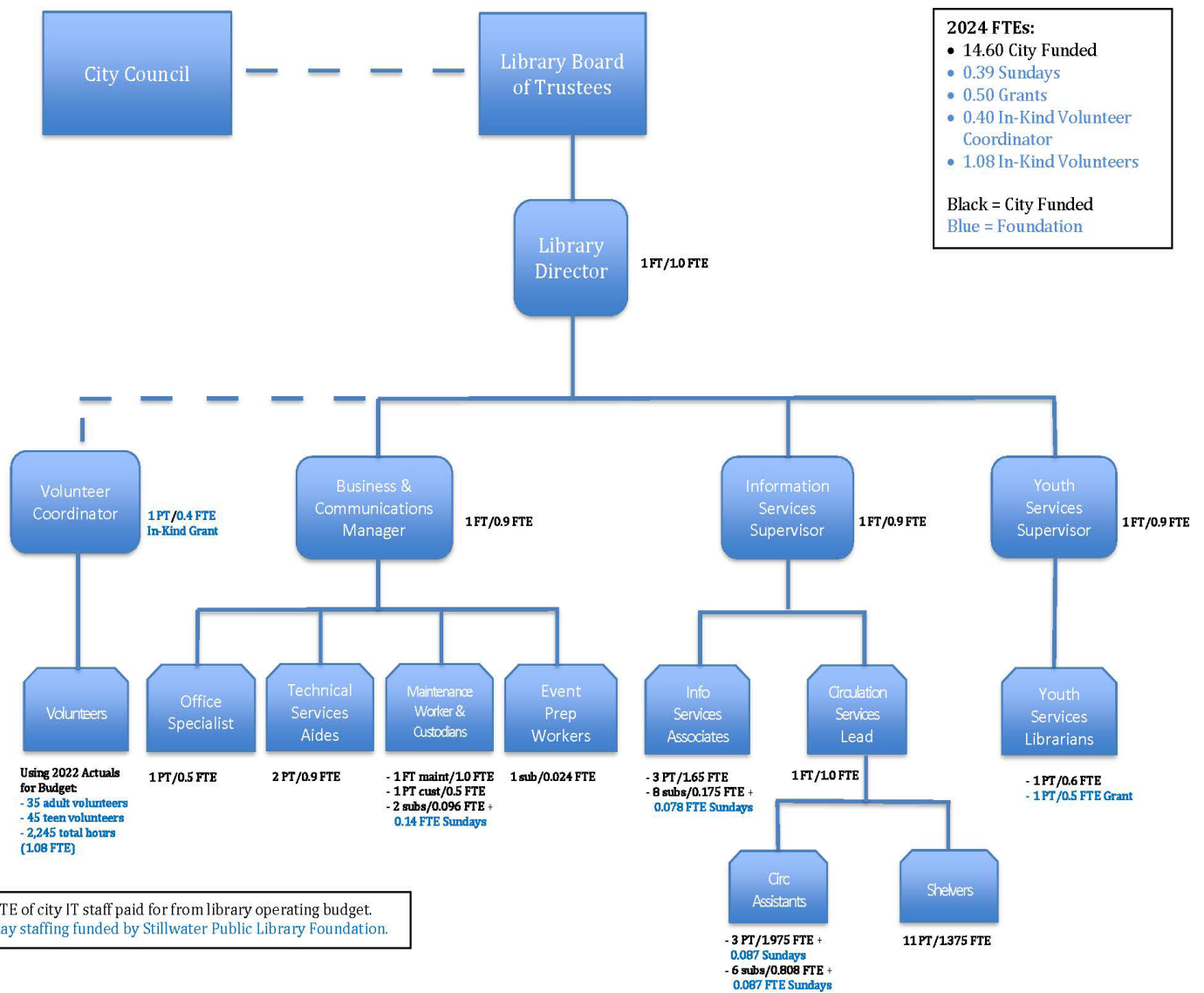
**ARTICLE IX: Amendments**

These bylaws may be amended at any regular meeting of the Board with a quorum present, by two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members before the meeting.

# Library Staff

The operation of the Stillwater Public Library is managed by Library Director Mark Troendle, with the support of 3 supervisory staff and governance oversight by the Board of Trustees. The full time equivalent (FTEs) staff budget funded by the city totaled 14.6 employees for 2024, which can equate to approximately 47 individuals employed by the library at any given time, many of whom are substitutes to fill in as needed. Two positions, a Volunteer Coordinator and a Youth Services Librarian, are funded by Stillwater Public Library Foundation grants. In addition, the Foundation also funds the personnel costs for Sunday Hours.

**Library Organizational Chart**  
(2024 Budgeted FTEs, Updated 12/20/2023)





## Board Committees

Officers form the Executive Committee, which has general supervision over board affairs between business meetings.

The board president establishes standing committees to assist the board in managing its work efficiently and effectively. Standing committees, along with their membership and charges, are established annually. No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the board. Current standing committees include:

- Executive
- Facilities
- Finance
- Library Advocacy

Task forces for the study and investigation of special problems may be appointed by the president to serve until they have completed the work for which they were appointed. These need not be board or staff members.

The following pages outline the responsibilities of each of the board's current standing committees.

## **Committee Charter Form**

### **Committee: Executive**

Adopted by board: January 14, 2020

Revised: February 8, 2022; March 14, 2023

This standing committee is comprised of the three officers of the Board and the Library Director as an ex officio member. Officers of the Board serve on the committee, and the current Board President shall be the chair. 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 organizational oversight and to assist with Board development, education, and governance.

#### Major duties include:

- Negotiate labor contract with the local bargaining unit;
- Sign contracts or take other actions with approval from the full Board;
- Meet with the Library Director to discuss results of annual performance review;
- Ensure that the Board is establishing and maintaining good governance practices through awareness of and assistance with board/committee/task force work;
- Assist in planning Board development topics;
- Provide guidance for maintaining foundation documents related to the Board, including:
  - bylaws
  - trustee profile/job description; and,
- Develop procedure by which trustees are appointed/reappointed and assist in the orientation of new trustees, ensuring the orientation manual is updated as needed.

The committee has authority to bring options forward, make recommendations for Board action, and, in certain circumstances, act on behalf of the Board when the Board has authorized such action. The Library Director and staff 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.

## **Committee Charter Form**

### **Committee: Facilities**

Adopted by board: January 14, 2020

Revised: February 8, 2022; March 14, 2023

This standing committee is comprised of up to four Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair rotates among the appointed trustees every six months. The chair and term dates are recorded in the committee minutes. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. A secretary is designated to take minutes at committee meetings and prepare 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 address building/facility issues and needs as they arise.

#### Major duties include:

- Assist the Library Director in developing maintenance, repair, and remodeling plans;
- In conjunction with staff and Library Director input, analyze and assist with interior and exterior space planning;
- Address safety and security issues;
- Approve expenditures when directed by the full Board; and,
- Assist Library Director in the development of the annual and five year capital budget plan.

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.

## **Committee Charter Form**

### **Committee: Finance**

Adopted by board: January 14, 2020

Revised: February 8, 2022; March 14, 2023

This standing committee is comprised of up to four Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President, and the current Secretary/Treasurer shall be the chair. Staff takes notes at meetings and prepares cover sheet text. Staff typically leads on board reports. All Finance Committee members are encouraged to add comments and information to board presentations and discussions. 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 financial oversight.

#### Major duties include:

- Preparing the annual operating budget with the assistance of the Business and Communications Manager;
- Presenting the proposed budget to the Board; and,
- Monitoring month-to-month financial performance of the library.

The committee has authority to bring financial options forward and make recommendations to the full Board.

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.

## **Committee Charter Form**

### **Committee: Library Advocacy**

Adopted by board: tentative adoption scheduled for January 2024

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.

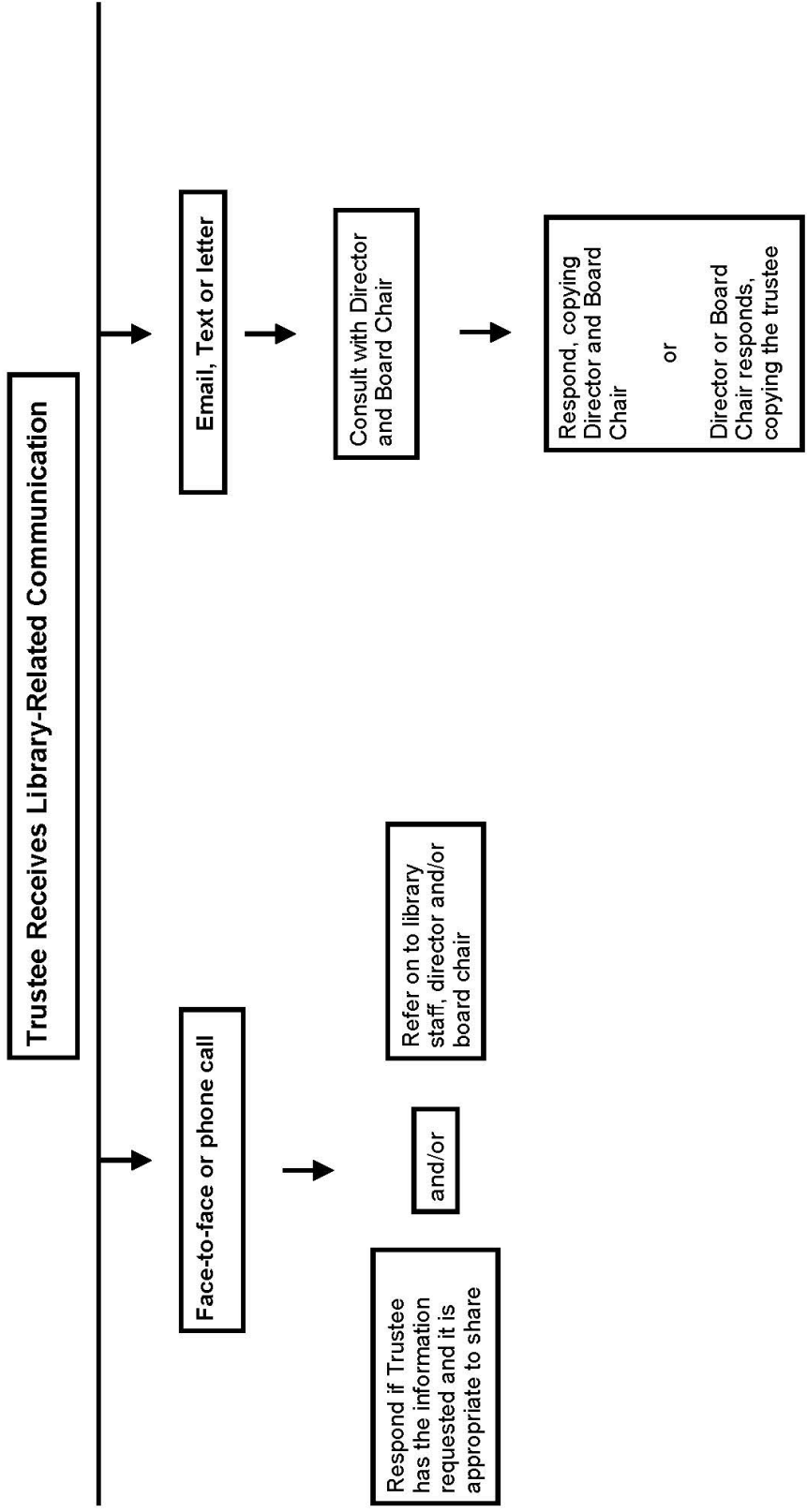
#### Major duties include:

- 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.

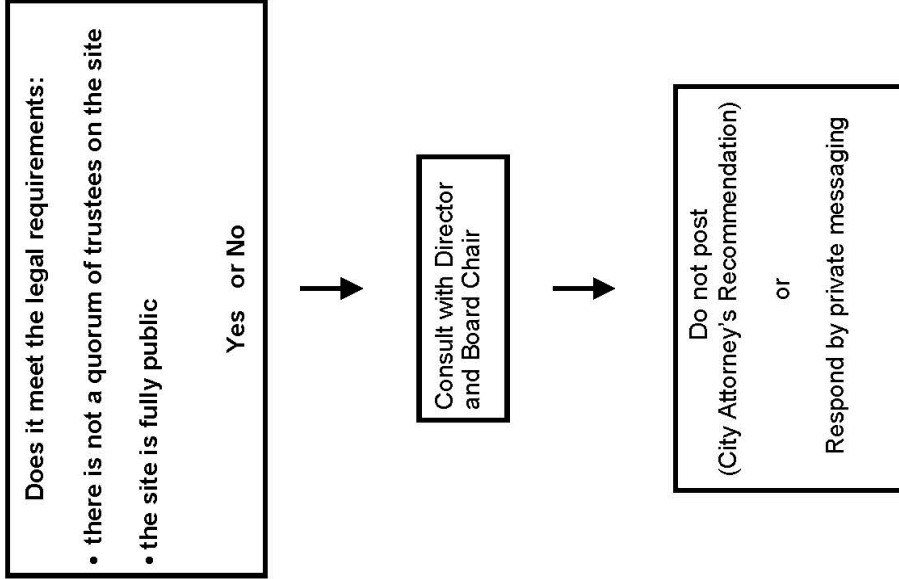
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Committee reports are made to the full Board, preferably in writing.

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



**Trustee Becomes Aware of Library-Related Post on a Social Media Platform**



## Friends and Foundation Support

A city-owned and operated library is quite rare in Minnesota, and ours is the pride and joy of Stillwater. It was established by referendum in 1897, seventy years before Minnesota law required collaboration between counties to provide its citizens with access to regional libraries. While the City of Stillwater provides the majority of operational funding (approximately 85% of 2019 expenditures, including in-kind gifts) through the levying of property taxes, the library couldn't provide the level of service it does without additional support. The library's two primary partners in securing enhanced funding are the Library Foundation and the Friends of the Library.

The **Stillwater Public Library Foundation** was incorporated as a 501(c)(3) nonprofit organization at the end of 2007. Its mission is to support the operations of the Stillwater Public Library by providing funding for library materials, programs, facilities, and services, and preservation of the historic building and grounds beyond what the City of Stillwater is able to provide in tax monies. This support is accomplished by engaging the community in fundraising events (e.g., Light a Spark) and giving campaigns and through the creation and maintenance of endowed funds. As of 2022, the Foundation has provided more than \$1,270,000 in grants and in-kind gifts to the library.

The **Friends of the Stillwater Public Library** also provides significant help. The Friends is a 501(c)(3) non-profit organization formed in 1999 by community members. Its mission is to value, support, and champion our library, encouraging lifelong learning. The Friends raise funds through two multi-day used book sale events per year and through annual memberships. They also maintain an ongoing, year-round used book sale area in the library. In recent years, the Friends have provided between \$4,000-\$12,000 in annual support for library materials and programming.



## Regional Public Libraries

A regional public library serves residents of a multicounty region. Through cooperation and consolidation, residents have access to all public library resources within the region. By joining together, communities gain a larger tax base, economy of scale, and more resources.

There are twelve regional public library systems in Minnesota. Because of flexibility in the statutes relating to the organization of regional public library systems, no two regional library systems are exactly alike. There are three general types: 1) consolidated, 2) federated with centralized services, and 3) federated. For details, see [Minn. Stat. 134.20](#).

A federated system provides services to participating city and county public libraries. Each member library has its own board and maintains local financial and administrative autonomy. A federated system may receive state and federal funds but does not receive direct funding from cities or counties. The system provides services to member libraries but does not generally provide direct services other than online resources to the public. It is governed by a board of representatives from member libraries.

Because of its status as an associate library of the Washington County Library system, the Stillwater Public Library is a member of the Metropolitan Library Service Agency ([MELSA](#)), the federated regional public library system that serves public libraries in the seven-county metropolitan area.

Municipal libraries, such as Stillwater, existed long before county library systems in Minnesota. To accommodate past agreements and community preferences, MELSA acknowledges existing municipal libraries as “associate library” members, as long as the municipal library has a cooperative agreement, called a contract of association, with its county library system. An associate library is not a branch library of a county system, rather it is an independently governed library within the geographic boundaries of its county. Commonalities between an associate library and its county library system include a shared catalog and delivery service. Differences may include some or all of the following: governing vs. advisory board, policies, service hours, programming, collection development practices, cataloging services, and the provision of IT services.

Benefits of being affiliated with regional public library services include:

- Reciprocal borrowing: Under provisions of the [Minnesota Library Reciprocal Borrowing Compact](#), a Stillwater Public Library card may be registered and used to borrow materials directly from most other public libraries in the metro area and throughout Minnesota.
- Interlibrary loan (ILL): Interlibrary Loan is the process by which a library borrows material from, or supplies material to, another library. If you cannot find an item you need in our catalog, you can use [MNLink](#) to search and request the item from the collections of lending libraries throughout Minnesota. If available, the item will be delivered to the Stillwater Public Library for your use.
- Delivery Service: A statewide courier service provides overnight delivery of incoming and outgoing materials from libraries all over Minnesota.

- Digital Content: Thousands of e-books and trusted collections of information databases for lifelong learners and students are provided through regional and state appropriations. Read articles, discover new books to read, find car repair information, research your ancestors, or take an online class.
- Integrated Library System (ILS): Shared funding supports automation for sharing bibliographic information (part of which includes the online catalog), data processing, circulation, acquisitions, and information services.
- Programming: Shared funding supports library programs through contracts with artists, authors and performers.

# Library Usage and Activity

	2015	2016	2017	2018	2019	2020	2021	2022
<b>Patrons &amp; Visits:</b>								
Population of the Legal Service Area	18,892	19,754	19,693	19,748	19,915	19,767	19,394	19,464
Registered Users - Residents	12,674	12,312	11,252	10,453	10,399	9,789	9,543	9,435
Registered Users - Reciprocal	8,565	8,456	7,550	7,267	7,044	6,850	6,600	6,570
Total Registered Users	21,239	20,768	18,802	17,720	17,443	16,639	16,143	16,005
In-Person Visits	146,643	149,618	146,574	146,249	143,844	37,365	73,282	110,553
Contactless Visits	N/A	N/A	N/A	N/A	N/A	9,208	2,597	458
<b>Collection &amp; Circulation:</b>								
Collection Size (Physical Materials)	102,089	106,030	92,081	88,684	89,014	87,900	91,780	93,188
Total Physical Circulation	304,892	299,863	311,150	298,213	332,141	210,304	293,219	344,718
Total Downloadable Circulation	16,029	24,047	26,477	25,663	40,342*	36,860	52,140	64,564
Total Circulation	320,921	323,910	337,627	323,876	372,483	247,164	345,359	409,282
<b>Programming:</b>								
Children's Programs & Activities	213	233	248	280	301	214	117	105
Teen Programs & Activities	37	38	32	54	49	31	19	15
Adult Programs & Activities	33	42	49	54	50	50	86	104
All Ages Programs & Activities	N/A	N/A	N/A	N/A	N/A	N/A	4	4
Total Programs	283	313	329	388	400	295	226	228
Children's Program Participation	7,575	7,769	7,548	9,680	10,617	7,595	7,522	12,961
Teen Program Participation	474	441	273	464	167	424	432	165
Adult Program Participation	688	819	1,548	1,816	2,137	2,334	3,085	3,611
All Ages Program Participation	N/A	N/A	N/A	N/A	N/A	N/A	207	228
Total Participation	8,737	9,029	9,369	11,960	12,921	10,353	11,246	16,965

\* The total downloadable circulation was 30,653 for 2019 and not 40,342. An incorrect count for downloadable e-books was provided by Washington County Library. The State has been alerted to this reporting error.

Source: Data is from Stillwater Public Library's annual reports to the Minnesota Department of Education. Stillwater Public Library annual reports, as well as reports from other libraries across Minnesota, may be found at <https://education.mn.gov/MDE/dse/Lib/sls/stat/>. Minnesota

## More Ways to Learn About the Library

As a new library trustee, you're likely to feel overwhelmed by all the information coming your way – about the library and its operations, the board, policymaking, and more. It's a lot to take in, but it's important.

As you're able, work your way through the following checklist of documents and activities to further your education about the library and your role as a trustee.

- Review a copy of the library's latest annual report
- Save a copy, for reference when you need it, of the Minnesota Public Library Trustee Handbook
- Read the board packets and minutes from the most recent three or four meetings to familiarize yourself with the board's deliberations and actions
- Ensure you're familiar with the basics of Minnesota's Open Meeting Law (don't worry: if you ever have questions, the board president and library director are happy to help!)
- Review existing library policies, such as the Collection Development Policy, the Circulation Policy, and the Request for Review Policy.
- Ask the library director to give you a tour of the library (you'll get to see some of the behind-the-scenes operations!)

The most important thing to remember, especially as a new trustee, is to *ask questions!* Your fellow trustees and our library director and staff are always happy to help you find the answers you need to do your job well. Thank you for your service to our library and our community!

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Advocacy Committee Charter</b>	
OWNER: <b>Advocacy Committee</b>	PRESENTER: <b>Simon</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>Y</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of the Advocacy Committee Charter</b>	
BACKGROUND/CONTEXT: <p>A draft of the Advocacy Committee Charter was presented for discussion and review in December and is now on the January agenda for approval. No changes were recommended at the December meeting.</p> <p>This document was based on the Executive, Facilities, and Finance Committee Charters as well as the Advocacy Committee Charge.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Draft of Advocacy Committee Charter</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Advocacy Committee</b>	

## **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: <b>2024 Grant Request</b>	
OWNER: <b>Director, Troendle</b>	PRESENTER: <b>Troendle</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve 2024 grant request of Huelsmann Foundation</b>	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>Stillwater Public Library Foundation annually requests funding from the Huelsmann Foundation. The library's portion of the grant request has typically supported a specific project or program. In 2023, the library requested and received funding for a signage project.</p> <p>This new request is related to the terrace inverted roof replacement scheduled to occur during the second half of this year. The terrace features granite and stone sculptures by local artist Kinji Akagawa, which were commissioned by the Huelsmann Foundation and installed in 2013. When the terrace roof project commences, all the pavers and everything sitting on top of the pavers will need to be removed. One question the Facilities Committee discussed is whether the artwork should be moved temporarily and returned? Or should those pieces be permanently relocated to another part of the library?</p> <p>When this artwork was originally installed, the roof structure below had to be reinforced because there were concerns about the stress on the roof due to the weight of the sculptures. One benefit of permanently moving the pieces would be the reduced pressure on a concentrated area of the roof. Second, by reducing the number of times the pieces need to be moved, we limit the stress on the granite and stone which will help preserve the sculptures. One of the tables already has a crack across the entire top. If we only move the artwork once, we reduce the risk of further fractures.</p> <p>If the pieces are permanently moved, the recommendation of the Facilities Committee is to place them on the 4th Street lawn by the two crab apple trees. That area is adjacent to the off-street parking lot, which is a very visible area needing attention. Relocating the artwork to that spot would enhance that area and bring renewed attention to the artist's work because it would be more visible to a larger number of people.</p> <p>With input from the city Facilities Manager and a contractor, it is believed the site can be prepared to accommodate the sculptures for approximately \$20,000, which is the amount we would seek from the Huelsmann Foundation if this proposal is acceptable to the board.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Facilities Committee</b>	

### Major Accomplishments

- We're pleased to report that City Councilmember Ryan Collins was reappointed as the liaison to the library board, trustee Craig Hansen was reappointed to the library board by City Council, and the Council also appointed Bevin O'Brien and Steve Ellison to serve as new trustees. A library tour was provided to our new trustees. In preparation for orientation, the trustee guide was updated too.
- After the labor agreement was approved at the December board meeting, signatures were gathered from the various representatives to complete the document. Per the side letter, we are already using the internal-only application link for a union posting.
- Mark completed online mandatory reporter training. Per a change to state statute regulating who is considered a mandatory reporter for reporting suspected child neglect or abuse, the library is phasing in training so that public-facing staff will feel more capable in this role. The public libraries in Washington County will be taking a similar approach to the new requirement.
- In mid-December, IT staff and a vendor finished replacing four analog security cameras with higher-resolution digital models. They also installed a new camera in the alley that provides a view of either side of the exterior staff entrance.
- The broken glass in the terrace door was replaced on December 22. The library is seeking restitution for the cost.
- Recently, meetings of the Washington County Library Board (an advisory group) and a Leadership in the Valley class both took place on different days in our Margaret Rivers meeting room. Office Specialist Sarah Foslien and Mark gave tours to the class because of the size, and Mark provided a tour to the WCL Board.
- Five Library Corner articles were written and published in December.
- The library's winter insert for the city's quarterly newsletter was created by our Business & Communications Manager in December.

### Heads-Up

- The library will be closed on Monday, January 15 in observance of Martin Luther King Jr. Day.
- January 8–10 will involve six planned hours of staff training on how to use and navigate the city's new financial services platform. Training will include electronic timesheets, the accounts payable invoice process, budget inquiries, and so forth. Business & Communications Manager Goeltl, in particular, continues to help the finance department test various aspects of the software and think through workflow processes.

### Near-Term Future Focus

- Learning to use the City's new financial software platform.
- Three recruitment processes are currently underway, all for part-time or substitute positions.
- Exploring training offered by the state to help establish a Labor-Management Committee.
- Grant writing and drafting a progress report for a previously received grant.



## 2023 Year in Review

Rather than an exhaustive list of 2023 events, this summary is meant to capture a sense of the past year. Statistical information will be available when the annual report is completed.

### **Library Board & Committees**

- Two new trustees—Larry Panciera and Stanley Burns—were welcomed onto the board.
- The Advocacy Task Force completed its work. To sustain the momentum generated, a new Library Advocacy standing committee was established composed of trustees, staff, and representatives from both the Friends of the Library and the Library Foundation. A committee charter was also proposed.
- Youth Services was nominated for a Stillwater Human Rights Award by the city’s Human Rights Commission.
- The Stillwater Heritage Preservation Commission honored the library with an award for its contributions to preservation, preservation education, and good stewardship of a historic building in the City of Stillwater.
- A new strategic plan was adopted, along with a companion progress report in a new public-facing format.
- A two year labor agreement for 2024–2025 was negotiated with the library’s union.
- In May, the board changed its meeting time from 7 PM to 5:30 PM.
- Board bylaws were revised.
- Charters of the Executive, Facilities, and Finance committees were revised.
- The Board Governance Committee sunsetted.
- A revised Board self-assessment survey was approved for use in 2024.

### **Programs & Services Highlights**

- The library is a founding member of a collective effort called the Stillwater Area Historic Newspaper Initiative that in 2023 undertook a project to digitize and make searchable more than 85,000 pages of the Stillwater Gazette (1870–1926) and the Stillwater Messenger (1911–1926). By the end of the year, this first phase was nearly complete, and the group is working on securing funding to digitize more historical content.
- A history of the library display was installed on the mezzanine level featuring highlights of some of the most important events of its history. Also, the history of the library was updated in both a brochure format as well as on the website.
- The We Are Water MN traveling exhibit was hosted at the library from October 12 through December 3. The exhibit offered patrons and visitors the opportunity to explore the science, history, culture, and relationships of water in Minnesota and the lower St. Croix River Valley through an interactive exhibit. A special series of programs and art exhibit added to the experience.
- A library card design contest for youth generated 70 entries, with one design selected to be replicated as a limited edition card.
- Due to demand for the high-quality programming provided by our staff, a second preschool storytime was added on Wednesdays starting in January 2023.
- Youth Services staff resumed a collaborative partnership with the new DNR Naturalist at William O’Brien State Park after a five-year gap in that park’s position.

- The Road to Decode collection was expanded to include short chapter books and additional early reader titles.
- Wonderbooks were added to the Read Along collection. These books, similar to Vox books, have a pre-loaded audiobook player permanently attached to the print book. They also include a learning feature that asks questions about the content, which aids in reading comprehension.
- Information Services offered a series of wellness programs geared toward adults.
- A magazine exchange service was established.
- Due to the popularity of mobile hotspots, eleven more were added to help meet demand. These are funded by the Library Foundation.
- A new document camera was purchased. Many art programs include detailed demonstrations of art techniques, and this camera allows the instructor to project an image of the techniques they are using to the class.
- Reference staff transferred St. Croix Collection usage data from paper records to a digital format to help staff better document and evaluate how the collection is used.
- The library presented information about the breadth of library services to Boutwells Landing residents.
- Quarterly newsletters started to be shared with Stillwater Township for posting on their website.
- At-home COVID-19 tests, provided by the Minnesota Department of Health, continued to be offered by the library throughout the year at no charge. This service is popular with and appreciated by the public.

### **Building & Grounds**

- Grant money was awarded to the library to replace broken signage, add and update wayfinding signage, and create a more welcoming entrance for patrons entering through the east entrances. Installation of the directional and wayfinding signage began in the fall.
- An invitation to view and better understand the library's IT infrastructure was extended to city councilmembers and the city administrator.
- Punch list items remaining from the 2022 roofing project, such as repairing cracks in plaster resulting from the tear-off and installation work and repainting due to interior water damage before the protective outer roofing layers were installed, were addressed in 2023. Also, sod was installed on the 4<sup>th</sup> Street lawn to repair damage from the reroofing project.
- Caulking and tuckpointing was completed on the west side of the library, the exterior accessible from the terrace, and half of the south face of the building.
- A protective metal cap was installed over an expansion joint in the gallery to protect adjacent ceramic tiles from damage.
- Sections of broken concrete were replaced on the west side of the library.
- A new safety gate was installed on the loading dock platform lift to offer better protection for staff and vendors using that piece of equipment.
- The parking ramp was washed and restriped.
- The building's water heater was replaced.
- Four analog security cameras were replaced with digital models, and a new camera was added to provide coverage of the staff entrance.
- Two wood tables located in the Science Fiction room were repaired by a former trustee.
- A blizzard on April 1 damaged two trees on the west side of the library.

### **Personnel, Policies, and Other Projects**

- On the recommendation of city IT staff to enhance cybersecurity, the library changed its website address from stillwaterlibrary.org to library.stillwatermn.gov, though the former address will continue to be supported so that visitors will be redirected to the proper site.
- The Request for Review Policy was amended.
- A new part-time Associate Librarian was hired in Information Services.
- The library director was invited by the AAUW St. Croix Valley branch to participate in a panel discussion of intellectual freedom.
- The City of Stillwater began transitioning to a new financial management platform to integrate accounting, payroll, purchase orders, billing and related processes. Library administration staff began training and initial implementation of some new procedures in the fall of 2023. The phased rollout is continuing into 2024.

### **Our Partners: The Friends of the Stillwater Public Library and The Stillwater Public Library Foundation**

- The Library Foundation hired a new Executive Director, Elsbeth Howe, in September.
- The Library Foundation approved a three year grant to fund a 20-hour per week Youth Services Librarian I position. Recruitment for this position culminated with a new librarian joining our team in August.
- The Friends of the Library held two very successful book sales, with the fall event being their best ever.

## Adult Programs

### Book Clubs

- **Mystery:** Eight participants had a lively conversation about "[Cozy Mysteries](#)".
- **Romance:** Five participants discussed their favorite [romance genre tropes](#), and two new faces joined the conversation.

### Art & Lifelong Learning

- **Tai Chi:** 16 participants were flowed through a Tai Chi practice with instructor Rick Lorenzen on December 18.
- **Tech Help:** 1 tech help one-on-one session was offered in December.
- **Karen Chan: Three Figs in Acrylic:** 36 participants painted with Karen Chan during two online events on December 6 and 13. Participant comments:

"We have enjoyed taking classes with Karen and always come away with learning something new and to feel good about. We look forward to more classes with her! "

"Thanks much for this fun art offering! I enjoyed this class (and am a true beginner). I especially appreciated the online format. I do not like to drive at night plus early December in Minnesota could have been full of snow and ice so the online format from home was relaxing."

- **Make and Take Craft Night: Holiday Cards:** 23 participants created holiday cards using supplies from the local upscale crafting store [Rose Mille](#) during events on December 7 and 22. One patron enjoyed the class so much that she went to the information desk after the program and made a monetary donation to the library! Participant comments:

"I was pleasantly surprised by the high quality of the supplies provided. I would love to see this offered next year!"

"Enjoyed class had my different supplies. Class was well done"

- **Polymer Clay Snowflake Ornament:** 25 participants created snowflake ornaments, guided by teaching artist Layl McDill. Participant comments:

"The class was probably the best library sponsored art class I have taken. The instructor was engaging and shared so much knowledge. It was a delightful evening and I learned so much about working with clay."

"I really enjoyed this class and was so excited when my star formation turned out so well. This is something I can do at home on my own, and have confidence thanks to this program. With some of the left-over clay, I made several beads that our granddaughter will be able to make a necklace or bracelet with."

"I hope you will have Layl back for some more of these classes. I especially liked the fact that she provided written instructions so that we can recreate the patterns at a later time. I wish all of the class instructors would have handouts with instructions and sources for the materials used. I'm planning to try a couple of the patterns with cookie dough!"

## Displays and Booklists

- Booklists were created to highlight [associate librarian Cami's Top Picks](#) and [Standalone Mysteries](#).
- After the We are Water Display concluded the first week of December, the library expanded the New Books displays and Nonfiction Staff Picks Displays.

## Art Project Photos



*Polymer Clay Snowflake with Layl McDill*



*Three Figs in Acrylic with Karen Chan*



*Holiday Cards with Rose Mille*



**December Programs and Activities (storytime hiatus)**

- LEGO Club (46)
- Minnesota Winter Animals Scavenger Hunt (362)
- Two Puppet Shows: “The Gingerbread Man a.k.a. Super-Cookie” (262)
- “So Cold” Family Discovery Room
- Stillwater Middle School Robotic Demonstration (26)
- “Which Greek God is Your Parent” Teen Activity

**Upcoming Programs**

- [Explore Nature Specimens with the Bell Museum](#) - Saturday, January 6
- [Petite Concert](#) – Monday, January 8
- [Second Saturday Preschool Storytime](#) – January 13
- [LEGO Club](#) – Thursday, January 18
- [Natural Wonders: Animals in Winter with the DNR](#) – Monday, January 22
- [Silly Millies Snowflakes with Clay Squared](#)– Saturday, January 27
- [Melted Snowman Craft for Teens](#) – Tuesday, January 2
- [Animals of the St. Croix Valley with Carpenter Nature Center](#) – Friday, February 16

**Outreach / Community Engagement Programs and Visits**

- New Heights School – regular visitors grades K-5 (28)
- Bayport Library Puppet Show: The Gingerbread Man a.k.a. Super-Cookie (23)
- Stillwater Middle School Robotics – Coaches and Angie discussed future programming. This would help with awareness within the community and create more opportunities for teen members to show young children what robotics involves. At the demonstration, parents inquired about the process for getting their child started on the path.

**December Patron Feedback (Discovery Room)**

- “I’m always amazed how detailed and fun the scenes are. Whoever is the creator should receive an award. Our visits to the library have gone up exponentially since finding the discovery room. We’re reading with both children every night in result.”
- “They do such an awesome job of rotating seasonally relevant play spaces. It is such a wonderful space for children to come and explore. Thank you for all you do.”
- “It was nice to see older kids playing with it.”

**General Parent Feedback (received by Youth Services Staff in a Christmas Card)**

- “Thank you for all the wonderful programs and relaxed atmosphere. We love it at the library!”

**Youth Reader’s Advisory**

- [Best Picture Books of 2023](#)
- [Math for Babies, Toddlers, and Preschoolers](#)



Puppet Show: Gingerbread Man a.k.a. Super-Cookie



Robotics Demonstration Day





So Cold – December-February Discovery Room





**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Lockyear</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <b>Facilities Committee Meeting Notes</b> <b>January 3, 2024</b> <b>Present: Paula Hemer, Pat Lockyear, Mark Troendle</b>  Troendle provided an update on the terrace re-roofing: <ul style="list-style-type: none"> <li>• Peterson Brothers Roofing will begin the project sometime after July 4 and must be finished by the end of October.</li> <li>• The project will take 5-8 weeks.</li> <li>• Contract includes moving all items off of terrace and putting them back if necessary.</li> </ul> Troendle then presented a list of issues needing to be resolved re: terrace re-roofing: <ul style="list-style-type: none"> <li>• Paver color must be selected</li> <li>• Should sculptures be moved permanently to new location due to excessive weight of granite tables and the stress they place on the terrace.</li> <li>• Should large pots on terrace be moved temporarily or permanently.</li> </ul> Committee visited the terrace and consulted on impact of weight from both sculptures and pots on terrace.  Troendle described a proposal which he has discussed with Greiner, City Buildings Manager: <ul style="list-style-type: none"> <li>• Place table/sculptures on the Fourth Street lawn in the garden under the apple trees.</li> <li>• The area could be prepared for the sculptures by enlarging it slightly, using decomposed granite and creating a base upon which to place the sculptures.</li> <li>• Cost of preparations of the site could be covered by using the 2024 Huelsmann Grant request.</li> </ul> Committee agreed this proposal should be brought before the Board at the January meeting in order to submit the grant request by January 15.  Future agenda items for committee will include: <ul style="list-style-type: none"> <li>• Engaging Abrahamson Nurseries to consult on tree replacement, pots and plantings for foundation area.</li> <li>• Selection of paver color and pattern.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater Public Library 2024 Calendar

<p><b>January</b> 1: Library Closed, New Year's Day 9: Trustee Meeting, 5:30 pm 15: Library Closed, MLK Day 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b> 12: Friends Meeting, 6:30 pm 13: Trustee Meeting, 5:30 pm 19: Library Closed, Presidents' Day 23: SPLF Board Meeting, 8:30 am</p>	<p><b>March</b> 11: Friends Meeting, 6:30 pm 12: Trustee Meeting, 5:30 pm 12: Presentation at Stillwater Township, 7:00 pm 22: SPLF Board Meeting, 8:30 am 31: Library Closed, Easter</p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b> 1: Annual Report to State Due 7-13: National Library Week 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 24-27: Friends Used Book Sale 26: SPLF Board Meeting, 8:30 am</p>	<p><b>May</b> 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 24: SPLF Board Meeting, 8:30 am 26: Library Closed on Sundays for Summer 27: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> <li>• Begin 2024 budget prep</li> </ul>	<p><b>June</b> 10: Friends Meeting, 6:30 pm 11: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2024 budget discussions</li> <li>• Finance 101</li> </ul>
<p><b>July</b> 4: Library Closed, Independence Day 9: Trustee Meeting, 5:30 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2025 operating budget due and 2025-2029 CIP due</li> <li>• Facilities 101</li> </ul>	<p><b>August</b> 6: Trustee Meeting, 5:30 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b> 2: Library Closed, Labor Day 8: Sunday Hours Resume 9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Council budget changes; Levy adopted</li> <li>• Director evaluation: annual review</li> <li>• Request health insurance info</li> <li>• Negotiate labor contract with union if due (Executive Committee)</li> </ul>
<p><b>October</b> 8: Trustee Meeting, 5:30 pm 14: Friends Meeting, 6:30 pm 14: Library Closed Until 2 PM for Staff Training Day 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Implement board self-assessment survey every 2-3 years (last done in 2021)</li> </ul>	<p><b>November</b> TBD: Friends Used Book Sale TBD: Friends Meeting, 6:30 pm 11: Library Closed, Veterans Day 12: Trustee Meeting, 5:30 pm 28: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> <li>• Report on self-assessment results</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>December</b> 6: SPLF Board Meeting, 8:30 am 10: Trustee Meeting, 5:30 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End</p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> <li>• 2024-2025 SPL/WCL Contract</li> </ul>

Green: Board • Purple: Friends • Blue: Foundation

# Stillwater

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## Public Library

### 2024 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
Steve Ellison	1st Term: Jan 1, 2024 - Dec 31, 2026	3
Craig Hansen Secretary/Treasurer	2nd Term: Jan 1, 2024 - Dec 31, 2026	1
Paula Hemer	3rd Term: Jan 1, 2022 - Dec 31, 2024	3
Pat Lockyear President	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Bevin O'Brien	1st Term: Jan 1, 2024 - Dec 31, 2026	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 (2024 TBD):**

Executive:	Hansen, Lockyear, Weigman, Troendle
Facilities:	Hemer, Lockyear, Simon, Troendle
Finance:	Burns, Hansen, Panciera, Troendle
Advocacy Committee:	Hansen, Simon, Keri Goeltl (Staff), Elsbeth Howe (Foundation), Karah Hullander (Friends)

Updated 1/4/2024