

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, February 13, 2024
Margaret Rivers Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
 - a) Adoption of January 9, 2024 Minutes +
 - b) Acknowledgement of Bills Paid in January +
 - c) 2023 Budget Status Report +
 - d) 2024 Budget Status Report +

Informational/Discussion (30 minutes)

- | | |
|--|----|
| 4. Trustee & Council Liaison Information Sharing | I+ |
| 5. President's Report on Propel Training | D+ |
| 6. Board Calendar | D+ |
| 7. Director Performance Evaluation: 6-Month Progress Check (March) | D+ |

Decisional (0 minutes)

Reports (10 minutes)

8. Director and Other Staff Reports +
9. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Library Advocacy
10. Foundation and Friends Report +
11. Trustee Check-in/Topics For Future Discussion

12. Public Commentary

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

13. Adjournment

A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, February 12, 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
January 9, 2024
Minutes**

PRESENT: Burns, Ellison, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman

ABSENT: Hansen, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:40 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Weigman moved. Hemer second. Yes: Burns, Ellison, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 3: Consent Calendar

Motion to adopt consent calendar. O'Brien moved. Panciera second. Yes: Burns, Ellison, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear shared a thank you note from Sharon Hollatz for the gift received from trustees last month.

Weigman reported that several libraries around Minnesota received threatening phone calls today. Anoka County Library received two threatening calls. This has been occurring in libraries across the country. Troendle reported that Washington County Library emailed additional information to help should a threatening call be received, such as one person calling 911 while the staff person who answered the calls asks questions. The library does have procedures in place for this.

AGENDA ITEM 5: Advocacy Committee Charter

Motion to approve Advocacy Committee Charter. Weigman moved. Hemer second. Yes: Burns, Ellison, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 6: 2024 Grant Request

Troendle reported that the terrace pavers will be removed this year to allow for the replacement of the underlying inverted roof. As a result, the granite and stone sculptural pieces on the terrace (one of them is 1,700 lbs) will need to be removed during this process. The Facilities Committee discussed whether the artwork should be moved temporarily and returned or permanently relocated to another part of the library. Their recommendation is to permanently move these pieces to the 4th Street lawn in the area by the two crab apple trees. This singular move would put less stress on the pieces and less stress back on the terrace once the roofing is complete. The 4th Street lawn location would bring renewed visibility to the pieces. The commemorative plaque would also be relocated by the pieces. The cost to prepare the site for the pieces is estimated at \$20,000, and this is the amount that the Stillwater Public Library Foundation would seek from the Huelsmann Foundation, the original funder of the sculptural works. The grant request is due January 15. The results of the request are typically announced in April.

Hemer noted that the 4th Street Lawn location would allow fuller utilization of the pieces.

**STILLWATER PUBLIC LIBRARY
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Minutes**

Burns noted that Hansen reported on incorporating native and pollinator plantings into the library landscaping at a prior meeting. He wondered if these types of plantings could be incorporated here. Lockyear reported that this area would need to be more gravel to support the weight of the pieces. Hemer said that they were considering the area to the south of the library, between the library and Ascension Episcopal Church, for native and pollinator plantings.

Ellison asked about any original stipulations with the gift of sculpture. Troendle reported that he did not find any stipulations based on the documents he found.

Simon asked about how the pieces will be moved. Troendle said that the pieces will likely be moved by crane. This cost is part of the roof replacement project.

Motion to approve the 2024 grant request to Huelsmann Foundation. Hemer moved. Burns second. Yes: Burns, Ellison, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 7: Director and Other Staff Reports

Troendle noted that a year in review for 2023 is included in the packet, in addition to his regular monthly report.

Lockyear asked about the newspaper initiative. Troendle reported that phase 1 will be completed this year, and they are working on funding for phase 2.

AGENDA ITEM 8: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Minutes are in packet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Met on Friday. The group is making progress on a 2024 RACI and a shared calendar. They are looking at budget needs for 2024 and 2025.

AGENDA ITEM 9: Foundation & Friends Report

No reports this month.

AGENDA ITEM 10: Public Commentary

No emails or public commentary were received by Lockyear or Troendle.

AGENDA ITEM 11: Adjournment

Motion to adjourn meeting. Simon moved. Ellison second. Yes: Burns, Ellison, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.

Meeting adjourned at 6:12 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in January 2024				
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 January 2024 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of January:				
January 2024 (2023 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 27,401.51	\$ 2,281.68	\$ 2,758.92	\$ 32,442.11
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 27,401.51	\$ 2,281.68	\$ 2,758.92	\$ 32,442.11
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: January 2, 2024 (\$29,316.09)</i></p> <ul style="list-style-type: none"> • \$10,048 was paid to Pro-Tech design for the upgrade of library security cameras. • \$6,608 was paid to Xcel Energy for gas and electricity. • \$4,248 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$4,224 was paid to Red Cedar Consulting for professional services. <p><i>Bill Resolution: January 16, 2024 (\$3,126.02.)</i></p> <ul style="list-style-type: none"> • \$1023 was paid to Midwest Tape for audio and video materials. • \$926 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. 				
January 2024 (2024 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 3,014.71	\$ 185.46	\$ 170.88	\$ 3,371.05
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,014.71	\$ 185.46	\$ 170.88	\$ 3,371.05
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: January 16, 2024 (\$3,371.05)</i></p> <ul style="list-style-type: none"> • \$2,462 was paid to Johnson Controls Fire Protection for a fire sprinkler maintenance contract in 2024. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 1/2/2024 Bill Resolution (2023 Bills) 1/16/2024 Bill Resolution (2023 Bills) 1/16/2024 Bill Resolution (2024 Bills)				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

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
INVOICES PAYABLE							
864576	12/20/2023	24	Abbott Paint	Paint	45.35	230-4231-2202-0000	Building Repair Supplies
1HPD-XLMY-7YTH	12/15/2023	5115	Amazon Business	Materials - Adult Fiction (Book Club Kits SPLF)	-8.31	232-4232-2113-0000	Materials
13GG-H4VC-LIM7	12/17/2023	5115	Amazon Business	Programs - JUV (SPLF HJA SRP)	419.14	232-4232-2407-0000	Programs
1XX7-FWNV-PD9D	12/17/2023	5115	Amazon Business	Office Supplies	42.46	230-4230-2101-0000	General Supplies
2133656	12/19/2023	3906	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
B6712784	12/14/2023	452	Brodart Co	Materials - Adult Fiction (SPLF)	15.09	232-4232-2113-0000	Materials
B6712784	12/14/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	80.85	229-4229-2113-0000	Materials
B6712784	12/14/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	602.66	232-4232-2113-0000	Materials
B6712784	12/14/2023	452	Brodart Co	Materials - Processing Fee	196.52	230-4230-3404-0000	Processing Fee
B6712784	12/14/2023	452	Brodart Co	Materials - YA (Friends)	287.32	229-4229-2113-0000	Materials
B6713435	12/15/2023	452	Brodart Co	Materials - Adult Fiction	32.39	230-4230-2401-0000	Adult Books - Fiction
B6713435	12/15/2023	452	Brodart Co	Materials - Adult Fiction (Lawson)	30.77	224-4224-2404-0000	Other Books
B6713435	12/15/2023	452	Brodart Co	Materials - Adult Fiction (SPLF)	48.23	232-4232-2113-0000	Materials
B6713435	12/15/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	154.09	235-4235-2101-0000	General Supplies
B6713435	12/15/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	50.84	229-4229-2113-0000	Materials
B6713435	12/15/2023	452	Brodart Co	Materials - Processing Fee	57.80	230-4230-3404-0000	Processing Fee
B6713435	12/15/2023	452	Brodart Co	Materials - YA (Friends)	17.92	229-4229-2113-0000	Materials
B6714077	12/18/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	15.09	235-4235-2101-0000	General Supplies
B6714077	12/18/2023	452	Brodart Co	Materials - Juv (Lawson)	96.93	224-4224-2404-0000	Other Books
B6714077	12/18/2023	452	Brodart Co	Materials - Processing Fee	2.22	230-4230-3404-0000	Processing Fee
B6714077	12/18/2023	452	Brodart Co	Materials - YA (Friends)	29.35	229-4229-2113-0000	Materials
B6714159	12/18/2023	452	Brodart Co	Materials - Adult Fiction	21.60	230-4230-2401-0000	Adult Books - Fiction
B6714159	12/18/2023	452	Brodart Co	Materials - Adult Fiction (Lawson)	57.30	224-4224-2404-0000	Other Books
B6714159	12/18/2023	452	Brodart Co	Materials - Adult Fiction (SPLF)	13.31	232-4232-2113-0000	Materials
B6714159	12/18/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	54.01	235-4235-2101-0000	General Supplies
B6714159	12/18/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	178.30	229-4229-2113-0000	Materials
B6714159	12/18/2023	452	Brodart Co	Materials - Juv (Lawson)	11.69	224-4224-2404-0000	Other Books
B6714159	12/18/2023	452	Brodart Co	Materials - Processing Fee	57.80	230-4230-3404-0000	Processing Fee
B6715009	12/19/2023	452	Brodart Co	Materials - Adult Fiction	68.58	230-4230-2401-0000	Adult Books - Fiction
B6715009	12/19/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	31.11	235-4235-2101-0000	General Supplies
B6715009	12/19/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	15.98	229-4229-2113-0000	Materials
B6715009	12/19/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	66.71	232-4232-2113-0000	Materials
B6715009	12/19/2023	452	Brodart Co	Materials - Juv (Lawson)	60.25	224-4224-2404-0000	Other Books
B6715009	12/19/2023	452	Brodart Co	Materials - Processing Fee	2.96	230-4230-3404-0000	Processing Fee
B6715009	12/19/2023	452	Brodart Co	Materials - YA (Friends)	63.27	229-4229-2113-0000	Materials
B6715221	12/19/2023	452	Brodart Co	Materials - Adult (SPLF)	64.05	232-4232-2113-0000	Materials
B6715221	12/19/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	14.88	229-4229-2113-0000	Materials
B6715221	12/19/2023	452	Brodart Co	Materials - Processing Fee	26.01	230-4230-3404-0000	Processing Fee
B6715221	12/19/2023	452	Brodart Co	Materials - YA (Friends)	61.42	229-4229-2113-0000	Materials
B6716339	12/20/2023	452	Brodart Co	Materials - Adult Fiction	11.56	230-4230-2401-0000	Adult Books - Fiction
B6716339	12/20/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	24.91	235-4235-2101-0000	General Supplies
B6716339	12/20/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	29.33	229-4229-2113-0000	Materials
B6716339	12/20/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	76.64	232-4232-2113-0000	Materials
B6716339	12/20/2023	452	Brodart Co	Materials - Processing Fee	31.79	230-4230-3404-0000	Processing Fee
B6716339	12/20/2023	452	Brodart Co	Materials - YA (Friends)	40.93	229-4229-2113-0000	Materials
B6716572	12/20/2023	452	Brodart Co	Materials - Adult Fiction	37.13	230-4230-2401-0000	Adult Books - Fiction
B6716572	12/20/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	36.81	235-4235-2101-0000	General Supplies
B6716572	12/20/2023	452	Brodart Co	Materials - Juv (Lawson)	56.49	224-4224-2404-0000	Other Books
B6716572	12/20/2023	452	Brodart Co	Materials - Processing Fee	1.48	230-4230-3404-0000	Processing Fee
B6716572	12/20/2023	452	Brodart Co	Materials - YA (Friends)	26.12	229-4229-2113-0000	Materials
B6717020	12/21/2023	452	Brodart Co	Materials - Adult Fiction (SPLF)	66.88	232-4232-2113-0000	Materials
B6717020	12/21/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	59.24	235-4235-2101-0000	General Supplies
B6717020	12/21/2023	452	Brodart Co	Materials - Adult Nonfiction (Friends)	203.52	229-4229-2113-0000	Materials
B6717020	12/21/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	223.97	232-4232-2113-0000	Materials
B6717020	12/21/2023	452	Brodart Co	Materials - Juv (Lawson)	275.72	224-4224-2404-0000	Other Books
B6717020	12/21/2023	452	Brodart Co	Materials - Processing Fee	179.18	230-4230-3404-0000	Processing Fee
B6717020	12/21/2023	452	Brodart Co	Materials - YA (Friends)	132.54	229-4229-2113-0000	Materials
B6717062	12/21/2023	452	Brodart Co	Materials - Adult Nonfiction (Athena)	42.86	235-4235-2101-0000	General Supplies
B6717062	12/21/2023	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	33.10	232-4232-2113-0000	Materials
B6717062	12/21/2023	452	Brodart Co	Materials - Juv (Friends)	4.16	229-4229-2113-0000	Materials
B6717062	12/21/2023	452	Brodart Co	Materials - Juv (Lawson)	56.92	224-4224-2404-0000	Other Books
B6717062	12/21/2023	452	Brodart Co	Materials - Juv Audio Book	8.89	230-4230-2402-0000	Audio
B6717062	12/21/2023	452	Brodart Co	Materials - Processing Fee	1.48	230-4230-3404-0000	Processing Fee
20840	12/15/2023	5610	Clay Squared to Infinity	Programs - Adult (ST Tsp)	350.00	227-4227-2407-0000	Programs
4174312	12/20/2023	822	Dalco	Janitorial Supplies	480.82	230-4231-2102-0000	Janitorial Supplies
105104	12/15/2023	5742	Library Ideas LLC	Materials - Audio (SIAB - Vox)	48.36	230-4230-2402-0000	Audio
4565293	12/26/2023	1958	Loffler Companies	Copier/Printer	639.14	230-4230-3707-0000	Maintenance Agreements
W23110567	12/13/2023	2217	Office of MN IT Services	Phone - November	148.45	230-4231-3101-0000	Telephone
112495	12/20/2023	4063	Pro-Tec Design	Library Camera Upgrades	10048.11	230-4230-2303-0000	Minor Computer Equipment
188	12/20/2023	5798	Red Cedar Consulting	Professional Services	4224.84	230-4230-3099-0000	Other Professional Services
6873	12/22/2023	3203	Stillwater Glass Inc.	Door Glass Replacement	827.99	230-4231-3703-0000	Building Repair Charges
1025-F319729	12/19/2023	3624	Viking Auto Sprinkler Co.	Sprinkler Winterization	490.00	230-4231-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL		\$ 22,046.90		

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS							
30449	12/22/23	1423	Heritage Printing Inc.	Newsletter Printing (SPLF)	\$ 660.21	232-4232-4099-0000	Miscellaneous Charges
1022024	01/02/24	3808	Xcel Energy	Electricity	\$ 3,710.30	230-4231-3600-0000	Electricity
1022024	01/02/24	3808	Xcel Energy	Gas	\$ 2,898.68	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 7,269.19		
GRAND TOTAL					\$ 29,316.09		

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
INVOICES PAYABLE							
18913	1/4/2024	122	Amdahl Locksmith Inc, Chris	Lock Repair	229.00	230-4231-3099-0000	Other Professional Services
B6718298	12/27/2023	452	Brodart Co	Materials - Juv	93.55	230-4230-2400-0000	Childrens Books
B6718298	12/27/2023	452	Brodart Co	Materials - Adult Nonfiction	21.32	230-4230-2405-0000	Adult Books - Non Fiction
B6718298	12/27/2023	452	Brodart Co	Materials - YA	17.79	230-4230-2406-0000	Teen Books - Materials
B6718298	12/27/2023	452	Brodart Co	Materials - Processing Fee	4.44	230-4230-3404-0000	Processing Fee
B6723353	1/4/2024	452	Brodart Co	Materials - Lawson (Juv)	8.00	224-4224-2404-0000	Other Books
B6723353	1/4/2024	452	Brodart Co	Materials - Adult Fiction	26.36	230-4230-2401-0000	Adult Books - Fiction
B6723353	1/4/2024	452	Brodart Co	Materials - Adult Fiction	15.98	230-4230-2401-0000	Adult Books - Fiction
B6723353	1/4/2024	452	Brodart Co	Materials - Adult Nonfiction	47.35	230-4230-2405-0000	Adult Books - Non Fiction
B6723353	1/4/2024	452	Brodart Co	Materials - Adult Nonfiction	76.49	230-4230-2405-0000	Adult Books - Non Fiction
B6723353	1/4/2024	452	Brodart Co	Materials - YA	109.48	230-4230-2406-0000	Teen Books - Materials
B6723353	1/4/2024	452	Brodart Co	Materials - Processing Fee	43.35	230-4230-3404-0000	Processing Fee
B6725654	1/9/2024	452	Brodart Co	Materials - Juv	192.52	230-4230-2400-0000	Childrens Books
B6725654	1/9/2024	452	Brodart Co	Materials - Juv	23.94	230-4230-2400-0000	Childrens Books
B6725654	1/9/2024	452	Brodart Co	Materials - Adult Nonfiction	16.20	230-4230-2405-0000	Adult Books - Non Fiction
B6725654	1/9/2024	452	Brodart Co	Materials - Processing Fee	6.66	230-4230-3404-0000	Processing Fee
B6726441	1/10/2024	452	Brodart Co	Materials - Juv	27.88	230-4230-2400-0000	Childrens Books
B6726441	1/10/2024	452	Brodart Co	Materials - Adult Fiction	37.99	230-4230-2401-0000	Adult Books - Fiction
B6726468	1/10/2024	452	Brodart Co	Materials - Juv	44.44	230-4230-2400-0000	Childrens Books
B6726468	1/10/2024	452	Brodart Co	Materials - Juv	16.90	230-4230-2400-0000	Childrens Books
B6726468	1/10/2024	452	Brodart Co	Materials - Adult Nonfiction	26.66	230-4230-2405-0000	Adult Books - Non Fiction
B6726468	1/10/2024	452	Brodart Co	Materials - Adult Nonfiction	10.67	230-4230-2405-0000	Adult Books - Non Fiction
B6726468	1/10/2024	452	Brodart Co	Materials - YA	32.95	230-4230-2406-0000	Teen Books - Materials
B6726468	1/10/2024	452	Brodart Co	Materials - Processing Fee	26.01	230-4230-3404-0000	Processing Fee
20240104-MAD	1/4/2024	2009	Madden Galanter Hansen LLP	Attorney Fees 12/1/2023 - 12/31/2023	846.45	230-4230-3099-0000	Other Professional Services
504775972	12/12/2023	2175	Midwest Tape	Materials - Juv Visual	59.95	230-4230-2408-0000	Film/Video
504775972	12/12/2023	2175	Midwest Tape	Materials - Processing Fee	18.23	230-4230-3404-0000	Processing Fee
504775973	12/12/2023	2175	Midwest Tape	Materials - Adult Visual	529.27	230-4230-2408-0000	Film/Video
504775973	12/12/2023	2175	Midwest Tape	Materials - Processing Fee	72.07	230-4230-3404-0000	Processing Fee
504775974	12/12/2023	2175	Midwest Tape	Materials - Adult and YA Music	24.28	230-4230-2402-0000	Audio
504775974	12/12/2023	2175	Midwest Tape	Materials - Processing Fee	4.58	230-4230-3404-0000	Processing Fee
504807175	12/19/2023	2175	Midwest Tape	Materials - Adult Visual	93.70	230-4230-2408-0000	Film/Video
504807175	12/19/2023	2175	Midwest Tape	Materials - Processing Fee	16.65	230-4230-3404-0000	Processing Fee
504807176	12/19/2023	2175	Midwest Tape	Materials - Adult and YA Music	81.69	230-4230-2402-0000	Audio
504807176	12/19/2023	2175	Midwest Tape	Materials - Processing Fee	15.14	230-4230-3404-0000	Processing Fee
504813928	12/26/2023	2175	Midwest Tape	Materials - Adult Visual	50.97	230-4230-2408-0000	Film/Video
504813928	12/26/2023	2175	Midwest Tape	Materials - Processing Fee	9.67	230-4230-3404-0000	Processing Fee
504813929	12/26/2023	2175	Midwest Tape	Materials - Adult and YA Music	37.77	230-4230-2402-0000	Audio
504813929	12/26/2023	2175	Midwest Tape	Materials - Processing Fee	9.67	230-4230-3404-0000	Processing Fee
23121201	12/12/2023	6119	Rick Lorenzen	Programs - Adult (ST Tsp)	100.00	227-4227-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 3,126.02		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
			GRAND TOTAL		\$ 3,126.02		

2024 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
INVOICES PAYABLE							
3798-238890	1/8/2024	41	Ace Hardware	Janitorial Supplies	29.98	230-4231-2102-0000	Janitorial Supplies
1HRQ-YRJY-H6RC	12/29/2023	5115	Amazon Business	Programs - Adult (Friends)	125.96	229-4229-2407-0000	Programs
1JG1-JHPW-9TNQ	1/5/2024	5115	Amazon Business	Supplies	226.78	230-4230-2101-0000	General Supplies
13LJ-R9L9-LWDQ	1/7/2024	5115	Amazon Business	Programs - JUV (SPLF HJA ELSA)	133.23	232-4232-2407-0000	Programs
17PJ-43YT-KTVK	1/7/2024	5115	Amazon Business	Programs - JUV (SPLF HJA SRP)	52.23	232-4232-2407-0000	Programs
17DV-MWLX-19GF	1/8/2024	5115	Amazon Business	Programs - Adult (Friends)	44.92	229-4229-2407-0000	Programs
306-02444792-3-2023	12/31/2023	783	Culligan of Stillwater	Bottle-free Cooler Rental Service	59.50	230-4230-4099-0000	Miscellaneous Charges
20283863	1/2/2024	5848	Huebsch Service	Rugs and Towels	235.51	230-4231-4099-0000	Miscellaneous Charges
23914654	1/1/2024	3047	Johnson Controls Fire Protection LP	Maintenance Contract (Feb 2024 - Jan 2025)	2462.94	230-4231-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL		\$ 3,371.05		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL					\$ 3,371.05		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2023 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – December 31, 2023. This is not the final report for 2023. Additional invoices for 2023, journal entries, and other year-end financial transactions are still in process.</p> <p>Fund 120 – Capital Outlay The original capital budget for 2023 was \$100,000. The board approved additional capital projects throughout the year bringing the total budget for 2023 to \$174,000.</p> <ul style="list-style-type: none"> • The original budget was city capital of \$20,000, \$40,000 from fund balance, and \$40,000 from supplemental funds. • In March, an additional \$40,000 in fund balance was approved for potential capital expenditure. • In May, another \$24,000 in fund balance expenditure was approved for potential capital expenditure. • In September, the board approved up to \$10,000 in expenditure from the Kilty Fund for the replacement of the hot water heater. <p>Capital expenditures for 2023 totaled \$195,365.</p> <ul style="list-style-type: none"> • \$104,770 was expended for masonry, with \$20,000 funded by city capital and the remaining \$84,770 from fund balance. • \$13,378 was expended for interior painting and repairs from fund balance. • \$2,538 was expended for a sod upgrade as part of the lawn damage repairs and will be paid from fund balance. • \$6,653 was paid in November for the water heater from the Kilty Fund. • An additional \$68,026 of capital expenditure is appearing in the 2023 budget status report. While these invoices were received in 2023, the expenses are a result of the 2022 roofing project and should be covered with the city’s 2022 roof funds. \$27,706 is for interior painting and repairs, \$6,700 is for lawn damage repairs, \$1,840 is for additional roof leak repairs, and \$31,780 is the final payment to AllStar. <p>Two additional expenditures were budgeted for capital but were paid under operating:</p> <ul style="list-style-type: none"> • \$40,000 was budgeted for signage to be funded by the Foundation. \$19,381 was expended and was recategorized as an operating expense (as the unit cost is under \$5,000). • \$2,400 was paid for the metal expansion joint cap in the gallery. This fund balance expenditure was approved for capital projects but was recategorized as an operating building repair. 	

Fund 230 – Library (City \$)

Revenue

The library's city budget for 2023 was \$1,528,664. This consists of \$1,500,177 from the city levy and \$28,487 in projected library revenues (which include meeting room fees, copy charges, and \$17,167 in-kind volunteer coordinator wages).

To date, \$1,399,886 has been received. The city still needs to transfer in \$125,014 from the general fund and record the in-kind volunteer coordinator wages. These pending updates will bring our projected revenues to \$1,542,058 – over the budgeted revenue. However, final numbers will change when the auditors determine the library's market value allocation for unrealized gains/losses and interest earning-investments.

Operating Expenditures

Personnel Services: The library budgeted \$1,104,274 for operating personnel (excluding the in-kind volunteer coordinator). To date, personnel expenditures total \$1,056,212. Due to the city's conversion to a new financial system and year-end processing of payroll information across fiscal years, these numbers are not final. Once the conversion process is completed, 2023 payroll expenditures will be reviewed for possible journal entries to 1) transfer insurance expenditures from Sunday Hours personnel into the regular city account; 2) transfer 2024 insurance premiums paid in 2023 to 2024; and 3) transfer 2023 payroll paid in 2024 to 2023.

Collection: The library budgeted \$62,300 in city funds for the purchase of print, audio, video, and electronic materials for circulation. To date, \$62,038 in city funds have been expended. An additional \$51,000 in materials were purchased with supplemental gifts (Friends, Foundation, Lawson, etc.).

Technology: The library budgeted \$57,500 for technology-related expenditures of IT equipment (\$20,600); selfcheck and sorter maintenance agreements (\$21,000); tech apps and support (\$9,500); and the circulation system (\$6,400). Total expenditures came in at \$58,929.

Other: The library budgeted \$30,030 for other operating expenses. This includes vendor fees for processing/cataloging materials; legal, HR, and other professional service fees; general insurance; and supplies. Total expenditures are significantly over budget at \$43,504 to date and general insurance still pending. The main cause is a \$14,000 overage in professional services.

Plant Expenditures:

Plant Personnel: The library budgeted \$124,036 for plant personnel (custodians and seasonal workers). To date, personnel expenditures total \$122,652. Due to the city's conversion to a new financial system and year-end processing of payroll information across fiscal years, these numbers are not final. Once the conversion process is completed, 2023 payroll expenditures will be reviewed for possible journal entries to 1) transfer insurance expenditures from Sunday Hours personnel into the regular city account; 2) transfer 2024 insurance premiums paid in 2023 to 2024; and 3) transfer 2023 payroll paid in 2024 to 2023.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$8,620 has been expended to date, which is \$2,120 over budget.

Plant Services and Charges: The plant services and charges budget was \$126,755. The key budget items were energy (\$69,000); insurance (\$34,955); building repairs and maintenance (\$19,000). To date, expenditures total \$104,978. This doesn't include general insurance which are anticipated to bring the total over budget. The amount over is unknown as the library's general insurance total is determined by the auditors at the close of the financials.

Year-end Projection & Fund Balance

With final numbers needed for personnel, insurance, interest earnings, and unrealized gains and losses, a ballpark year-end projection is unknown at this time.

Per the City Finance Director: If the library does run over budget for 2023, the library's fund balance will automatically be used to cover the gap as this is a self-balancing account. The library's starting 2023 fund balance was \$206,359. For 2023, a total of \$100,686 will be transferred from fund balance reserves for masonry and other building/grounds repairs.

Supplemental Funds

Beyond the library's city budget, about \$340,000 in supplemental funding from the Foundation, Friends, Lawson, and other donors originally was budgeted to cover operating needs, such as 100% of programming, just over 50% of materials, all Sunday hours, a 20-hr youth librarian, newspaper digitization, in-kind volunteer coordinator, and more.

A supplemental fund report, generated from the city's new financial system, is attached. This report pulls supplemental accounts where there has been revenue received or expenditures made in 2023. To date, expenditures total \$208,000 plus the in-kind gifts of a volunteer coordinator (\$18,666) and Legacy programs (\$3,265) for a total of nearly \$230,000.

The difference from the budgeted amount is due to a variety of factors. The 20 hr/week Youth Services Librarian initially was budgeted for a full year but was not hired until August. The final installment (\$28,000) for newspaper digitization phase 1 is not due until 2024. Phase 1 of the signage project was completed, but phase 2 (\$20,000) is underway and has not been paid. Materials and programming expenditures were also below budget.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2023 Library Budget Status Report*
2023 Supplemental Report

**The attached report was generated from the city's new financial system and looks different than the reports from the old system. While the same basic information is presented, you may notice the appearance of additional accounts. In the old system, these were considered inactive (accounts used in the past but containing no recent history) and excluded from reporting. At this time, these accounts are included.*

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

Library Budget Status Report (City)

End.GLPeriod 1423 AND [Account].AccountNumber 120423000000000{-}120423199999999{,}230000000000000{-}230999999999999 AND [R

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Segment4230 - LIBRARY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	100,000.00	188,712.14	-88,712.14	188.71%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
Expenditure		100,000.00	188,712.14	-88,712.14	
Segment4230 - LIBRARY		100,000.00	188,712.14	-88,712.14	
Segment4231 - LIBRARY PLANT					
Expenditure					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	6,653.00	-6,653.00	100.00%
Expenditure		.00	6,653.00	-6,653.00	
Segment4231 - LIBRARY PLANT		.00	6,653.00	-6,653.00	
Fund120 - CAPITAL OUTLAY		100,000.00	195,365.14	-95,365.14	
Fund230 - LIBRARY FUND					
Segment -					
Revenue					
230-0000-1010-0400	P & I - Taxes and S/A(R)	.00	.00	.00	100.00%
230-0000-1030-0100	Refunds and Reimbursements(R)	.00	.00	.00	100.00%
230-0000-1100-0312	Transfer In-\$6355 GO 2012A(R)	.00	.00	.00	100.00%
230-0000-1110-0512	Transfer In-Escrow 2012A Bonds(R)	.00	.00	.00	100.00%
230-0000-1300-0100	Bond Proceeds(R)	.00	.00	.00	100.00%
230-0000-2030-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-2032-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-2600-0100	Bond Proceeds(R)	.00	.00	.00	100.00%
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-1,700.00	-4,100.00	2,400.00	241.17%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-4,078.36	578.36	116.52%
230-0000-3810-0200	Interest Earnings-Investments(R)	-1,000.00	.00	-1,000.00	0.00%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	-12,969.29	12,969.29	100.00%
230-0000-3820-0100	Gifts(R)	-1,500.00	-369.00	-1,131.00	24.60%
230-0000-3820-0110	In Kind Gifts(R)	-17,167.00	.00	-17,167.00	0.00%
230-0000-3830-0100	Sale Of Property(R)	.00	.00	.00	100.00%
230-0000-3860-0100	Lease/Rentals(R)	.00	.00	.00	100.00%
230-0000-3860-0200	Parking Rental(R)	.00	.00	.00	100.00%
230-0000-3870-0100	Refunds And Reimbursements(R)	-500.00	-647.58	147.58	129.51%
230-0000-3880-0020	Library Card Fees(R)	-420.00	-420.00	.00	100.00%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-2,026.38	26.38	101.31%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	-100.00	-400.00	20.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	5.00	-5.00	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-19.00	-181.00	9.50%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,500,177.00	-1,375,162.25	-125,014.75	91.66%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
Revenue		-1,528,664.00	-1,399,886.86	-128,777.14	
Expenditure					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
Expenditure		.00	.00	.00	
Segment -		-1,528,664.00	-1,399,886.86	-128,777.14	

Segment4230 - LIBRARY OPERATIONS

Revenue

230-4230-1113-0100	Dental Premiums Employees(R)	.00	.00	.00	100.00%
230-4230-1200-0200	Dental Premiums Cobra(R)	.00	.00	.00	100.00%
230-4230-3900-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4230-5300-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
Revenue		.00	.00	.00	

Expenditure

230-4230-1000-0000	Full Time Salaries(E)	224,199.50	204,261.17	19,938.33	91.10%
230-4230-1100-0000	Overtime - Full Time(E)	.00	92.96	-92.96	100.00%
230-4230-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4230-1112-0000	Sick Pay(E)	.00	20,027.63	-20,027.63	100.00%
230-4230-1113-0000	Vacation Pay(E)	.00	47,573.84	-47,573.84	100.00%
230-4230-1200-0000	Part Time Salaries(E)	653,655.89	573,027.47	80,628.42	87.66%
230-4230-1210-0000	Part Time Salaries - In Kind(E)	17,167.00	.00	17,167.00	0.00%
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	65,839.50	59,936.66	5,902.84	91.03%
230-4230-1420-0000	FICA/Medicare(E)	67,156.61	64,237.17	2,919.44	95.65%
230-4230-1500-0000	Hospital / Medical(E)	88,458.96	82,683.20	5,775.76	93.47%
230-4230-1520-0000	Dental Insurance(E)	4,294.80	3,828.49	466.31	89.14%
230-4230-1540-0000	Life Insurance(E)	769.00	543.55	225.45	70.68%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	3,778.55	-778.55	125.95%
230-4230-2113-0000	Reference(E)	1,200.00	662.00	538.00	55.16%
230-4230-2114-0000	Data Base Searching(E)	1,000.00	.00	1,000.00	0.00%
230-4230-2302-0000	Other Minor Equipment(E)	1,200.00	274.97	925.03	22.91%
230-4230-2303-0000	Minor Computer Equipment(E)	20,600.00	20,383.54	216.46	98.94%
230-4230-2400-0000	Childrens Books(E)	14,500.00	14,953.96	-453.96	103.13%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	15,030.73	469.27	96.97%
230-4230-2402-0000	Audio(E)	1,900.00	2,166.60	-266.60	114.03%
230-4230-2403-0000	Periodicals(E)	3,000.00	3,085.00	-85.00	102.83%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	10,457.67	242.33	97.73%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	3,551.32	-51.32	101.46%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	5,092.88	407.12	92.59%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	7,037.96	-1,537.96	127.96%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	12,210.35	-2,710.35	128.53%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	19,169.44	-14,169.44	383.38%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-3100-0000	Circulation System(E)	6,400.00	7,046.02	-646.02	110.09%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	2,494.80	-994.80	166.32%
230-4230-3200-0000	Mileage(E)	.00	.00	.00	100.00%
230-4230-3201-0000	Seminar/Conference Fees(E)	.00	.00	.00	100.00%
230-4230-3202-0000	Meals(E)	.00	.00	.00	100.00%
230-4230-3203-0000	Housing(E)	.00	.00	.00	100.00%
230-4230-3400-0000	Printing and Publishing(E)	500.00	71.00	429.00	14.20%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	11,037.15	-37.15	100.33%
230-4230-3500-0000	General Insurance(E)	1,595.00	.00	1,595.00	0.00%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	3,684.69	-684.69	122.82%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	21,000.00	19,289.15	1,710.85	91.85%
230-4230-3803-0000	Data Base Maintenance(E)	.00	.00	.00	100.00%
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%
230-4230-3900-0000	Sales Tax(E)	200.00	266.98	-66.98	133.49%
230-4230-4000-0000	Memberships and Dues(E)	500.00	435.00	65.00	87.00%
230-4230-4001-0000	Subscriptions(E)	535.94	572.93	-36.99	106.90%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	2,000.00	1,718.44	281.56	85.92%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
Expenditure		1,271,372.20	1,220,683.27	50,688.93	
Segment4230 - LIBRARY OPERATIONS		1,271,372.20	1,220,683.27	50,688.93	

Segment4231 - LIBRARY PLANT

Revenue

230-4231-1200-0100	Donations(R)	.00	.00	.00	100.00%
230-4231-1410-0305	Donations - Library Equipment(R)	.00	.00	.00	100.00%
230-4231-1420-0310	Donations - Library Materials(R)	.00	.00	.00	100.00%
230-4231-1500-0315	Donations - Library Miscellane(R)	.00	.00	.00	100.00%
230-4231-1520-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4231-1540-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-4231-3601-0245	Transfer In - Park Dedication(R)	.00	.00	.00	100.00%
230-4231-4099-0100	Interfund Revenue(R)	.00	.00	.00	100.00%
Revenue		.00	.00	.00	

Expenditure

230-4231-1000-0000	Full Time Salaries(E)	69,836.50	64,326.38	5,510.12	92.10%
230-4231-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4231-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4231-1112-0000	Sick Pay(E)	.00	3,430.93	-3,430.93	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	4,443.49	-4,443.49	100.00%
230-4231-1200-0000	Part Time Salaries(E)	27,388.45	23,343.63	4,044.82	85.23%
230-4231-1410-0000	PERA(E)	7,234.50	6,946.50	288.00	96.01%
230-4231-1420-0000	FICA/Medicare(E)	7,437.71	7,350.37	87.34	98.82%
230-4231-1500-0000	Hospital / Medical(E)	11,518.44	12,158.63	-640.19	105.55%
230-4231-1520-0000	Dental Insurance(E)	505.20	568.35	-63.15	112.50%
230-4231-1540-0000	Life Insurance(E)	116.00	84.60	31.40	72.93%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	378.28	-178.28	189.14%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	5,963.80	-1,963.80	149.09%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	471.94	1,028.06	31.46%
230-4231-2203-0000	Furn/Air Cond Repair Supplies(E)	.00	.00	.00	100.00%
230-4231-2302-0000	Other Minor Equipment(E)	800.00	1,806.40	-1,006.40	225.80%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	229.00	771.00	22.90%
230-4231-3101-0000	Telephone(E)	1,700.00	1,780.80	-80.80	104.75%
230-4231-3500-0000	General Insurance(E)	34,955.00	.00	34,955.00	0.00%
230-4231-3600-0000	Electricity(E)	48,000.00	59,292.64	-11,292.64	123.52%
230-4231-3601-0000	Natural Gas(E)	21,000.00	19,613.73	1,386.27	93.39%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	9,705.84	-705.84	107.84%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-3707-0000	Maintenance Agreements(E)	10,000.00	10,474.84	-474.84	104.74%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	1,100.00	3,881.50	-2,781.50	352.86%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	40,000.00	.00	40,000.00	0.00%
Expenditure		297,291.80	236,251.65	61,040.15	
Segment4231 - LIBRARY PLANT		297,291.80	236,251.65	61,040.15	
<hr/>					
Segment4900 - IMPROVEMENT PROJECTS					
Expenditure					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Expenditure		.00	.00	.00	
Segment4900 - IMPROVEMENT PROJECTS		.00	.00	.00	
<hr/>					
Fund230 - LIBRARY FUND		40,000.00	57,048.06	-17,048.06	
Total:		140,000.00	252,413.20	-112,413.20	

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 1423 AND [Account].AccountNumber 2200000000000000{-}22999999999999

Account Number	Account Title	YTD
Fund220 - MINERVA FUND		
Revenue		
220-0000-3810-0210	Unrealized Gains/Losses(R)	-822.27
Revenue		-822.27
Expenditure		
220-4220-2404-0000	Other Books(E)	496.16
Expenditure		496.16

Fund221 - MC-WEBSTER FUND		
Revenue		
221-0000-3810-0210	Unrealized Gains/Losses(R)	-349.28
Revenue		-349.28
Expenditure		
221-4221-2404-0000	Other Books(E)	931.38
Expenditure		931.38

Fund222 - H R MURDOCK FUND		
Revenue		
222-0000-3810-0210	Unrealized Gains/Losses(R)	-62.26
Revenue		-62.26
Expenditure		
222-4222-2404-0000	Other Books(E)	160.20
Expenditure		160.20

Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1000-0000	Full Time Salaries(E)	633.10
223-4223-1112-0000	Sick Pay(E)	207.41
223-4223-1200-0000	Part Time Salaries(E)	31,218.26
223-4223-1410-0000	PERA(E)	1,658.07
223-4223-1420-0000	FICA/Medicare(E)	2,417.86
223-4223-1500-0000	Hospital / Medical(E)	1,345.07
223-4223-1520-0000	Dental Insurance(E)	50.00
223-4223-1540-0000	Life Insurance(E)	26.38
Expenditure		37,556.15

Fund224 - HELEN LAWSON FUND		
Revenue		
224-0000-3810-0210	Unrealized Gains/Losses(R)	-2,122.15

Account Number	Account Title	YTD
224-0000-3820-0100	Donations(R)	-10,208.00
Revenue		<u>-12,330.15</u>

Expenditure		
224-4224-2404-0000	Other Books(E)	11,485.71
Expenditure		<u>11,485.71</u>

Fund226 - VAN MEIER FUND

Revenue		
226-0000-3810-0210	Unrealized Gains/Losses(R)	-43.15
Revenue		<u>-43.15</u>

Fund227 - GOVERNMENT GIFTS

Revenue		
227-0000-3810-0210	Unrealized Gains/Losses(R)	-697.33
227-0000-3820-0100	Donations(R)	-5,000.00
Revenue		<u>-5,697.33</u>

Expenditure		
227-4227-2407-0000	Programs(E)	1,167.52
Expenditure		<u>1,167.52</u>

Fund229 - FRIENDS OF STILLWATER LIBRARY

Revenue		
229-0000-3810-0100	Donations(R)	-16,300.00
229-0000-3810-0210	Unrealized Gains/Losses(R)	-304.62
Revenue		<u>-16,604.62</u>

Expenditure		
229-4229-2113-0000	Materials(E)	15,508.64
229-4229-2407-0000	Programs(E)	2,573.56
Expenditure		<u>18,082.20</u>

Fund232 - STILLWATER LIBRARY FOUNDATION

Revenue		
232-0000-3820-0100	Donations(R)	-33,211.14
232-0000-3820-0305	Donations - Library Equipment(R)	-773.59
232-0000-3820-0310	Donations - Library Materials(R)	-17,180.91
232-0000-3820-0315	Donations - Library Miscellane(R)	-77,270.02
232-0000-3820-0320	Donations - Library Programs(R)	-31,120.86
Revenue		<u>-159,556.52</u>

Expenditure		
232-4232-2113-0000	Materials(E)	18,383.24
232-4232-2302-0000	Other Minor Equipment(E)	773.59
232-4232-2407-0000	Programs(E)	31,375.45
232-4232-4099-0000	Miscellaneous Charges(E)	78,590.45
Expenditure		<u>129,122.73</u>

Account Number	Account Title	YTD
Fund233 - KILTY FUND		
Revenue		
233-0000-3810-0210	Unrealized Gains/Losses(R)	-1,372.07
Revenue		-1,372.07
Fund234 - THE WHITSON FUND		
Revenue		
234-0000-3810-0210	Unrealized Gains/Losses(R)	-26.96
Revenue		-26.96
Fund235 - LIBRARY DONATIONS FUND		
Revenue		
235-0000-3810-0210	Unrealized Gains/Losses(R)	-635.19
235-0000-3820-0100	Donations(R)	-4,805.00
235-3235-3820-0100	Donations-Library Materials(R)	-4,570.40
235-3236-3820-0100	Donations - Library Programs(R)	-1,200.00
Revenue		-11,210.59
Expenditure		
235-4235-2101-0000	General Supplies(E)	4,038.72
235-4236-4099-0000	Miscellaneous Charges(E)	2,044.61
235-4238-4099-0000	Miscellaneous Charges(E)	720.33
Expenditure		6,803.66
Fund236 - WICK ESTATE FUND		
Revenue		
236-0000-3810-0210	Unrealized Gains/Losses(R)	-574.22
Revenue		-574.22
Expenditure		
236-4236-4099-0000	Wick - Miscellaneous(E)	2,418.12
Expenditure		2,418.12
Total:		-425.59

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Following is a budget status report for the period of January 1 – 31, 2024.</p> <p>Fund 120 – Capital Outlay The capital budget for 2024 is \$820,000. \$750,000 is for the terrace roof project using capital improvement reserve funds. \$50,000 is for masonry funded by city capital. \$20,000 is a grant request to the Huelsmann Foundation for the relocation of the Kinji Akagawa sculptures in coordination with the terrace roof project. No capital expenditures have occurred to date.</p> <p>Fund 230 – Library (City \$) <u>Revenue</u> The library’s city budget for 2024 is \$1,593,783. This consists of \$1,565,996 from the city levy and \$27,787 in projected library revenues (which include meeting room fees, copy charges, and \$17,167 in-kind volunteer coordinator wages).</p> <p><u>Operating Expenditures</u> Operating Personnel: The operating personnel budget is \$1,148,282 (excluding the in-kind volunteer coordinator). Due to the city’s conversion to a new financial system, GL payroll information is not available to date. We anticipate that these numbers will be available next month.</p> <p>Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. This accounts for just under 50% of the total collection budget with the remaining purchases funded by supplemental gifts (Friends, Foundation, Lawson, etc.). City funds are typically expended first and purchasing for 2024 began in late January.</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> \$3,653 was pre-paid in 2023 to Ebsco Publishing for the purchase of 2024 magazine and newspaper subscriptions. Finance will transfer \$3,000 to periodicals (230-4230-2403-0000) and \$653 to subscriptions (230-4230-4001-0000). <p>Technology: The library budgeted \$66,000 for technology-related expenditures of IT equipment (\$29,100); selfcheck and sorter maintenance agreements (\$21,000); tech apps and support (\$9,500); and the circulation system (\$6,400).</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> \$9,154 was pre-paid in 2023 to Bibliotheca for the 2024 selfcheck maintenance agreement. Finance will transfer to 230-4230-3713-0000. <i>Pending Journal Entry:</i> \$468 was pre-paid in 2023 to SurveyMonkey for a 2024 subscription. Finance will transfer to 230-4230-3098-0000. <p>Other: The library budgeted \$32,436 for other operating expenses. This includes vendor fees for processing/cataloging materials; legal, HR, and other professional service fees; general insurance; and supplies.</p>	

Plant Expenditures

Plant Personnel: The plant personnel budget is \$131,195. Due to the city’s conversion to a new financial system, GL payroll information is not available to date. We anticipate that these numbers will be available next month.

Plant Supplies & Equipment: The plant supplies budget is \$6,500.

Plant Services and Charges: The plant services and charges budget is \$147,700. The key budget items are energy (\$80,000); insurance (\$42,000); building repairs and maintenance (\$20,000).

- *Pending Journal Entry:* \$258 was pre-paid in 2023 to Corval for a January 2024 maintenance agreement. Finance will transfer to 230-4231-3707-0000.
- *Pending Journal Entry:* \$440.42 was pre-paid in 2023 to Otis for a January-February 2024 maintenance agreement. Finance will transfer to 230-4231-3707-0000.

Supplemental Funds

Beyond the library’s city budget, about \$300,000 in supplemental funding from the Foundation, Friends, Lawson, and other donors is budgeted to cover operating needs, such as 100% of programming, just over 50% of materials, all the Sunday hours, the 20-hr youth librarian, newspaper digitization, and more.

A supplemental fund report, generated from the city’s new financial system, is attached. This report pulls supplemental accounts where there has been revenue received or expenditures made in 2024. As it is only the first month of the year, activity is minimal to date.

- *Pending Journal Entry:* \$1,533.61 was pre-paid in 2023 to Ebsco Publishing for the purchase of 2024 magazine and newspaper subscriptions funded by the Foundation. Finance will transfer to 232-4232-2113-0000.
- *Pending Journal Entry:* \$645 was pre-paid in 2023 to Mobile for the purchase of 2024 service plans for hotspots funded by the Foundation. Finance will transfer to 232-4232-2113-0000.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 2024 Library Budget Status Report (Through 1/24)*
- 2024 Supplemental Report (Through 1/24)

**The attached report was generated from the city’s new financial system and looks different than the reports from the old system. While the same basic information is presented, you may notice the appearance of additional accounts. In the old system, these were considered inactive (accounts used in the past but containing no recent history) and excluded from reporting. At this time, these accounts are included.*

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

Library Budget Status Report (City)

End.GLPeriod 124 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AND |

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Segment4230 - LIBRARY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	820,000.00	.00	820,000.00	0.00%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
Expenditure		820,000.00	.00	820,000.00	
Segment4230 - LIBRARY		820,000.00	.00	820,000.00	
Segment4231 - LIBRARY PLANT					
Expenditure					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
Expenditure		.00	.00	.00	
Segment4231 - LIBRARY PLANT		.00	.00	.00	
Fund120 - CAPITAL OUTLAY		820,000.00	.00	820,000.00	
Fund230 - LIBRARY FUND					
Segment -					
Revenue					
230-0000-1010-0400	P & I - Taxes and S/A(R)	.00	.00	.00	100.00%
230-0000-1030-0100	Refunds and Reimbursements(R)	.00	.00	.00	100.00%
230-0000-1100-0312	Transfer In-\$6355 GO 2012A(R)	.00	.00	.00	100.00%
230-0000-1110-0512	Transfer In-Escrow 2012A Bonds(R)	.00	.00	.00	100.00%
230-0000-1300-0100	Bond Proceeds(R)	.00	.00	.00	100.00%
230-0000-2030-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-2032-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-2600-0100	Bond Proceeds(R)	.00	.00	.00	100.00%
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-2,000.00	.00	-2,000.00	0.00%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-124.00	-3,376.00	3.54%
230-0000-3810-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	.00	.00	100.00%
230-0000-3820-0100	Gifts(R)	-1,500.00	.00	-1,500.00	0.00%
230-0000-3820-0110	In Kind Gifts(R)	-17,167.00	.00	-17,167.00	0.00%
230-0000-3830-0100	Sale Of Property(R)	.00	.00	.00	100.00%
230-0000-3860-0100	Lease/Rentals(R)	.00	.00	.00	100.00%
230-0000-3860-0200	Parking Rental(R)	.00	.00	.00	100.00%
230-0000-3870-0100	Refunds And Reimbursements(R)	-500.00	.00	-500.00	0.00%
230-0000-3880-0020	Library Card Fees(R)	-420.00	.00	-420.00	0.00%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-37.00	-1,963.00	1.85%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	.00	-500.00	0.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	.00	.00	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-2.00	-198.00	1.00%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,565,996.00	.00	-1,565,996.00	0.00%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
Revenue		-1,593,783.00	-163.00	-1,593,620.00	
Expenditure					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
Expenditure		.00	.00	.00	
Segment -		-1,593,783.00	-163.00	-1,593,620.00	

Segment4230 - LIBRARY OPERATIONS

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1113-0100	Dental Premiums Employees(R)	.00	.00	.00	100.00%
230-4230-1200-0200	Dental Premiums Cobra(R)	.00	.00	.00	100.00%
230-4230-3900-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4230-5300-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
Revenue		.00	.00	.00	

Expenditure

230-4230-1000-0000	Full Time Salaries(E)	236,523.03	.00	236,523.03	0.00%
230-4230-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4230-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4230-1112-0000	Sick Pay(E)	3,500.00	.00	3,500.00	0.00%
230-4230-1113-0000	Vacation Pay(E)	.00	.00	.00	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	.00	676,887.25	0.00%
230-4230-1210-0000	Part Time Salaries - In Kind(E)	17,167.00	.00	17,167.00	0.00%
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	68,506.12	.00	68,506.12	0.00%
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	.00	69,876.56	0.00%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	.00	88,304.40	0.00%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	.00	3,915.84	0.00%
230-4230-1540-0000	Life Insurance(E)	769.00	.00	769.00	0.00%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	226.78	2,773.22	7.55%
230-4230-2113-0000	Reference(E)	.00	.00	.00	100.00%
230-4230-2114-0000	Data Base Searching(E)	.00	.00	.00	100.00%
230-4230-2302-0000	Other Minor Equipment(E)	1,200.00	.00	1,200.00	0.00%
230-4230-2303-0000	Minor Computer Equipment(E)	29,100.00	.00	29,100.00	0.00%
230-4230-2400-0000	Childrens Books(E)	14,500.00	.00	14,500.00	0.00%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	.00	15,500.00	0.00%
230-4230-2402-0000	Audio(E)	1,900.00	.00	1,900.00	0.00%
230-4230-2403-0000	Periodicals(E)	3,000.00	.00	3,000.00	0.00%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	.00	10,700.00	0.00%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	.00	3,500.00	0.00%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	.00	5,500.00	0.00%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	.00	5,500.00	0.00%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-3098-0000	Technology Support(E)	9,500.00	.00	9,500.00	0.00%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	.00	5,000.00	0.00%
230-4230-3100-0000	Circulation System(E)	6,400.00	.00	6,400.00	0.00%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	.00	1,500.00	0.00%
230-4230-3200-0000	Mileage(E)	.00	.00	.00	100.00%
230-4230-3201-0000	Seminar/Conference Fees(E)	.00	.00	.00	100.00%
230-4230-3202-0000	Meals(E)	.00	.00	.00	100.00%
230-4230-3203-0000	Housing(E)	.00	.00	.00	100.00%
230-4230-3400-0000	Printing and Publishing(E)	500.00	.00	500.00	0.00%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	.00	11,000.00	0.00%
230-4230-3500-0000	General Insurance(E)	4,000.00	.00	4,000.00	0.00%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	.00	3,000.00	0.00%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	21,000.00	.00	21,000.00	0.00%
230-4230-3803-0000	Data Base Maintenance(E)	.00	.00	.00	100.00%
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%
230-4230-3900-0000	Sales Tax(E)	200.00	20.57	179.43	10.28%
230-4230-4000-0000	Memberships and Dues(E)	500.00	.00	500.00	0.00%
230-4230-4001-0000	Subscriptions(E)	536.00	.00	536.00	0.00%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	2,000.00	139.04	1,860.96	6.95%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
Expenditure		1,323,985.20	386.39	1,323,598.81	
Segment4230 - LIBRARY OPERATIONS		1,323,985.20	386.39	1,323,598.81	

Segment4231 - LIBRARY PLANT

Revenue

230-4231-1200-0100	Donations(R)	.00	.00	.00	100.00%
230-4231-1410-0305	Donations - Library Equipment(R)	.00	.00	.00	100.00%
230-4231-1420-0310	Donations - Library Materials(R)	.00	.00	.00	100.00%
230-4231-1500-0315	Donations - Library Miscellane(R)	.00	.00	.00	100.00%
230-4231-1520-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4231-1540-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-4231-3601-0245	Transfer In - Park Dedication(R)	.00	.00	.00	100.00%
230-4231-4099-0100	Interfund Revenue(R)	.00	.00	.00	100.00%
Revenue		.00	.00	.00	

Expenditure

230-4231-1000-0000	Full Time Salaries(E)	74,174.00	.00	74,174.00	0.00%
230-4231-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4231-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4231-1112-0000	Sick Pay(E)	.00	.00	.00	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	.00	.00	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	.00	28,940.00	0.00%
230-4231-1410-0000	PERA(E)	7,674.00	.00	7,674.00	0.00%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	.00	7,888.00	0.00%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	.00	11,898.72	0.00%
230-4231-1520-0000	Dental Insurance(E)	505.00	.00	505.00	0.00%
230-4231-1540-0000	Life Insurance(E)	116.00	.00	116.00	0.00%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	.00	200.00	0.00%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	29.98	3,970.02	0.74%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	.00	1,500.00	0.00%
230-4231-2203-0000	Furn/Air Cond Repair Supplies(E)	.00	.00	.00	100.00%
230-4231-2302-0000	Other Minor Equipment(E)	800.00	.00	800.00	0.00%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	.00	1,000.00	0.00%
230-4231-3101-0000	Telephone(E)	1,700.00	.00	1,700.00	0.00%
230-4231-3500-0000	General Insurance(E)	42,000.00	.00	42,000.00	0.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-3600-0000	Electricity(E)	50,000.00	2,540.07	47,459.93	5.08%
230-4231-3601-0000	Natural Gas(E)	30,000.00	2,232.57	27,767.43	7.44%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	.00	9,000.00	0.00%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	2,665.02	8,334.98	24.22%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	235.51	2,764.49	7.85%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
Expenditure		285,395.72	7,703.15	277,692.57	
Segment4231 - LIBRARY PLANT		285,395.72	7,703.15	277,692.57	
<hr/>					
Segment4900 - IMPROVEMENT PROJECTS					
Expenditure					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Expenditure		.00	.00	.00	
Segment4900 - IMPROVEMENT PROJECTS		.00	.00	.00	
<hr/>					
Fund230 - LIBRARY FUND		15,597.92	7,926.54	7,671.38	
Total:		835,597.92	7,926.54	827,671.38	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows Trustees and the Council Liaison to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>1/8/2024: On behalf of Burns, Troendle emailed trustees a Star Tribune article titled “Society’s ills an open book in libraries.”</p> <p>1/10/2024: On behalf of Panciera, Troendle emailed trustees an uplifting article titled “A Sanctuary Made of Books: Stephen McCauley's Love Letter to Writing in Libraries.”</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: President’s Report on Propel Training</p>	
<p>OWNER: Lockyear, President</p>	<p>PRESENTER: Lockyear, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): D</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: In January, the Board President attended the Propel Nonprofits and St. Croix Valley Foundation training session on improving board meetings and board engagement. As a result of this training, a number of concepts about effective board meetings were discussed with the Executive Committee. The Committee agreed the ideas merit discussing as a board to make meetings more effective and engaging.</p> <p>The following notes are a brief synopsis of the training session. If anyone would like to see the full slide presentation, please let Mark know and you will be sent the PDF.</p> <p style="text-align: center;">Overview and Synopsis of Propel Nonprofits Training Session</p> <p><u>Board member responsibilities</u></p> <ul style="list-style-type: none"> • Ensure Healthy Governance • Lead Strategically • Support & Supervise the Executive Director • Be an Ambassador • Ensure Financial Stability <p><u>Board Type</u></p> <ul style="list-style-type: none"> • Hands on - Start-up • Policy • Institutional <p><u>Explore four practices for healthy governance</u></p> <ul style="list-style-type: none"> • Accountability & Board norms • Board Structures — committees and communication processes • Recruiting and on-boarding • Board development planning <p>Better Board Meetings</p> <p><u>Understanding Board norms:</u></p> <ul style="list-style-type: none"> • Board Norms — A shared set of rules and expectations for how trustees collectively and individually participate in meetings, complete committee assignments and represent the library. • Making implicit norms explicit 	

Incorporating the Four Components of an Effective Meeting:

- Learning — site visits, special guests, special topic discussions
- Relationship Building — check-ins, cultural practices/understanding norms of board
- Generative Thinking — strategic plan review, progress assessment, program evaluation
- Business — financial updates, committee reports, staff/Director reports

Evaluate effectiveness of meeting:

- Ensure everyone knows the why's of an action/discussion
- End meeting with two assessment questions to ensure everyone understands all content covered in meeting
- What did meeting clarify or affirm?
- What questions remain unanswered or what issue is still unclear?

Review of Board Accomplishments

Since 2018 the Board has addressed board development and governance by:

- Updating the by-laws
- Developing a board evaluation process
- Creating committee charters
- Developing an Advocacy Committee
- Updating and reorganizing a comprehensive orientation process

Additionally, the Board has:

- Added an information sharing item to the board agendas
- Developed training presentations on finance and facilities
- Invited the Foundation Director to meetings
- Organized the agenda by Information, Discussion or Decision items
- Added estimated times for each portion of the meeting

Next Steps

Even though the Board has accomplished much in the past five years, there are always ways to make our work more effective and engaging.

In an effort to continue to improve board effectiveness and board meetings, the Executive Committee recommended a full board discussion on the section, **Better Board Meetings**, in order to consider adding some of the suggested components to our meetings. Specifically:

1. Making board norms explicit
2. Including more of the Four Components of an Effective Meeting

In preparation for discussing this topic, please take some time to think about the following:

1. What you think the norms are/should be for the Stillwater Public Library Board.
2. Which of the following ideas are worth incorporating into board meetings:
 1. Invite members of Friends and Foundation to board meetings more often
 2. Make strategic plan more visible at meetings
 - a. Review strategic plan more regularly
 - b. Incorporate reports on library activities attended by trustees

<ol style="list-style-type: none">3. In conjunction with Director, find ways to know staff better4. Add a check-in at end of meetings5. Solicit topics for discussion at future meetings6. Other ideas/suggestions
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Calendar	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>In 2023, following the City Council budget planning session, Council member Collins arranged to have Stillwater Public Library Board make two presentations to the City Council in 2024. Collins suggested one presentation focus on a broad picture of the library’s value to the community (Impact presentation) and one presentation focus on the library budget (Financials presentation).</p> <p>In developing the Board Calendar for 2024, the Executive Committee proposed scheduling the Impact presentation in May with the following as possible dates of May 7 or May 21 during the 7:00 pm City Council meeting. The Financial presentation is recommended to occur on August 7 at the 4:30 pm Council workshop.</p> <p>As these presentations will involve additional time on the part of trustees, it is important to identify who will lead the presentations and agree on the specific dates for the presentations.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Performance Evaluation: 6-Month Progress Check (March)	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>At the March meeting, the board could conduct a 6-month progress report with regard to the director’s 2023-2024 goals. At the meeting, the director would inform the board of the issues, barriers and progress toward goals. The director would complete a progress report and submit it confidentially to trustees prior to the March meeting.</p> <p>This is a discussion item to determine if a progress report should be on the board’s March agenda.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

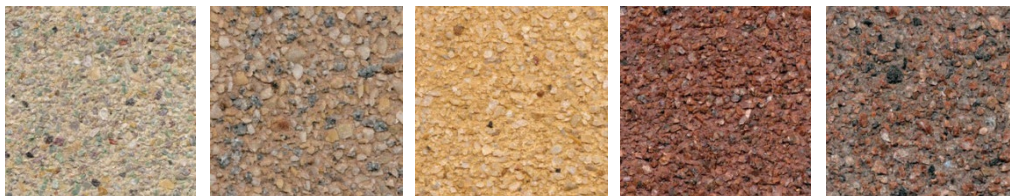
Major Accomplishments

- A Q4 progress report was submitted to the Huelsmann Foundation outlining the status of the signage project that was made possible with their support.
- A grant application was finalized and submitted seeking funding to permanently relocate the terrace art sculptures that will need to be moved as part of the terrace reroofing project.
- Significant time was spent on HR-related functions over the past month.
 - Two temporary seasonal event workers were hired to help with manual labor tasks as needed.
 - Recruitment processes for another substitute position occurred.
 - A job announcement for a part-time reference librarian position was released twice. First, internally for union applicants. As no applications were received, it was then opened up for external applicants. 113 applications were submitted by the closing date of February 6. Screening and interviewing will follow.
 - Working with an EAP consultant on other matters was another component.
- Library staff successfully transitioned to using electronic timesheets. Overall, the implementation has been very smooth. It's a positive change.
- Four Library Corner articles were written and published in January.
- The January issue of ShelfLife was published on January 3.

Heads-Up

- The library will be closed on Monday, February 19 in observance of Presidents Day.
- I received one Request for Review form and replied to the patron who submitted it.
- On January 25, a little after 9 PM, an issue with our fire sprinkler system in the parking ramp tripped an alarm that alerted me and the fire department. Within about 10 minutes, three firefighters and I were onsite. There was no fire. The sprinklers in the parking ramp are dry sprinklers, which is a type of system that extends into a cold space while holding water back in an insulated space where freezing isn't an issue. Unfortunately, some water made its way into the dry system and triggered an alarm. No damage was done. The firefighters purged the system as best they could, and the next day a sprinkler contractor was onsite to inspect and follow up.
- The city's Facilities Manager requested the library choose several paver colors from an available list. The Facilities Committee provided input and five colors were selected. An early rendering of the terrace, before it was built, shows the surface in a lighter color so we choose some lighter colors as well as colors similar to what is in use now.

These are the colors samples requested:



These are the colors samples not selected because they're too dark, gray, or green:



Adult Programs

Book Clubs

- **Mystery:** On January 17, seven participants discussed Older/Elder Sleuths.
- **Romance:** On January 9, five participants discussed Snowy Romance novels.

Art & Lifelong Learning

- **Tai Chi:** The Tai Chi class was originally scheduled for Thursday, January 18, but was rescheduled for Monday, January 22. A group of three attended the rescheduled event.
- **Tech Help:** Three participants attended Tech Help sessions, which are held weekly on Fridays starting in 2024. In January, staff helped participants navigate laptops and use Microsoft windows programs.
- **Karen Chan:** Twenty-five participants painted “Strawberries and Pitcher” in acrylic on January 25. 90% of participants who responded to a survey agreed that they met a personal goal and learned something new by attending. Comments from participant evaluations:
 - *“Thank you very much for the class offering! I had fun, even though I'm not very good at mixing colors I learned. It was especially nice to participate from home on a dark winter night.”*
 - *“Thank you so much! This was a very valuable way for me to dip my toe in the water of community activities as a new resident.”*
- **Unwrapping Music:** On January 29, MacPhail Center for Music presented a program about how much music changes the narrative in movies. Twenty-one participants enjoyed the program, which was funded by the Minnesota Arts and Cultural Heritage Fund. 100% of participants who responded to a survey agreed that they learned something new about music and how music is used in films. Comments from participant evaluations:
 - *Please continue to offer more high quality easy to access programs like this!*
 - *Great class! I would love to see more of these!*
 - *Please add more to your lecture series!!!!!!!*
- **Genealogy Help:** The monthly 1:1 session with volunteer Catherine continues to be filled.
- **Art Gallery Reception:** On Thursday, January 18, the library hosted an evening reception for Lena Wolf Rothman’s student artists and had 77 people attend. The student art will be on view at the library’s gallery January and February 2024.

Winter Reads

In January and February, metro area public libraries encourage adults to read with the Winter Reads program. To celebrate Winter Reads this year, Stillwater Public Library is offering two Reading Challenges and a Tiny Art Competition.

- **Reading Challenges:**
 - The [BINGO Challenge](#) allows readers to explore different book genres for a chance to win a prize.
 - [Read.Review.Repeat.](#) allows readers to submit book reviews for a chance to win a prize.
- **Tiny Art Competition:** In January, the library distributed Tiny Art Kits that include mini-easels and mini-canvases. Tiny Art Kits are used to create a piece of Tiny Art that will be displayed and judged at the library in February. Five submissions have been received in January, with many more expected through the deadline of February 23. Following the deadline, a winner will be selected by a panel of local artists. The judge panel includes artists Karen Chan, Lena Wolf Rothman, and Robert Snyder.

Collection, Displays, and Booklists

- Books displays for Winter Reads and the new Minnesota State Flag were available at the library.
- New signs were created to fit new sign holders and to help navigate the Adult Audiobooks, Adult DVDs, and Adult Music CDs.
- Two booklists were created for Winter Reads featuring [Adult Nonfiction](#) and [Adult Fiction](#) reading suggestions.

Outreach

In January, information staff started outreach efforts to senior homes in Stillwater. Working with the activity directors, staff developed an outreach plan for the Estates of Linden and Greeley. Staff are planning outreach at the Estates of Greeley and at the Estates of Linden. Outreach visits will start in February.

Images from January



Strawberries and Pitcher in Acrylic patron submissions

January Programs and Activities

Early Literacy (0-5)

- Two *Preschool Music and Movement* sessions with Music in the Valley (131)
- Eight *Preschool Storytimes* (542)
- One *Preschool Large Motor Drop-in Play* (48)
- One *Second Saturday Family Storytime* (50)
- Two *Baby/Toddler Storytimes* (93)
- *Petite Concert* with MacPhail Center for Music (40)

School-aged (6-12)

- *Explore Nature Specimens* with the Bell Museum (47)
 - This was a new and well-received program. Children studied specimens and drew what they saw in their museum-provided nature journals. One lucky scientist won a prize pack that included a water mug, museum pass, and a wolly mammoth stuffy.
- *Silly Millies Snowflakes* with Clay Squared (37)
- *LEGO Club* (69) – (46) in December and (14) in November
- *Natural Wonders : Animals in Winter* with the DNR (37)

Children's Drop-in Activities

- *Snow Friends* Scavenger Hunt (446)
- *So Cold* Family Discovery Room (Coming February 20 – Garden Center!)

Teen Drop-in Activities

- *Find Your Next Read* Teen Activity
- *Melted Snowman* DIY Teen Activity

Upcoming Programs

- [Second Saturday Storytime](#) – Saturday, February 10
- [LEGO Club](#) – Thursday, February 15
- [Animals of the St. Croix Valley with Carpenter Nature Center](#) – Friday, February 16
- [Teen Drop-in DIY : Paper Heart Wreaths](#) – Tuesday, February 27
- [Pajama Night at the Library](#) – Thursday, February 29
- [Family Book Bingo](#) – Saturday, March 16
- [LEGO Club](#) – Thursday, March 21
- [Silly Millies Clay Monsters](#) - Tuesday, March 25
- [Teen Drop-in – Mini Pom-Pom Coasters](#) – Tuesday, March 26
- [Young Explorers – Become a Junior Ranger!](#) – Thursday, March 28
- [Creating Magical Worlds - A LOFT Writing Class](#) – Saturday, April 6

Outreach / Community Engagement Programs and Visits

- DaVinci Fest – Joint table with Bayport Public Library; estimated 500 people, ran out of button-making supplies after 250

Feedback highlights about the Discovery Room (submitted in January)

- I really appreciate having access to this space, especially during the winter months. With a 1 year old, it can be hard to find activities she can do and this space along with the legos, etc. is so awesome. My husband and I come almost every weekend specifically for this! Thank you!!
- The effort and details in this room are incredible and the entire children's area at the Stillwater library has been an amazing resource for our family.
- The staff does a fantastic job with the discovery room. My kids have continued to enjoy it even as they get older.
- My Kids loved having some play time after looking for books! Thanks!
- First time here, awesome library.
- I had a hard time getting her to leave.
- They enjoyed scooping the ice cream. I liked that there was enough for multiple children for each part and that the whole process could be implemented.

January Program and Activity Feedback

- We truly appreciate all the **different programs** the library puts together. We love the **variety** from crafts to music to science and much more. Thank you for all your hard work.
- You guys are doing a **wonderful** job! We **value your services** and appreciate what you do.
- We really enjoy going to story hour. **Miss Kim is fun and personable and kind to the children. She treats them as though they are important and looks them in the eye. She allows them to watch or participate, her voice is gentle and encouraging.** The props are very cute. Thank you.
- We enjoy the library and the **various interactive activities** available.
- You have **amazing** programs!
- We are always looking on the events page of the library website. Such **great kid programs!**
- We loved getting to see and touch all the **cool and interesting specimens** brought by the Bell Museum. Their staff was **very friendly and knowledgeable.**
- (Favorite part – Bell Museum) They were able to compare a bird's wing with an owl's wing. By feeling the difference in weight and feather textures they learned how different features affect how quietly these animals fly and why that is important.
- They loved the different animals and the questions of do they hibernate, adapt or migrate. They were surprised at some of the answers, it kept them engaged, the fur pelts were a hit also.
- (Silly Millies) She loved making the craft and **learning new techniques**
- (Petite Concert) The musicians and the music were awesome - just right for 2-5 years olds to experience some classical music. The introduction to the instruments was nicely done. The concert length was **perfect** as was the **space for gathering.**
- The Bell Museum taught my son lots of facts at the front table.

Youth Reader's Advisory

- [Honoring and Remembering Dr. Martin Luther King, Jr.](#)
- [Best Older Kids' Fiction 2023](#)
- [Black History Then & Now for Teens](#)
- [Read Native for Teens](#)
- [Best Teen Fiction of 2023](#)
- [Mysteries for Teens](#)

Explore Nature Specimens with the Bell Museum



Young science explorers learning at the specimen table



Observing many varieties of specimens and drawing what we see in our nature journals



Young artist representation of a narwhal



Bell Museum Prize Pack WINNER

Natural Wonders : Animals in Winter with the DNR



The wolf pelt is taller than Elizabeth!



Using available resources we learning how to keep an animal (ice cube) from freezing (melting) during the cold months.

Silly Millies Snowflakes



BEFORE...



AFTER

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report		
OWNER: Executive Committee	PRESENTER: Lockyear	
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:		
<p>BACKGROUND/CONTEXT: Executive Committee Meeting Notes January 29, 2024 3:30 PM Conference Room Present: Pat Lockyear, Craig Hansen, Mark Troendle, Dana Weigman Note taker: Weigman</p>		
<hr/> <p>Agenda item: Board Engagement Presenter: All</p> <p>Discussion:</p> <p>Lockyear attended training on improving board engagement from Propel and brought several ideas to the group. Four main components of effective meetings are relationship building, learning together, generative thinking, and business. Making norms or working rules more explicit is one aspect. These can include items such as: one person speaks at a time; share the airtime; listen respectfully, don't interrupt; ask questions to clarify ideas, everyone deserves to be heard, seek common ground and action, after the meeting accurately represent the decisions of the group to others; commit to attending and being on time; come prepared with questions; read and understand the packet; and follow agenda order in raising points.</p> <p>Conclusions:</p> <p>Have discussion with board on Working Agreements/Norms, invite members of Friends and Foundation to come to occasional Library Board Meetings, and find ways to know the staff. Trustees can report back on programs they've attended and how it aligns with the strategic plan. At the end of meetings, we can add an agenda item to check in with trustees to see if there are any unanswered questions or thoughts to share. We can also ask if any members have topics for discussion they would like in future meetings.</p>		
Action items	Person responsible	Deadline
✓ Norms Coversheet for February meeting	Pat Lockyear	2/7/24
✓ Add Trustee Check-in/Topics for future discussion to monthly agenda before public commentary	Staff	2/7/24
✓ Periodic updates to board on strategic plan progress	Staff	

Agenda item: Calendar for 2024		Presenter: Pat Lockyear
Discussion: Plan for annual board calendar.		
Conclusions: February – Board Norms discussion March – planning session for City Council presentation on Library Impact April – Facilities 101 May – Advocacy Committee presentation to Library Trustees and Presentation to City Council on Library Impact June – Finance 101 August (7 th) – Presentation to City Council on Library Budget basics		
Action items	Person responsible	Deadline
✓ Ask Councilmember Collins who will put the library on the City Council’s agenda	Pat	2/26/24
✓ Inform committees of presentation schedule	Pat	2/26/24
✓ Update Board Calendar	Staff	2/10/24
Agenda item: Executive Committee Meetings		Presenter: Pat Lockyear
Discussion: All members to find a time to meet monthly, if needed.		
Conclusions: The first Monday of the month at 3:30 works for all members		
Action items	Person responsible	Deadline
<i>Other Information</i>		
Special notes: Next meeting Monday, March 4 th at 3:30.		
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:		
PREVIOUS ACTION ON ITEM:		
REVIEWED BY COMMITTEE?:		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Library Advocacy Committee Meeting Minutes Date and Time: Friday, January 5, 2024, 3 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Simon Absent: Hansen, Howe, Hullander</p> <p>Agenda Item 1: Updates From Trustees, Friends, Foundation, Staff Goeltl shared an email update from Howe:</p> <ul style="list-style-type: none"> • The Foundation mailed letters for the 2023 year-end appeal in mid-December to 197 donors from 2023, 2022, and 2021 . • The 2023 donor retention rate for the Foundation is 54%, The average donor retention rate for nonprofits is 45%, so this is a great position for the SPL. • The Foundation purchased a new CRM, Bloomerang, that will allow for better donor tracking, relationship-building, and communications. It will be implemented in March 2024. • The Hueslmann Foundation Grant will be submitted by the January 15th deadline. <p>Agenda Item 2: December Meeting Minutes Reviewed minutes. No changes.</p> <p>Agenda Item 3: 2024 RACI Goeltl and Simon reviewed 2024 RACI and discussed committee feedback. They identified possible 2024 budgetary costs related to the RACI items of library swag, library postcards to council members, and mailings to new movers to 55082. Simon will research costs of swag, and Goeltl will research costs of mailings.</p> <p>Agenda Item 4: 2024 Calendar Goeltl and Simon brainstormed possible dates and activities to include on an advocacy calendar. Full committee will need to review, refine, and determine what is reasonable to include for 2024.</p> <p>Agenda Item 5: Next Steps Simon will research costs of swag, and Goeltl will research costs of mailings. They will bring back cost estimates to the February meeting.</p> <p>Next Meeting: The next committee meeting is scheduled for Friday, February 2 at 3 PM.</p> <p>Meeting adjourned at 4:50 PM.</p>	

Library Advocacy Committee Meeting Minutes

Date and Time: Friday, February 2, 2024, 3 PM

Location: Conference Room, Stillwater Public Library

Present: Goeltl, Hansen, Howe, Hullander, Simon

Absent: None

Agenda Item 1: Updates From Trustees, Friends, Foundation, Staff

- Trustees: Simon reported that the Advocacy Committee may have the opportunity to present to the City Council on the value and impact of the library. She also reported that two new trustees joined the library board - Bevin O'Brien and Steve Ellison.
- Friends: Hullander reported that the Friends did not meet in January and won't meet in February. Their next meeting is scheduled for March.
- Foundation: Howe reported that two new board members joined the Foundation board - Erin McQuay and Jeneane Flipp. Flipp will be the new treasurer. Summer Seidenkranz will continue as president and Ryan Collier will continue as vice president. The secretary position remains open. The Foundation purchased a new donor management system that is scheduled to go live in mid-March. The system will increase capacity for newsletters and communications. Main priorities for the Foundation include increasing awareness of the Foundation and what it does, deepening relationships with key donors, and broadening the pool of support. In addition, the Foundation is reviewing its policies and procedures.
- Staff: Goeltl reported that there will be a one book, one community program in April and shared update below from ArtReach. Library staff will create a book club kit for this title, host a book discussion, and more.

*In 2024, ArtReach St. Croix is returning to its roots for Valley Reads, a month-long one book, one community program. After nine years of focusing programming around NEA Big Read titles, this year we are taking a deeper dive into some of the themes, authors and artists that have been featured during the Big Read. Residents are encouraged to read *The House of Broken Angels* by Luis Alberto Urrea.*

Agenda Item 2: January Meeting Minutes

Reviewed minutes. No changes.

Agenda Item 3 & 5: 2024 RACI and 2024/2025 Budget

Simon walked through the preliminary 2024 RACI. In conjunction, Goeltl reviewed possible cost estimates received related to the RACI item. The group discussed budget items. Howe encouraged further review and vetting of the council postcard project. Drafts of the RACI and budgetary costs are attached. These are preliminary and changes are anticipated.

Agenda Item 4: 2024 Calendar

Simon encouraged members to review possible dates for a 2024 shared calendar. Dates could include known events (such as Light a Spark and Friends Book Sales), awareness days/weeks (National Library Week), community celebrations (Lumberjack Days), and more. This brainstorming list will be reviewed at a later meeting. A draft of the calendar brainstorming list is attached. This is preliminary and changes are anticipated.

Agenda Item 6: Advocacy Presentation

Hansen discussed the opportunity for the Advocacy Committee to take the lead in preparing a short presentation for a City Council meeting about the value and impact of the library. Hansen noted that

topics to be addressed could include what role the library plays in the community, and why the council and taxpayers should be pleased and proud to support the library.

Simon believes that the trustees will discuss this opportunity at the February board meeting, and she will share any trustee suggestions for presentation at the next advocacy meeting. In March, the committee will work on outlining key messages and proof points for the council presentation.

Next Meeting:

Group discussed changing the monthly meeting date from the first Friday of the month at 3 PM to another day of the week. The committee settled on the first Thursday at 3 PM.*

Meeting adjourned at 4:35 PM.

(*Following the meeting, a scheduling conflict was identified. The Committee is working to identify a new date and time to meet.)

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

RACI

Advocacy Budget Information

Shared Calendar List

All documents are works in progress and are not final.

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Advocacy Committee: RACI & Proj. Tracker - 2024 Priorities								Sustainability	Messaging	Outreach
Item	Who Are We Talking To?	KPI	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Timing	Status	Budget Needed?
Build Committee Foundation										
Re-launch Library Instagram account	Stillwater Community		I	C	I	I	R	2023	In progress	No
Review recommendations, timeline, and roles/responsibilities for advocacy plan. Modify as needed.	n/a		R	C	I	I	I	2023	In progress	No
Create Committee Sub-committees/roles/tasks	Advocacy Committee		A	R	R	R	R	2024	Not started	No
Build out shared calendar (Friends, Foundation, Library, external moments, etc.)	Advocacy Committee		R	R	R	R	R	2024	Not started	No
Identify budget requests and submit to Board. <i>-2024 - gathering quotes for this year -2025 - have budget for 2025 by June '24</i>	Library Board		R	C	I	I	I	2024	In progress	Yes
Determine key performance indicators and metrics.	Library Board		A	R	C	C	C	2024	Not started	No
Make needed revisions to Polco surveys (June and/or November) to help track and measure longitudinal changes in perception of library.	Library patrons on the email list		C	R	I	I	R	2024	Not started	No
Inform & Engage										
Connect with patrons and recruit to send postcards to council members. Have postcards also available at desk and programs for patrons. (In discussion re: if should we pursue)	Stillwater Community & City Council		I	C	I	I	R	2023	In Progress	No
Connect with patrons and recruit to send postcards to council members. Have postcards also available at desk and programs for patrons.	City Council		A	R	I	I	C	2024	Not started	Yes
Create/order "I love the library" swag, such as t-shirts, yard signs. Consider using this messaging for a selfie corner or props to encourage social media posts. Must be supplementally funded.	Stillwater Community		A	R	C	C	C	2024	Not started	Yes
Identify events, meetings and opportunities for advocacy and library ambassadors. <i>(Possible events to consider include continuing attendance at DaVinci Fest and Farmer's Market. Having a volunteer presence at Summer Tuesdays and Literature Lover's Night Out. Enter a float in Lumberjack Day's parade staffed by library ambassadors.)</i>	Stillwater Community		I	R	I	I	C	Q1 2024	Not started	Yes
Create speaking materials, handouts, and training plan for library ambassadors.	Library ambassadors		A	R	C	C	C	Q2 2024	Not started	Yes?

Item	Who Are We Talking To?	KPI	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Timing	Status	Budget Needed?
Recruit and train volunteers to be library ambassadors to represent library to community groups and at community events.	Library ambassadors		A	R	C	C	C	Q3 2024	Not started	No
Library ambassadors actively attend events, meetings, and other opportunities.	Stillwater Community		A	R	C	C	C	Q3 2024	Not started	
Develop Legacy Planning & Fundraising Resources										
Create fundraising brochures highlighting library services and how to donate, including legacy gifts. Consider a general version and tailored versions for different audiences/generations.	Stillwater Community		I	C	R	C	R	2024	Not started	Yes
Foundation & Library year-end report alignment/collaboration	Stillwater Community		I	I	R	I	R	2024	In progress	No
Build One-to-One Relationships										
Offer a "Welcome to the library" pack to new card registrants, possibly including library brochure of services, calendar of events, choice of 1 free book from Friends Book Sale, Foundation bookmark, etc. Follow us on social	Stillwater Community		A	R	C	C	R	2024	Not started	Yes
Host a city event at the library. Work with the city to organize and give council members a small tour while here.	Stillwater Community & City Council		A	R	C	C	C	2024	Not started	Yes
Purchase a new resident list and send out library mailers or send out handwritten welcome notes	New Stillwater Community Members		A	R	C	C	R	2024	Not Started	Yes
Align with Chamber of Commerce to add library to welcome materials (Investigating: Not sure if Chamber does welcome materials; Instead would pursue the purchase of new resident list above)	Stillwater Community		A	R	C	C	R	2024	Not started	Yes?
Share Library Stories										
Make a board/location asking people to write down and share their library stories. One winner gets pulled out of a hat to get a free xyz	Stillwater Community		A	R	C	C	R	2024	Not started	Yes

R = Responsible, A = Accountable, C = Consulted, I = Informed

Library Advocacy Committee: Budget Information

Project	Costs
<p>Postcards to council members <i>(Library postcard with handwritten note from patron sharing their love of the library; mailed to council member)</i></p>	<p>Estimate from Stillwater Printing: Printing: Postcards, full color 4x6, two-sided on 100# cardstock; 1000=\$210; 500=\$110 Postage: \$0.53/postcard</p>
<p>Welcome mailing to new residents of 55082 <i>(Hand-addressed card with a handwritten, scripted note from volunteer greeter welcoming/inviting them to the library and then insert/letter with library hrs/services/programs)</i></p>	<p>Mailing List: \$150 each time that we pull list from Stillwater Printing Card Cost: \$1 per 5.5x4 card with envelope (vistaprint estimate, discounted if order more) Inserts: Library print/copy costs Postage: \$0.68/card or letter 2023: 1,200 new residents; Estimated cost of one list + cards + postage = \$2,100</p>
<p>Library Brand Presence Promotional Items <i>(Library swag)</i></p>	<ul style="list-style-type: none"> - Custom Vinyl Magnet: \$0.563 per piece for 500 quantity (Stillwater Printing) - Custom Waterproof Sticker; \$0.46 per piece for 3x3 sticker for 500 quantity (Sticker Mule) - Custom T-shirts: 1 color,1 location = 7.00/per for 200 quantity = \$1400 (Heritage) - Custom Kid Shirts: 1 color,1 location = 7.00/per for 200 quantity = \$1400 (Heritage) - Custom Onesies: 1 color,1 location = 9.00/per for 100 quantity = \$900 (Heritage) - Custom Coffee Mug - \$3.35 per piece for 144 quantity (Stilwater Printing)
<p>Advertising in Stillwater Public Schools Community Education Brochure <i>(Promote library in community ed brochure; Due to timing, likely would not promote specific programs but just generally promote library)</i></p>	<p>Full Color Ads: Quarter page \$600, Half page \$800, Full page \$1,500; Deadlines are typically 3+ months in advance of publication date Mailed to 33,000 district homes and businesses; Need to verify publication schedule for 2024/2025; Outdated info online</p>
<p>Lumberjack Days Parade Unit <i>(Have a unit or float in the Lumberjack Days Parade)</i></p>	<p>2023 Parade Fees: By July 1 Non-Profit \$150; After July 1 Non-Profit \$250 Float Costs: TBD</p>
<p>Library Advocacy and Funding Conference (Online) <i>(July 24-26, 2024: Learn advocacy and library funding strategies from experts from some of the largest organizations, campaigns, and elections. Conference topics will include: outreach, donor research, grants, legislation, coalition building, digital tactics, and marketing. And we'll be expanding our track focused on navigating the book banning movement currently sweeping the United States.)</i></p>	<p>Early Bird (Through April 22): \$271.82 General (Through July 15): \$314.25 Last Minute: \$372.60</p>

Library Advocacy Committee:

2024 Possible Dates To Include on a Shared Calendar

- Board - City council presentation days
- Stillwater - Chamber’s event calendar, VBS literature lover’s night
- Foundation - Other TBD event
- Library Ambassadors - Identify organizations to speak to/network with:
 - American Legion, Elks, Kiwanis, Rotary, Lion’s Club, Optimist, AAUW, Friday Study Club, Womens Reading Club
 - Sustainable Stillwater, Garden Clubs, Pollinator Friendly Alliance, Wild Rivers Conservancy, Watershed Districts, MN DNR
 - Boutwell, The Lakes, Zvago, Oak Park Senior Living
 - 4H, Scouts, Robotics
 - Chamber of Commerce, Women’s Business Bridge, Co-Op, Lift Bridge Brewery, Valley Bookseller
- Host - Chamber event, City Energy Task Force events

<u>Month</u>	<u>Library</u>	<u>Friends</u>	<u>Foundation</u>	<u>Community/ Stillwater</u>	<u>Board</u>	<u>Library Ambassadors</u>
Recurring		Second Monday Mtg.(Feb- June 6:30 PM) (Sept - Nov. 6:30 PM)	Coffee on 1st Wednesday Monthly Mtg (4th Fri 8:30 AM)		Monthly Mtgs (2nd Tues 5:30 PM of Month)	
JAN	Jan 27: DaVinci Fest			Jan 17-21: World Snow Sculpting Championship		
FEB	Library Lover’s Month					

MAR	Mar 1: Nat'l Day of Unplugging Mar 16: Freedom of Information Day					
APR	Apr 7-13: National Library Week* Apr 12: D.E.A.R. Drop Everything and Read Day Apr 23: World Book Day Apr 21-27: National Volunteer Week April 30: Children's Book Day School Library Month Nat'l Poetry Month	Apr 20: Book Drive Apr 24-27: Spring Book Sale	April 3: Library Giving Day	Valley Reads	Township Annual Meeting	
MAY	April 30-May 6: Preservation Week May 6-12: Screen Free Week		May 17: For the Love of the Library event			
JUN	Summer Reading Starts ALA Rainbow Book Month			Farmers Market		

JUL			July 4: Light a Spark	Lumberjack Days - TBD Summer Tuesdays (typically July-August) Farmers Market	Next year's budget submitted to City	
AUG	National Book Lovers Day		Round-Up at River Market Co-op	Farmers Market		
SEP	Library Card Sign-Up Month			Farmers Market	Next year's levy funding determined by City	
OCT	Oct 1-7: Banned Books Week TeenTober	Nat'l Friends of the Library Day		Fall Art Festival Harvest Fest Farmers Market		
NOV	Nov 16 (1897): Public Library Anniversary (creation of public library in ST) Nov 13 (1902): Carnegie Building Anniversary (Cornerstone laid)	Fall Book Sale	Give to the Max Day			

	(2027 - Celebrate 125 yrs of bldg and 130 years of public library) Int'l Games Month					
DEC				City Tree Lighting/Holiday		

*National Library Week 2024 will be celebrated Sunday, April 7th through Saturday, April 13th. Days of note during that week are:

- Monday, April 8: Right to Read Day is a National Day of Action in support of the right to read. The State of America's Libraries Report is released, including Top Ten Most Challenged Books of 2023.
- Tuesday, April 9: National Library Workers Day, a day for everyone to recognize the valuable contributions made by library workers.
- Wednesday, April 10: National Library Outreach Day, a day the dedicated library professionals who are meeting their patrons where they are.
- Thursday, April 11: Take Action for Libraries Day, a day to rally advocates to urge members of Congress to protect the freedom to read.

Stillwater Public Library Foundation
Board Meeting
December Meeting – Held 12/01/23.
In person

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

1. Summer Seidenkranz, president called the meeting open at 8:43am. Welcome and recognition of Paige Hoyle's board service.
2. Approval of the Minutes –October meeting minutes were approved.
3. Reports for the monthly meeting.
 - a. President's report – Summer
Discussion of new logo. Need to distinguish foundation from library. Drew agreed to work with Summer and Elsbeth.
 - b. Library Director- Mark
Submitted report to foundation.
 - c. Treasurer – Shawn reported since Dustin was absent.
The treasurer's report was given and accepted.
Our 2022 990 was completed and filed.
 - d. Events and Marketing
Social media posts
Co-op Roundup is on for 2024; August.
Monday blast from Chamber of Commerce coming to members
 - e. Executive Director report
Need to update database for donors.
Looking into part-time employee job description.
Whistleblower policy was discussed and approved.
Motion was made and approved to renew membership for Ryan, Shawn and Kevin.
The future phase of newspaper digitization was discussed.
Discussed the foundation's interest in financing the newspaper digitization project-all agreed the foundation should continue to support this project by managing the grants.
4. Other Business –
 - a. Event Planning for 2024
 - i. Discussed Light a Spark as a community event.
 - ii. Discussed For Love of Library emphasizing it is a fund raiser. We will continue to discuss with Valley Bookseller to provide speakers.
 - b. Discussion of Bylaws providing voting position or position on foundation board for Friends of the Library.
 - c. 2024 calendar available.
6. Adjournment- Meeting adjourned 9:53am

Respectfully submitted,
Paige Hoyle, Secretary

Stillwater Public Library 2024 Calendar

<p>January 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"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 13: Trustee Meeting, 5:30 pm 19: Library Closed, Presidents’ Day 23: SPLF Board Meeting, 8:30 am</p>	<p>March 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"> • Director evaluation: 6-month progress check
<p>April 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> <ul style="list-style-type: none"> • Annual report data to board • Facilities 101 	<p>May 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"> • Begin 2024 budget prep • Advocacy update • Tentative: Present value/impact of library at council meeting 	<p>June 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"> • 2024 budget discussions • Finance 101
<p>July 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"> • 2025 operating budget due and 2025-2029 CIP due • Facilities 101 	<p>August 6: Trustee Meeting, 5:30 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City budget hearing • Tentative: Discuss library’s budget at council workshop session • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 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"> • Council budget changes; Levy adopted • Director evaluation: annual review • Request health insurance info • Negotiate labor contract with union if due (Executive Committee)
<p>October 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"> • Implement board self-assessment survey every 2-3 years (last done in 2021) 	<p>November 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"> • Report on self-assessment results • Adopt holidays for succeeding year 	<p>December 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"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed • 2024-2025 SPL/WCL Contract

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

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 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		

2024 Committee Rosters:

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

Updated 1/4/2024