

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, March 12, 2024**  
**Margaret Rivers Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (5 minutes)

3. Consent Calendar
  - a) Adoption of February 13, 2024 Minutes +
  - b) Acknowledgement of Bills Paid in February+
  - c) 2023 Budget Status Report +
  - d) 2024 Budget Status Report +
  - e) 2024 Health & Wellness Program +
  - f) 2024 Capital Projects Authorization and Release Requests +

Informational/Discussion (15 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. April National Library Week D+
6. City Council Presentations D+
7. Updates on Legislative Day and Value of Libraries video sessions D+

Decisional (10 minutes)

8. Advocacy Grant Requests A+
9. Event Planning Task Force A+

Reports (5 minutes)

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

13. Public Commentary

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

Closed Session (30 minutes)

14. Director Performance Evaluation: Six-Month Progress Check D+  
*Confidential documents sent separately*

15. Trustee Check-in/Topics For Future Discussion

16. Adjournment A

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
February 13, 2024  
Minutes**

**PRESENT:** Burns, Ellison, Hansen, Lockyear, O'Brien, Panciera, Simon, Council Liaison Collins

**ABSENT:** Hemer, Weigman

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Lockyear called meeting to order at 5:30 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

**AGENDA ITEM 3: Consent Calendar**

*Motion to adopt consent calendar. Ellison moved. Burns second.*

Lockyear asked Goeltl to discuss the new format of the financial reports. Goeltl reported that over the past several months, the City's Finance Department moved to a new financial system for payroll, accounts payable, and accounts receivable. The new system uses out-of-the-box reporting that looks different than the standard reports from the old system. The most noticeable change is the inclusion of inactive accounts in the new reports. The reports now contain account lines with no current or prior-year activity.

*Yes: Burns, Ellison, Hansen, Lockyear, O'Brien, Panciera, Simon; No: None.*

**AGENDA ITEM 4: Trustee & Council Liaison Information Sharing**

Lockyear reported that the trustees received a thank you from former trustee Ryan Mathre.

Lockyear shared an article from the Washington County newsletter with information about Washington County's strategic plan and insight into library users. She encouraged trustees to go to Washington County Library's site to review their new strategic plan.

Lockyear announced the upcoming Library Legislative Day on February 26 at the state capitol. Troendle reported that Elsbeth Howe, the Executive Director of Stillwater Public Library Foundation, has registered to attend. Lockyear asked trustees to contact her if interested in attending.

Collins reported on the change in Waste Management's yard waste pickup.

**AGENDA ITEM 5: President's Report on Propel Training**

Lockyear attended a Propel training in January on improving board meetings and board engagement. Lockyear noted that in January 2019, library trustees attended a board workshop with Propel. See the [February 2019 board packet](#) for details.

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She asked trustees if they would be interested in discussing board norms and exploring other ideas suggested by Propel (ideas found on the cover sheet). Trustees identified the following norms:

- Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice.
- We follow open meeting law.
- We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share.
- We follow Robert's Rules of Order and stick to the agenda.
- We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board.
- We respect each other's time. We start meetings on time and move through meetings efficiently.
- We attend meetings regularly and provide notice if absent.

During the discussion, it was mentioned that per our by-laws, we can only have three consecutive unexcused absences. Trustees requested that norms be added to the board orientation packet and be listed under trustee information sharing.

Lockyear noted that one of the Propel ideas was to do a check-in at the end of the meeting. She asked if this would be helpful. Trustees decided to incorporate this as an agenda item after public commentary and before adjournment.

Simon and Hansen expressed interest in the idea of knowing staff better. Troendle reported that there is interest across staff, volunteers, and board members in getting to know one another better. One option that staff discussed was adding a page to the website with a photo, name, and a short bio or personal interest item for each of these groups. This provides an ongoing reference for us.

Trustees also discussed a social event where all of the groups could get together, possibly a breakfast or Sunday picnic in the summer. The event would provide an opportunity for staff, volunteers, and the board to chat. Executive Committee will discuss.

Lockyear also discussed inviting Mary Ann Sandeen, President of the Friends of the Stillwater Public Library, to a board meeting. She will also invite Elsbeth Howe back again for an update. She could also invite Summer Seidenkranz, the Foundation's president, to a meeting.

Lockyear mentioned that another idea suggested by Propel was to incorporate generative thinking into meetings. Lockyear suggested that if a trustee attends a library program, report back on this during trustee information sharing and share how this fits with the strategic plan.

**AGENDA ITEM 6: Board Calendar**

Trustees and Collins discussed making two short presentations to the City Council in 2024. The suggested dates for the presentations are:

- May 21, 7 PM: Library Impact; Lead: Advocacy Committee

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- August 7, 4:30 PM: Library Budget; Lead: Finance Committee

Lockyear will reach out to Beth Wolf to schedule.

**AGENDA ITEM 7: Director's Performance Evaluation: 6-Month Progress Check (March)**

Trustees decided to add a 6-month progress check (closed session) to the March agenda.

**AGENDA ITEM 8: Director and Other Staff Reports**

Troendle showed 4 sample tiles that were received for the terrace. Trustees discussed pros and cons of different options. Simon asked if there would be higher reflection from the lighter-colored sample. Troendle will investigate.

**AGENDA ITEM 9: Board Committee Reports**

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

**AGENDA ITEM 10: Foundation & Friends Report**

Foundation report in packet. Friends did not meet.

**AGENDA ITEM 11: Trustee Check-in/Topics for Future Discussion**

None.

**AGENDA ITEM 12: Public Commentary**

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

**AGENDA ITEM 13: Adjournment**

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

Meeting adjourned at 6:42 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in February 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 February:				
February 2024 (2023 Fiscal Year)				
	City	Foundation	Other Supplemental	Total
<b>Operating Expenditures</b>	\$ 15,313.18	\$ 6,294.37	\$ -	\$ 21,607.55
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 15,313.18</b>	<b>\$ 6,294.37</b>	<b>\$ -</b>	<b>\$ 21,607.55</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:  <i>Bill Resolution: February 6, 2024 (\$21,561.71)</i></p> <ul style="list-style-type: none"> <li>• \$9,609 was paid to Washington County Library for purchase of eBooks and eAudiobooks through Overdrive.</li> <li>• \$5,894 was paid to Washington County Library for Stillwater’s share of the catalog in 2023.</li> <li>• \$1,151 was paid to Washington County Library for Stillwater’s share of OCLC cataloging and metadata tools in 2023.</li> <li>• \$1,083 was paid to Washington County Library for Stillwater’s share of software to run the public computers.</li> </ul> <p><i>Bill Resolution: February 20, 2024 (\$45.84)</i></p>				
February (2024 Fiscal Year)				
	City	Foundation	Other Supplemental	Total
<b>Operating Expenditures</b>	\$ 12,208.08	\$ 2,476.68	\$ 613.50	\$ 15,298.26
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 12,208.08</b>	<b>\$ 2,476.68</b>	<b>\$ 613.50</b>	<b>\$ 15,298.26</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:  <i>Bill Resolution: February 6, 2024 (\$10,387.72)</i></p> <ul style="list-style-type: none"> <li>• \$4,772 was paid to Xcel Energy for gas and electricity.</li> <li>• \$995 was paid to Zoobean for online reading program software shared by Stillwater and Bayport public libraries and funded through the Hugh J. Andersen grant.</li> </ul>				

*Bill Resolution: February 20, 2024 (\$4,910.54)*

- \$1,548 was paid to Madden Galanter Hansen for legal services.
- \$1,362 was paid to Sand Creek for professional services.
- \$1,125 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2/6/2024 Bill Resolution (2023 Bills)  
2/20/2024 Bill Resolution (2023 Bills)  
2/6/2024 Bill Resolution (2024 Bills)  
2/20/2024 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
<b>INVOICES PAYABLE</b>							
2129830	11/27/2023	3906	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
2132891	12/13/2023	3906	Blackstone Publishing	Materials - Adult Audiobooks	103.18	230-4230-2402-0000	Audio
7988017	1/9/2024	3520	Minnesota UI Fund	Unemployment Compensation (Q3 2023)	238.60	230-4230-4099-0000	Miscellaneous Charges
W23120568	1/12/2024	2217	Office of MN IT Services	Telephone- December 2023	148.45	230-4231-3101-0000	Telephone
20240105-WCLPostage	1/5/2024	3657	Washington County Library	Q4 2023 Notices	303.33	230-4230-3102-0000	Postage
20240119-WCLEMAT	1/19/2024	3657	Washington County Library	Materials - Electronic (SPLF Overdrive)	6294.37	232-4232-2113-0000	Materials
20240119-WCLEMAT	1/19/2024	3657	Washington County Library	Materials - Electronic (Overdrive)	3315.00	230-4230-2409-0000	Electronic Materials
20240119-WCLTech	1/19/2024	3657	Washington County Library	SirsiDynix 2023	5894.60	230-4230-3100-0000	Circulation System
20240119-WCLTech	1/19/2024	3657	Washington County Library	OCLC 2023	1151.42	230-4230-3100-0000	Circulation System
20240119-WCLTech	1/19/2024	3657	Washington County Library	Envisionware 2023	1083.93	230-4230-3098-0000	Technology Support
			<b>INVOICES SUBTOTAL</b>		<b>\$ 18,574.48</b>		
<b>LIBRARY CREDIT CARD</b>							
136582	12/20/2023	534	Card Source	Library Cards	510.00	230-4230-3404-0000	Processing Fee
2080386-2023-12-11-1	12/12/2023	4157	Dream Host	Monthly Website Hosting (Dec 2023)	23.99	230-4230-3098-0000	Technology Support
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 533.99</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
51-7976594-1 8624485	01/25/24	3808	Xcel Energy	Gas (2023)	\$ 1,067.75	230-4231-3601-0000	Natural Gas
51-7976594-1 8624485	01/25/24	3808	Xcel Energy	Electric (2023)	\$ 1,385.49	230-4231-3600-0000	Electricity
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 2,453.24</b>		
<b>GRAND TOTAL</b>					<b>\$ 21,561.71</b>		

**2023 Bill Resolutions**

*These bills are submitted and approved for payment.*

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
<b>INVOICES PAYABLE</b>							
504865935	1/2/2024	2175	Midwest Tape	Materials - Video (SJV)	16.49	230-4230-2408-0000	Film/Video
504865935	1/2/2024	2175	Midwest Tape	Materials - Processing	2.29	230-4230-3404-0000	Processing Fee
504865936	1/2/2024	2175	Midwest Tape	Materials - Audio (SAM)	22.48	230-4230-2402-0000	Audio
504865936	1/2/2024	2175	Midwest Tape	Materials - Processing	4.58	230-4230-3404-0000	Processing Fee
			<b>INVOICES SUBTOTAL</b>		<b>\$ 45.84</b>		
<b>LIBRARY CREDIT CARD</b>							
None							
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
None							
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>					<b>\$ 45.84</b>		



**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
<b>INVOICES PAYABLE</b>							
3798-238931	1/11/2024	41	Ace Hardware	Janitorial Supplies	75.87	230-4231-2102-0000	Janitorial Supplies
3798-239190	1/29/2024	41	Ace Hardware	Janitorial Supplies	55.96	230-4231-2102-0000	Janitorial Supplies
1P33-3FL9-DW7P	1/15/2024	5115	Amazon Business	Programs - Juv (SPLF Heuer)	32.68	232-4232-2407-0000	Programs
1R97-FL39-JLWX	1/21/2024	5115	Amazon Business	Programs - YA (SPLF HJA ELSA)	64.40	232-4232-2407-0000	Programs
1FNR-LMJK-CM4C	1/24/2024	5115	Amazon Business	Materials - Juv	26.51	230-4230-2400-0000	Childrens Books
13KK-V139-PK79	1/26/2024	5115	Amazon Business	Materials - Adult Fiction	18.99	230-4230-2401-0000	Adult Books - Fiction
13KK-V139-PK79	1/26/2024	5115	Amazon Business	Materials - Adult Nonfiction	14.99	230-4230-2405-0000	Adult Books - Non Fiction
13KK-V139-PK79	1/26/2024	5115	Amazon Business	Materials - Adult Fiction (Book Club Kits SPLF)	108.90	232-4232-2113-0000	Materials
1H7V-Q361-1KK6	1/29/2024	5115	Amazon Business	Programs - JUV (SPLF HJA ELSA)	82.40	232-4232-2407-0000	Programs
1VVY-W49K-1VF9	1/29/2024	5115	Amazon Business	Materials - Juv	53.24	230-4230-2400-0000	Childrens Books
1XDT-R693-3FWG	1/29/2024	5115	Amazon Business	Programs - Adult (Friends Gallery)	88.00	229-4229-2407-0000	Programs
1XDT-R693-3FWG	1/29/2024	5115	Amazon Business	Programs - Adult (Friends Puzzle)	19.55	229-4229-2407-0000	Programs
0509393294-021924	1/31/2024	5461	American Business Journals Inc	Materials - Periodicals (SPLF)	190.00	232-4232-2113-0000	Materials
2137166	1/15/2024	3906	Blackstone Publishing	Materials - Adult Audiobooks	207.91	230-4230-2402-0000	Audio
WS012524	1/29/2024	5278	Chan, Karen	Programs - Adult (Friends)	450.00	229-4229-2407-0000	Programs
20905	1/3/2024	5610	Clay Squared to Infinity	Programs - Juv (SPLF HJA ELSA)	300.00	232-4232-2407-0000	Programs
10387231	1/5/2024	674	Cole Papers	Janitorial Supplies	501.00	230-4231-2102-0000	Janitorial Supplies
191408427	1/1/2024	683	Comcast	Internet - January	188.27	230-4230-3098-0000	Technology Support
887344	12/1/2023	3994	Corval Constructors	Quarterly Maintenance Agreement (Feb-Apr 24)	774.00	230-4231-3707-0000	Maintenance Agreements
20290704	1/30/2024	5848	Huebsch Service	Towels & Rugs	235.51	230-4231-4099-0000	Miscellaneous Charges
20240120-KOE	1/20/2024	5089	Koegel, Christian M	Cataloging / Processing	224.00	230-4230-3404-0000	Processing Fee
20240112-5	1/12/2024	5310	Mee, Alisa	Programs - Juv (SPLF)	175.00	232-4232-2407-0000	Programs
33698	1/18/2024	2124	Menards	Janitorial Supplies	28.16	230-4231-2102-0000	Janitorial Supplies
3245327	1/29/2024	209	Per Mar Security Services	Monitoring 2/2024 - 5/2024	202.08	230-4231-3707-0000	Maintenance Agreements
2024-00001	10/6/2023	6096	Petite Concerts	Programs - Juv (SPLF HJA ELSA)	275.00	232-4232-2407-0000	Programs
20240126-ROS	1/26/2024	5729	Rosten, Sarah	Programs - Adult (Friends) Staff Reimbursement	55.95	229-4229-2407-0000	Programs
337858	1/2/2024	5141	Zogics	Janitorial Supplies	92.17	230-4231-2102-0000	Janitorial Supplies
31454	1/8/2024	5685	Zoobean Inc	Programs - JUV (SPLF HJA SRP)	995.00	232-4232-2407-0000	Programs
			<b>INVOICES SUBTOTAL</b>		<b>\$ 5,535.54</b>		
<b>LIBRARY CREDIT CARD</b>							
None							
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
51-7976594-1 8624485	01/25/24	3808	Xcel Energy	Gas (2024)	\$ 2,232.57	230-4231-3601-0000	Natural Gas
51-7976594-1 8624485	01/25/24	3808	Xcel Energy	Electric (2024)	\$ 2,540.07	230-4231-3600-0000	Electricity
14827765	01/14/24	4370	Backgroundchecks.com	Background checks	\$ 79.54	230-4230-4099-0000	Miscellaneous Charges
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 4,852.18</b>		
<b>GRAND TOTAL</b>					<b>\$ 10,387.72</b>		

**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
<b>INVOICES PAYABLE</b>							
1RYJ-PCJV-YKY	2/4/2024	5115	Amazon Business	Programs - JUV (SPLF HJA ELSA)	9.99	232-4232-2407-0000	Programs
1V97-GKY7-VHY6	2/7/2024	5115	Amazon Business	Supplies	228.38	230-4230-2101-0000	General Supplies
1WPF-4TY7-4YMF	2/9/2024	5115	Amazon Business	Equipment - Juv (SPLF Heuer)	65.81	232-4232-2302-0000	Other Minor Equipment
1NH1-TJ3K-JL67	2/11/2024	5115	Amazon Business	Public Computer Headphones	110.64	230-4230-2302-0000	Other Minor Equipment
1NH1-TJ3K-JL67	2/11/2024	5115	Amazon Business	Materials - Adult Nonfiction	7.74	230-4230-2405-0000	Adult Books - Non Fiction
14844706	2/14/2024	4370	Backgroundchecks.com	Background checks	159.08	230-4230-4099-0000	Miscellaneous Charges
B6740341	2/2/2024	452	Brodart Co	Materials - Juv	40.53	230-4230-2400-0000	Childrens Books
B6740341	2/2/2024	452	Brodart Co	Materials - Adult Fiction	271.04	230-4230-2401-0000	Adult Books - Fiction
B6740341	2/2/2024	452	Brodart Co	Materials - Processing Fee	16.20	230-4230-3404-0000	Processing Fee
B6741020	2/5/2024	452	Brodart Co	Materials - Juv	224.64	230-4230-2400-0000	Childrens Books
B6741020	2/5/2024	452	Brodart Co	Materials - Adult Fiction	141.97	230-4230-2401-0000	Adult Books - Fiction
B6741020	2/5/2024	452	Brodart Co	Materials - Processing Fee	19.44	230-4230-3404-0000	Processing Fee
B6742090	2/6/2024	452	Brodart Co	Materials - Juv	110.01	230-4230-2400-0000	Childrens Books
B6742090	2/6/2024	452	Brodart Co	Materials - Adult Fiction	229.11	230-4230-2401-0000	Adult Books - Fiction
B6742090	2/6/2024	452	Brodart Co	Materials - Processing Fee	72.72	230-4230-3404-0000	Processing Fee
O-1184	12/13/2023	5653	Carpenter St. Croix Valley Nature Cent	Programs - Juv (SPLF HJA ELSA)	177.50	232-4232-2407-0000	Programs
306-02444792-3-20240131	1/31/2024	783	Culligan of Stillwater	Water	59.50	230-4230-4099-0000	Miscellaneous Charges
20240210CK	1/10/2024	5089	Koegel, Christian M	Cataloging / Processing (1/20/24)	56.00	230-4230-3404-0000	Processing Fee
20240209MGH	2/9/2024	2009	Madden Galanter Hansen LLP	Legal Services (January 2024)	1548.00	230-4230-3099-0000	Other Professional Services
SDC-IN-100208	1/31/2024	2937	Sand Creek EAP LLC	Professional Services	1362.24	230-4230-3099-0000	Other Professional Services
			<b>INVOICES SUBTOTAL</b>		<b>\$ 4,910.54</b>		
<b>LIBRARY CREDIT CARD</b>							
None							
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
None							
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>					<b>\$ 4,910.54</b>		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2023 Budget Status Report</b>	
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><b>BACKGROUND/CONTEXT:</b> 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><b>Fund 120 – Capital Outlay</b> 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"> <li>• The original budget was city capital of \$20,000, \$40,000 from fund balance, and \$40,000 from supplemental funds.</li> <li>• In March, an additional \$40,000 in fund balance was approved for potential capital expenditure.</li> <li>• In May, another \$24,000 in fund balance expenditure was approved for potential capital expenditure.</li> <li>• In September, the board approved up to \$10,000 in expenditure from the Kilty Fund for the replacement of the hot water heater.</li> </ul> <p>Capital expenditures for 2023 totaled \$195,365.</p> <ul style="list-style-type: none"> <li>• \$104,770 was expended for masonry, with \$20,000 funded by city capital and the remaining \$84,770 from fund balance.</li> <li>• \$13,378 was expended for interior painting and repairs from fund balance.</li> <li>• \$2,538 was expended for a sod upgrade as part of the lawn damage repairs and will be paid from fund balance.</li> <li>• \$6,653 was paid in November for the water heater from the Kilty Fund.</li> <li>• 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 will 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.</li> </ul> <p>Two additional expenditures were budgeted for capital but were paid under operating:</p> <ul style="list-style-type: none"> <li>• \$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).</li> <li>• \$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.</li> </ul>	

**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, \$1,524,901 has been received. The city still needs to record the \$18,666 in actual in-kind volunteer coordinator wages. These pending updates will bring our projected revenues 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 \$1,048,321. The savings of \$55,953 were accumulated due to open positions in shelving and information services.

**Collection:** The library budgeted \$62,300 in city funds for the purchase of print, audio, video, and electronic materials for circulation. To date, \$62,077 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 \$43,531 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 \$121,415. This is a savings of \$2,621.

**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); general insurance (\$34,955); building repairs and maintenance (\$19,000). To date, expenditures total \$104,978, which is \$21,957 under budget. There are two pending entries: 1) an electricity refund of \$3,414, and 2) a general insurance charge (which was \$41,113 in 2022) to be determined by the auditors at the close of financials.

**Year-end Projection & Fund Balance**

With final numbers needed for insurance, interest earnings, and unrealized gains and losses, year-end totals are unknown. If general insurance remains relatively flat from 2023 and earnings/gains remain near the YTD totals, we could finish the year with \$25,000 in savings on the operating side. Per the City Finance Director, the library's fund balance will automatically be used to cover the gap if the library does run over budget for 2023.

The library's starting 2023 fund balance was \$206,359. The library could potentially add \$25,000 to the fund balance in 2023 from operating, but a total of \$100,686 will need to be transferred out of fund balance reserves for capital projects of masonry and 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

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

**Library Budget Status**

End.GLPeriod 1423 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 ANC  
 [Report].AccountType {Contains}Revenue{,}Expenditure

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Fund120 - CAPITAL OUTLAY</b>					
<b>Segment4230 - LIBRARY</b>					
<b>Expenditure</b>					
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%
<b>Expenditure</b>		<b>100,000.00</b>	<b>188,712.14</b>	<b>-88,712.14</b>	
<b>Segment4230 - LIBRARY</b>		<b>100,000.00</b>	<b>188,712.14</b>	<b>-88,712.14</b>	
<hr/>					
<b>Segment4231 - LIBRARY PLANT</b>					
<b>Expenditure</b>					
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%
<b>Expenditure</b>		<b>.00</b>	<b>6,653.00</b>	<b>-6,653.00</b>	
<b>Segment4231 - LIBRARY</b>		<b>.00</b>	<b>6,653.00</b>	<b>-6,653.00</b>	
<hr/>					
<b>Fund120 - CAPITAL</b>		<b>100,000.00</b>	<b>195,365.14</b>	<b>-95,365.14</b>	
<hr/>					
<b>Fund230 - LIBRARY FUND</b>					
<b>Segment -</b>					
<b>Revenue</b>					
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	-1,500,177.00	.00	100.00%
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%
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%
<b>Revenue</b>		<b>-1,528,664.00</b>	<b>-1,524,901.61</b>	<b>-3,762.39</b>	
<b>Expenditure</b>					
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%
<b>Expenditure</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment -</b>		<b>-1,528,664.00</b>	<b>-1,524,901.61</b>	<b>-3,762.39</b>	

#### 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%
<b>Revenue</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	

#### Expenditure

230-4230-1000-0000	Full Time Salaries(E)	224,199.50	205,071.91	19,127.59	91.46%
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	569,631.21	84,024.68	87.14%
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	60,127.45	5,712.05	91.32%
230-4230-1420-0000	FICA/Medicare(E)	67,156.61	64,431.78	2,724.83	95.94%
230-4230-1500-0000	Hospital / Medical(E)	88,458.96	77,379.38	11,079.58	87.47%
230-4230-1520-0000	Dental Insurance(E)	4,294.80	3,441.58	853.22	80.13%
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	2,189.08	-289.08	115.21%
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	5,109.37	390.63	92.89%
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	11,044.02	-44.02	100.40%
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	287.55	-87.55	143.77%
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%
<b>Expenditure</b>		<b>1,271,372.20</b>	<b>1,212,858.83</b>	<b>58,513.37</b>	
<b>Segment4230 - LIBRARY</b>		<b>1,271,372.20</b>	<b>1,212,858.83</b>	<b>58,513.37</b>	

#### 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%
<b>Revenue</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	

#### Expenditure

230-4231-1000-0000	Full Time Salaries(E)	69,836.50	63,733.95	6,102.55	91.26%
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	6,967.06	267.44	96.30%
230-4231-1420-0000	FICA/Medicare(E)	7,437.71	7,371.34	66.37	99.10%
230-4231-1500-0000	Hospital / Medical(E)	11,518.44	11,535.15	-16.71	100.14%
230-4231-1520-0000	Dental Insurance(E)	505.20	505.20	.00	100.00%
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%
<b>Expenditure</b>		<b>297,291.80</b>	<b>235,014.12</b>	<b>62,277.68</b>	
<b>Segment4231 - LIBRARY</b>		<b>297,291.80</b>	<b>235,014.12</b>	<b>62,277.68</b>	
<hr/>					
<b>Segment4900 - IMPROVEMENT PROJECTS</b>					
<b>Expenditure</b>					
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%
<b>Expenditure</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment4900 -</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<hr/>					
<b>Fund230 - LIBRARY FUND</b>		<b>40,000.00</b>	<b>-77,028.66</b>	<b>117,028.66</b>	
<b>Total:</b>		<b>140,000.00</b>	<b>118,336.48</b>	<b>21,663.52</b>	

CITY OF STILLWATER  
**Library Supplemental**

End.GLPeriod 1423 AND [Account].AccountNumber 2200000000000000{-}2299999999999999{,}2310000000000000{-}2369999999999999 AND [Report].AccountType {Contains}Revenue{,}Expenditure AND [Report].Amount {<>}0

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

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

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

<b>Fund223 - PERSONNEL GRANT</b>		
<b>Expenditure</b>		
223-4223-1000-0000	Full Time Salaries(E)	765.84
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)	1,668.03
223-4223-1420-0000	FICA/Medicare(E)	2,428.01
223-4223-1500-0000	Hospital / Medical(E)	1,160.80
223-4223-1520-0000	Dental Insurance(E)	42.20
223-4223-1540-0000	Life Insurance(E)	<u>26.38</u>
<b>Expenditure</b>		<b><u>37,516.93</u></b>

<b>Fund224 - HELEN LAWSON FUND</b>		
<b>Revenue</b>		
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
<b>Revenue</b>		<b>-12,330.15</b>
<b>Expenditure</b>		
224-4224-2404-0000	Other Books(E)	11,485.71
<b>Expenditure</b>		<b>11,485.71</b>

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**Fund226 - VAN MEIER FUND**

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

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**Fund227 - GOVERNMENT GIFTS**

<b>Revenue</b>		
227-0000-3810-0210	Unrealized Gains/Losses(R)	-697.33
227-0000-3820-0100	Donations(R)	-5,000.00
<b>Revenue</b>		<b>-5,697.33</b>
<b>Expenditure</b>		
227-4227-2407-0000	Programs(E)	1,167.52
<b>Expenditure</b>		<b>1,167.52</b>

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**Fund229 - FRIENDS OF STILLWATER LIBRARY**

<b>Revenue</b>		
229-0000-3810-0100	Donations(R)	-16,300.00
229-0000-3810-0210	Unrealized Gains/Losses(R)	-304.62
<b>Revenue</b>		<b>-16,604.62</b>
<b>Expenditure</b>		
229-4229-2113-0000	Materials(E)	15,508.64
229-4229-2407-0000	Programs(E)	2,573.56
<b>Expenditure</b>		<b>18,082.20</b>

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**Fund232 - STILLWATER LIBRARY FOUNDATION**

<b>Revenue</b>		
232-0000-3820-0100	Donations(R)	-34,380.07
232-0000-3820-0305	Donations - Library Equipment(R)	-773.59
232-0000-3820-0310	Donations - Library Materials(R)	-18,383.24
232-0000-3820-0315	Donations - Library Miscellane(R)	-77,930.23
232-0000-3820-0320	Donations - Library Programs(R)	-31,394.89
<b>Revenue</b>		<b>-162,862.02</b>
<b>Expenditure</b>		
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
<b>Expenditure</b>		<b>129,122.73</b>

Account Number	Account Title	YTD
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**Fund233 - KILTY FUND**

**Revenue**

233-0000-3810-0210	Unrealized Gains/Losses(R)	-1,372.07
<b>Revenue</b>		<b><u>-1,372.07</u></b>

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**Fund234 - THE WHITSON FUND**

**Revenue**

234-0000-3810-0210	Unrealized Gains/Losses(R)	-26.96
<b>Revenue</b>		<b><u>-26.96</u></b>

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**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
<b>Revenue</b>		<b><u>-11,210.59</u></b>

**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
<b>Expenditure</b>		<b><u>6,803.66</u></b>

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**Fund236 - WICK ESTATE FUND**

**Revenue**

236-0000-3810-0210	Unrealized Gains/Losses(R)	-574.22
<b>Revenue</b>		<b><u>-574.22</u></b>

**Expenditure**

236-4236-4099-0000	Wick - Miscellaneous(E)	2,418.12
<b>Expenditure</b>		<b><u>2,418.12</u></b>

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<b>Total:</b>		<b><u>-3,770.31</u></b>
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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 through February 29, 2024.</p> <p><b>Fund 120 – Capital Outlay</b> 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><b>Fund 230 – Library (City \$)</b> <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> <b>Operating Personnel:</b> The operating personnel budget is \$1,148,282 (excluding the in-kind volunteer coordinator). Expenditures are \$125,360 through the February 10 pay period.</p> <ul style="list-style-type: none"> <li>• <i>Pending Journal Entry:</i> Up to \$2,543 in December holiday pay and up to \$194 in December PERA/FICA needs to be removed from 2024.</li> <li>• <i>Pending Journal Entry:</i> \$10,433 in health insurance and \$386.91 in dental insurance for January premiums need to be added to 2024.</li> </ul> <p><b>Collection:</b> 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.). With the collection, orders placed often run significantly ahead of invoices received. \$18,917 has been ordered with \$1,346 in invoices paid.</p> <ul style="list-style-type: none"> <li>• <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).</li> </ul> <p><b>Technology:</b> 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). \$188 expended to date.</p> <ul style="list-style-type: none"> <li>• <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.</li> <li>• <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.</li> </ul>	

**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. \$4,257 expended to date.

Plant Expenditures

**Plant Personnel:** The plant personnel budget is \$131,195. \$14,554 expended to date.

- *Pending Journal Entry:* Up to \$274 in December holiday pay and up to \$20 in December PERA/FICA needs to be removed from 2024.
- *Pending Journal Entry:* \$1,490 in health insurance and \$63.15 in dental insurance for January premiums need to be added to 2024.

**Plant Supplies & Equipment:** The plant supplies budget is \$6,500. \$783 expended to date.

**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). \$8,682 expended to date.

- *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.

**223 Personnel Grant:** This account holds expenditures for grant-funded staff hours for Sundays, the YS librarian position, and programming subs. \$4,178 expended to date.

**229 Friends:** \$784 expended to date in the area of programs.

**232 Foundation:**

- Materials: \$298 expended to date.
- Minor Equipment: \$65 expended to date.
- Programs: \$2,297 expended to date.

**235 Library Donations:**

- Donations: \$600 received to date.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 2024 Library Budget Status Report (Through 2/24)
- 2024 Supplemental Report (Through 2/24)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

**Library Budget Status**

End.GLPeriod 224 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AND [Report].AccountType {Contains}Revenue{,}Expenditure

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Fund120 - CAPITAL OUTLAY</b>					
<b>Segment4230 - LIBRARY</b>					
<b>Expenditure</b>					
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%
<b>Expenditure</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<b>Segment4230 - LIBRARY</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<hr/>					
<b>Segment4231 - LIBRARY PLANT</b>					
<b>Expenditure</b>					
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%
<b>Expenditure</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment4231 - LIBRARY</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<hr/>					
<b>Fund120 - CAPITAL</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<hr/>					
<b>Fund230 - LIBRARY FUND</b>					
<b>Segment -</b>					
<b>Revenue</b>					
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	-148.50	-1,851.50	7.42%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-639.15	-2,860.85	18.26%
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	-25.00	-1,475.00	1.66%
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	-827.99	327.99	165.59%
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	-363.37	-1,636.63	18.16%
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	-15.00	15.00	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	-.27	.27	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-4.00	-196.00	2.00%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,565,996.00	-260,999.34	-1,304,996.66	16.66%
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%
<b>Revenue</b>		<b>-1,593,783.00</b>	<b>-263,022.62</b>	<b>-1,330,760.38</b>	
<b>Expenditure</b>					
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%
<b>Expenditure</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment -</b>		<b>-1,593,783.00</b>	<b>-263,022.62</b>	<b>-1,330,760.38</b>	

**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%
<b>Revenue</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	

**Expenditure**

230-4230-1000-0000	Full Time Salaries(E)	236,523.03	30,034.97	206,488.06	12.69%
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	1,039.48	2,460.52	29.69%
230-4230-1113-0000	Vacation Pay(E)	.00	3,113.82	-3,113.82	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	66,604.48	610,282.77	9.83%
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	7,285.05	61,221.07	10.63%
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	7,711.85	62,164.71	11.03%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	9,040.74	79,263.66	10.23%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	408.50	3,507.34	10.43%
230-4230-1540-0000	Life Insurance(E)	769.00	21.78	747.22	2.83%
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	455.16	2,544.84	15.17%
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	110.64	1,089.36	9.22%
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	454.93	14,045.07	3.13%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	661.11	14,838.89	4.26%
230-4230-2402-0000	Audio(E)	1,900.00	207.91	1,692.09	10.94%
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	22.73	10,677.27	0.21%
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%
230-4230-3098-0000	Technology Support(E)	9,500.00	188.27	9,311.73	1.98%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	2,910.24	2,089.76	58.20%



Account Number	Account Title	Budget	YTD	Variance	% Budget
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	388.36	10,611.64	3.53%
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	35.49	164.51	17.74%
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	357.62	1,642.38	17.88%
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%
<b>Expenditure</b>		<b>1,323,985.20</b>	<b>131,053.13</b>	<b>1,192,932.07</b>	
<b>Segment4230 - LIBRARY</b>		<b>1,323,985.20</b>	<b>131,053.13</b>	<b>1,192,932.07</b>	

#### 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%
<b>Revenue</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	

##### Expenditure

230-4231-1000-0000	Full Time Salaries(E)	74,174.00	7,710.12	66,463.88	10.39%
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	677.18	-677.18	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	441.17	-441.17	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	2,441.18	26,498.82	8.43%
230-4231-1410-0000	PERA(E)	7,674.00	840.60	6,833.40	10.95%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	875.56	7,012.44	11.09%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	1,492.74	10,405.98	12.54%
230-4231-1520-0000	Dental Insurance(E)	505.00	63.15	441.85	12.50%
230-4231-1540-0000	Life Insurance(E)	116.00	2.70	113.30	2.32%
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	783.14	3,216.86	19.57%
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%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	3,439.02	7,560.98	31.26%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	471.02	2,528.98	15.70%
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)	.00	.00	.00	100.00%
<b>Expenditure</b>		<b>285,395.72</b>	<b>24,010.22</b>	<b>261,385.50</b>	
<b>Segment4231 - LIBRARY</b>		<b>285,395.72</b>	<b>24,010.22</b>	<b>261,385.50</b>	
<hr/>					
<b>Segment4900 - IMPROVEMENT PROJECTS</b>					
<b>Expenditure</b>					
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%
<b>Expenditure</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment4900 -</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<hr/>					
<b>Fund230 - LIBRARY FUND</b>		<b>15,597.92</b>	<b>-107,959.27</b>	<b>123,557.19</b>	
<b>Total:</b>		<b>835,597.92</b>	<b>-107,959.27</b>	<b>943,557.19</b>	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Health and Wellness Program</b>										
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>									
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?									
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approve the following for regularly scheduled, benefited staff:</b> <ul style="list-style-type: none"> <li>up to one pro-rated day of paid time off in 2024 for successful completion of the City of Stillwater’s 2023 Health &amp; Wellness Program.</li> <li>up to a \$400 pro-rated incentive for employees who are on the city’s insurance and complete the Health &amp; Wellness Incentive requirements.</li> </ul>										
BACKGROUND/CONTEXT: <p>The City of Stillwater’s Health and Wellness Program provides employees with the opportunity to participate in a variety of well-being activities throughout the year, including biometric screenings, wellness events, and multiple 4-week or 6-week healthy lifestyle programs. To encourage participation and workplace wellness, the city:</p> <ul style="list-style-type: none"> <li>provides up to one additional day of paid time off for benefited employees who complete six steps of the year-long program.</li> <li>provides a \$400 pro-rated incentive for employees on the city’s insurance who complete two wellness events and a biometric screening.</li> </ul> <p>Since 2019, the library board has aligned with the city’s health and wellness incentives for regularly scheduled, benefited staff. If the board would like to align with the city’s health and wellness incentives again in 2024, the estimated costs that would come from the library’s budget are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Cost Area</th> <th style="text-align: left;">Possible Cost</th> <th style="text-align: left;">Projected Cost</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Substitute costs to cover 1 pro-rated day of PTO in 2023 for those that complete the program</td> <td style="padding: 5px;">Up to \$1,500  17 staff eligible</td> <td style="padding: 5px;">Less than \$500  In 2023, 2 completed program. For those completing, not all hours may need to be subbed.</td> </tr> <tr> <td style="padding: 5px;">Pro-rated payment to enrollees in the city’s health insurance who complete the incentive program</td> <td style="padding: 5px;">Up to \$3,200  10 staff eligible</td> <td style="padding: 5px;">\$1,600  In 2023, 1 completed program.</td> </tr> </tbody> </table>		Cost Area	Possible Cost	Projected Cost	Substitute costs to cover 1 pro-rated day of PTO in 2023 for those that complete the program	Up to \$1,500  17 staff eligible	Less than \$500  In 2023, 2 completed program. For those completing, not all hours may need to be subbed.	Pro-rated payment to enrollees in the city’s health insurance who complete the incentive program	Up to \$3,200  10 staff eligible	\$1,600  In 2023, 1 completed program.
Cost Area	Possible Cost	Projected Cost								
Substitute costs to cover 1 pro-rated day of PTO in 2023 for those that complete the program	Up to \$1,500  17 staff eligible	Less than \$500  In 2023, 2 completed program. For those completing, not all hours may need to be subbed.								
Pro-rated payment to enrollees in the city’s health insurance who complete the incentive program	Up to \$3,200  10 staff eligible	\$1,600  In 2023, 1 completed program.								
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:										
REVIEWED BY COMMITTEE?:										

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2024 Capital Projects Authorization and Release Requests</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Release up to \$50,000 in city capital funds for building/grounds repairs</b>	
BACKGROUND/CONTEXT: <p>The next phase for tuckpointing and masonry repair work is on the east side of the library, from the exit ramp to the south corner of the building. The library's preferred timeframe is to have work begin this spring and be completed before the terrace roof repairs begin. If the work comes in under budget, there is a smaller project involving a section of sidewalk that could fall within the scope of the capital request and be completed as well.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee &amp; Council Liaison Information Sharing</b>	
OWNER: <b>Trustees &amp; Council Liaison</b>	PRESENTER: <b>Trustees &amp; Council Liaison</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>This standing agenda item allows Trustees and the Council Liaison to share information. 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>On 2/12/2024, Troendle emailed trustees regarding Library Legislative Day (in-person on February 26 and a virtual week on February 26 – March 1). More information is available at <a href="https://sites.google.com/gsuite.larl.org/mnlibraryadvocacy?usp=sharing">https://sites.google.com/gsuite.larl.org/mnlibraryadvocacy?usp=sharing</a>.</p> <p>On 2/26/2024, Troendle shared an American Library Association (ALA) announcement from Weigman. ALA recently approved five new core values that focus on access, equity, intellectual freedom and privacy, the public good, and sustainability. <a href="https://www.ala.org/news/press-releases/2024/02/american-library-association-updates-core-values">https://www.ala.org/news/press-releases/2024/02/american-library-association-updates-core-values</a></p> <p>On 3/5/2024, Troendle shared a link from Simon where you can watch a 60 Minutes segment, or read the transcript, about an attempt to ban 97 books from a South Carolina school. <a href="https://www.cbsnews.com/news/beaufort-south-carolina-schools-return-most-books-to-shelves-after-attempt-to-ban-97-60-minutes-transcript/">https://www.cbsnews.com/news/beaufort-south-carolina-schools-return-most-books-to-shelves-after-attempt-to-ban-97-60-minutes-transcript/</a></p> <p>On 3/5/2024, Troendle shared an article titled “Bill to End Book Bans on Table in Minnesota.” <a href="https://bookriot.com/bill-to-end-book-bans-on-table-in-minnesota">https://bookriot.com/bill-to-end-book-bans-on-table-in-minnesota</a></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:	
<p><b>BOARD NORMS:</b></p> <ul style="list-style-type: none"> <li>• Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice.</li> <li>• We follow open meeting law.</li> <li>• We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share.</li> <li>• We follow Robert’s Rules of Order and stick to the agenda.</li> <li>• We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board.</li> <li>• We respect each other’s time. We start meetings on time and move through meetings efficiently.</li> <li>• We attend meetings regularly and provide notice if absent.</li> </ul>	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>April National Library Week</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>National Library Week (<b>April 7 - 13, 2024</b>) is a time to recognize our library staff’s contributions and promote support of the library. The American Library Association will celebrate the week this year with the theme "Ready, Set, Library!" — as the ALA says, “In our always-online world, libraries give us a green light to something truly special: a place to connect with others, learn new skills, and focus on what matters most.”</p> <p>How does the Board wish to acknowledge the contributions of staff and celebrate National Library Week for 2024?</p> <p>Requesting volunteers who would like to work on implementing a plan for celebrating National Library Week and recognizing staff contributions to making the library run smoothly.</p> <p>Note: Staff has also been planning for National Library Week. There will be free coffee and tea for patrons throughout the week to thank them for their love and use of the library. Flip charts will be positioned throughout the library for patrons to share their library stories and love. Social media posts will ask patrons for their library stories.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>City Council Presentations</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></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>Beth Wolf, City Clerk, has included the Library Board on the City Council agenda for May 21 at the usual City Council meeting beginning at 7:00 pm to make a presentation on the impact the library has on the community. She has also included the Library Board on the August 7 Council Workshop agenda to present an overview of the library finances. This meeting begins at 4:30 pm.</p> <p>The goal of this discussion is to identify who will lead the presentations and the key points that will be emphasized in each presentation.</p> <p>Additionally, it is important that as many trustees as possible attend these events. A public notice will be given prior to these meetings to indicate that a quorum of the Library Board of Trustees may be formed on these dates.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: Updates on Legislative Day and Value of Libraries video sessions	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Library Legislative Day at the Capitol</p> <p>On February 26, Lockyear and Howe, Executive Director of the SPL Foundation, visited the Capitol. We received the Minnesota Library Association list of proposed bills and priorities (see attached) and heard from the lobbyist representing the Minnesota Library Association. We also visited with House Representative Josiah Hill. We had a productive meeting with Representative Hill who is a Stillwater resident and frequents the library. He expressed his support of the Stillwater Public Library as well as his support of the two proposed bills which were discussed during our session: Bonding for Public Library Construction and Renovation Grants (SF 3529) and Book Banning Prohibited (MDE Policy Bill SF3567 &amp; HF3782). He encouraged us to stay in touch and keep him informed about issues libraries are facing. You can contact him at <a href="mailto:rep.josiah.hill@house.mn.gov">rep.josiah.hill@house.mn.gov</a>.</p> <p>Representative Hill serves on the following committees:</p> <ul style="list-style-type: none"> <li>• Education Policy Committee — Vice Chair</li> <li>• Labor &amp; Industry Finances Policy</li> <li>• Education Finance Committee</li> </ul> <p>In February, Lockyear viewed a session produced by LibraryWorks — <i>Communicating the Value of Your Library to Elected Officials</i> Presented by Carrie Rogers Whitehead. The presentation was primarily focused on how to deal with book challenges and how to influence legislatures/elected officials to support intellectual freedom. The presentation covered the following:</p> <ul style="list-style-type: none"> <li>• Suggestions for handling difficult conversations</li> <li>• Understanding those battling libraries and books</li> <li>• Events and marketing strategies for elected officials</li> <li>• Political perspectives and strategies — reviewed funding sources &amp; how bills are passed, how politics is always about negotiation, dealing with limited resources</li> <li>• Resources to help address issues</li> </ul> <p>The section on marketing strategies provided some useful information and has been passed along to the Advocacy Committee. If anyone would like more information about this session, please inform the President and an outline of the notes will be sent to you.</p> <p>On March 4, Lockyear attended the Zoom session of the <i>Town Hall on the Critical Roles of Libraries</i> presented by the Urban Library Council. The discussion panel included:</p> <ul style="list-style-type: none"> <li>• Brooks Rainwater, President and CEO of Urban Libraries Council</li> <li>• Cyndee Landrum, Deputy Director for Library Services, Institute of Museum &amp; Library Services</li> </ul>	

- Karl Dean, Former Mayor Nashville-Davidson County
- Kelvin Watson, Executive Director of Las Vegas-Clark County Library District

The focus of the town hall discussion emphasized the importance of communicating with the public and elected officials about the many roles a library plays within the community to expand individuals understanding of the variety of library services and to strengthen support for libraries. The discussion included a brief look at some of the issues libraries will be facing in the future:

- AI issues — role as educator
- Intellectual Freedom — need to build alliances
- Ways to be compensated for services
- Re-imagining future roles and spaces (digital and physical) expanding reach and locations

The town hall discussion ended with a preview of an upcoming documentary, ***Free for All: Inside the Public Library***, produced by Serendipity and funded by the National Endowment for the Humanities. The documentary will be available later in the year.

If anyone would like more information about this session, please inform the President and an outline of the notes will be sent to you as well as a link to the recorded Zoom session.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

2024 Minnesota Library Association Proposed Bills and Priorities

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



# 2024 Minnesota Library Association Proposed Bills and Priorities

## Licensed Media Specialist Liaison (State School Librarian) Chief Author, Senator Mary Kunesh, SF 3471

**Legislative Request:** Amend 134.31 Section 1 to create a State School Librarian position at State Library Services at MDE to support district and charter schools related to issues of intellectual freedom, media and digital literacy, and growing lifelong readers. This position would be responsible for:

- Data collection and communication
- School library aid oversight
- Professional development for Library Media Specialists & School Librarians

## Digital Citizenship, Internet Safety, and Media Literacy Advisory Council Chief Author: Senator Kunesh, SF 3474

**Legislative Request:** Establish an advisory council comprised of classroom teachers, media specialists, parent-teacher organization members, librarians, etc., will convene to make the following recommendations to the commissioner of education:

1. Best practices relating to instruction in digital citizenship, Internet safety, and media literacy; and
2. Methods of instructing students to safely, ethically, responsibility, and effectively use media and technology resources.

## Bonding for Public Library Construction and Renovation Grants Chief Author, Senator Mary Kunesh, SF 3592

**Legislative Request:** Regional Public Library Systems are seeking \$20M in state bonding support for public library construction and renovation grants distributed through the Department of Education's \$1:\$1 matching grant program, and an increase in the cap for grant requests from \$1M to \$2M.

## Book Banning Prohibited (MDE Policy Bill)

Chief Author: Senator Cwodzinski, SF 3567 and Representative Pryor, HF 3782

### Legislative Request:

- **Access to Materials.** A governing body may not ban, remove or otherwise restrict access to a book or other material based on the viewpoint, content, message, idea or opinion conveyed.
- **Qualified Librarian.** The book and material collection decisions of a library must be made or overseen by a licensed media specialist, an individual with a master's degree in library science or information science, or a professional librarian or person trained in library collection management.
- **Library Content.** The librarian or other professional overseeing the collection has the authority to decline to purchase, lend, shelve, or remove or restrict access to books or other materials as part of regular collection development practice.
- **Other Law.** Nothing in this section impairs or limits the rights of a parent, guardian, or adult student to request a content challenge under 120B.20

## Multicounty Multitype Definition

The multicounty multitype library systems are requesting updates to language in 134.351 regarding services to members and governance structures to better meet needs across the state.

## Local Option to Prohibit Guns from Public Facilities, Including Libraries

MLA seeks a bill that authorizes local government units to decide whether to prohibit possession of firearms or explosives in local government owned or leased buildings and land.

## Included in the Governor's Department of Health Budget Recommendation Funding Telehealth in Libraries Grant Pilot Program

A competitive grant program with an appropriation of \$750,000 annually in FY 2025 to six libraries in medically underserved urban and rural communities.

## Net Neutrality

Chief Author: Senator Latz, SF 3711 and Representative Kraft, HF 2021

MLA supports net neutrality and its critical role in ensuring equitable access to ideas and information, supporting intellectual freedom and protection against censorship.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Advocacy Grant Requests	
OWNER: Advocacy Committee	PRESENTER: Simon
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ol style="list-style-type: none"> <li>1) Approve request for a grant of up to \$6,500 from Stillwater Public Library Foundation for funding 2024 advocacy initiatives</li> <li>2) Approve request for a grant of \$10,000 from Sunrise Rotary Club for funding initiative to document and share library stories</li> </ol>	
<p><b>BACKGROUND/CONTEXT:</b></p> <p><b>Stillwater Public Library Foundation Request:</b>          The Advocacy Committee recommends a request for up to \$6,500 in funding from the Foundation for the following 2024 initiatives:</p> <ul style="list-style-type: none"> <li>• <b>\$2,200 – Welcome mailing to new residents of 55082:</b> Hand-addressed card with a handwritten, scripted note from a volunteer to welcome new residents to the library with an insert containing information about library hours, programs, and services. Mailed to residents who moved into zip code 55082 in the last year (estimated at 1,200). Acknowledgment of Foundation funding could be included.</li> <li>• <b>\$800 – Library promotional items:</b> Library-branded merchandise to encourage patron engagement with the library. For example, enter a drawing to win a library mug if you sign up for a library card, sign up for the e-newsletter, or follow us on social media. Library-branded water bottle stickers for giveaways at outreach events.</li> <li>• <b>\$1,600 – Advertising in Stillwater Public Schools Community Education Brochure:</b> Half-page library ad in August and December’s community education catalogs. Mailed to 33,000 district homes and businesses. Acknowledgment of Foundation funding could be included in the ad.</li> <li>• <b>\$200 – Summer Tuesdays:</b> Library booth at a Summer Tuesdays event. Incorporate an activity to tie in with the evening’s movie.</li> <li>• <b>\$275 – Library Advocacy and Funding Conference (LAFC):</b> LAFC is an online conference on July 24-26, 2024. Topics include outreach, donor research, grants, legislation, coalition building, digital tactics, and marketing. Advocacy Committee members will attend.</li> <li>• <b>\$1,425 – Leadership in the Valley (LITV):</b> LITV is a program of the Greater Stillwater Chamber of Commerce's Foundation. As a nine-month program from September through May, it is designed to bring emerging and existing leaders, and consequently their organizations, together who welcome the opportunity to expand their involvement in community affairs and are willing to explore new leadership responsibilities in the community. Elsbeth Howe would apply to attend.</li> </ul> <p><b>Sunrise Rotary Request:</b>          The Advocacy Committee recommends a request for \$10,000 in funding from Stillwater Sunrise Rotary through the Stillwater Public Library Foundation for an initiative to document and share library stories. This grant would help the library obtain library stories via interviews, online tools, and paper forms. It could incorporate holding a library story day or week to collect in-person stories. It would also help the library publish stories in book format, video, social media, and reports. Expenses would be related to hiring vendors such as a story coordinator, editor, videographer, etc. to help implement</p>	

and manage this project. The project would help highlight and recognize the library and its impact on the community. The grant request is due March 15 with recipients announced in April. Funds for the project do not need to be spent in 2024.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Event Planning Task Force</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval to create a Library Event Planning Task Force with the goal and charge as outlined in this proposal.</b>	
BACKGROUND/CONTEXT: <p>In the February Board meeting, ideas to increase connection with and knowledge of staff and others who work to support the library were discussed. One idea that received consensus was to hold a social event such as a picnic to include staff, trustees, volunteers, Friends of the Stillwater Public Library, and Foundation members.</p> <p>The Executive Committee discussed this idea and recommends a task force of four people – two trustees and two staff – be formed to do the planning for the event.</p> <p><b>PROPOSED CHARGE</b> Library Event Planning Task Force</p> <p>Goal: Develop a plan to hold a social event where staff, trustees, volunteers, and members of Friends of the Stillwater Public Library and Stillwater Public Library Foundation can interact and engage with one another.</p> <p>Composition of the Task Force:</p> <ul style="list-style-type: none"> <li>• Two Library Board Trustees</li> <li>• Two library staff</li> </ul> <p>Charge: Address the following issues to develop a plan to launch a social event in 2024 which could be sustained in the coming years. Bring recommended plan to the May 14 Board meeting.</p> <ul style="list-style-type: none"> <li>• What type of event to hold</li> <li>• Determine whether or not to include entertainment/games/activities</li> <li>• Decide where the event should be held</li> <li>• Propose a date for the event (if held at the Library, must happen by end of June or after October to accommodate the terrace re-roofing project)</li> <li>• Suggest a budget estimate not to exceed \$2,000 of 235 Fund (Unrestricted Donor Funds)</li> <li>• Outline the set-up and staging of event — who will handle this and what will be involved</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- In February, the City Administrator and Library Director scheduled recurring monthly meetings on the first Monday of each month, beginning in March. It's a great opportunity to share information, discuss collaborative opportunities, and foster enhanced communication. HR department updates will also be shared on a regular basis.
- Mark represented the library at a city department IT meeting that focuses on our cybersecurity management system and a secure culture program.
- Library staff participated in annual safety training coordinated by HR. Topics included general safety, emergency action plan, employee right to know, bloodborne/infectious disease control, fire extinguishers, and workstation ergonomics.
- As part of the data cleanup process after transitioning to a new financial management system, the Business & Communications Manager and Mark reviewed and provided a standardized list of library position titles for the new payroll system.
- HR will be transitioning to a new human resources management system (HRMS) this year, moving from CivicPlus to NEOGOV. Mark provided HR with information about library positions as part of this process.
- Performed HR tasks to assist the Library Associate interview team.
- Four Library Corner articles were written and published in February.
- The February issue of ShelfLife was published on February 2.
- Thank you to Pat Lockyear for volunteering to remove the wintry evergreen décor from the terrace pots and pick up sticks and pine needles.

### Heads-Up

- Stillwater Township graciously invited the Library Board President and Director to speak at its annual meeting on March 12 at 7 PM.
- The Friends of Stillwater Public Library did not meet in February.
- The library will be closed Sunday, March 31.
- To support the work of the Library Foundation's Executive Director and its board, a 15 – 20 hour per week Administrative Coordinator position is currently being advertised on various sites to recruit applicants.
- The Library Foundation is working with Valley Bookseller's event planner for a "For the Love of the Library" event on Friday, May 17 in the Margaret Rivers Room from 5:30 p.m. – 7 p.m. The author will be Angie Kim ([angiekimbooks.com](http://angiekimbooks.com)). Refreshments will be available starting at 5:30, with the author's presentation beginning at 6 PM. Tickets are available to purchase through the Foundation's website.

### Near-Term Future Focus

- Complete the hiring process for the Library Associate position.
- Explore training offered by the state to help establish a Labor-Management Committee.
- Continue to gather information about terrace paver color options.
- Work with the Facilities Manager to coordinate the final phase of the tuckpointing project.
- More time is needed to plan for the relocation of the terrace sculptures.
- The Business & Communications Manager continues to collaborate with staff as she prepares the Minnesota Public Library Annual Report.
- The Business & Communications Manager and Director will be working on a Rotary presentation.
- Learn how to navigate and incorporate into workflow processes a new HRMS platform.



### February Adult Programs and Activities

#### Book Clubs

- **Mystery:** On February 28, seven participants discussed “Unusual Sleuths” (non-professional detectives).
- **Romance:** On February 13, four participants discussed “Red” novels that were recently “read”. This online book club also found time to meet in-person for the first time, visiting book stores in Minneapolis as a group outing.

#### Lifelong Learning

- **Tai Chi:** On February 15, a group of 11 flowed together in Margaret Rivers B.
- **Tech Help:** Four Tech Help sessions were available in February.
- **Genealogy Help:** The monthly 1:1 session with volunteer Catherine continues to be filled.

#### Art Events

- **Karen Chan:** Twenty-three participants painted Colorful Tulips in acrylic on February 22.
  - *“I take Karen’s class several times a year and I am delighted that I continue to learn new things every time! This time I learned why keeping the colors pure when starting the flowers helps keep them vibrant.”*
- **Art Gallery:** Lena Wolf Rothman’s student art was on view February 2024.
- **Needle Felted Toadstool with Parcel Arts:** 15 patrons crafted toadstools with the guidance of Parcel Arts.
  - *“Amazing class- thank you! Loved the quality of materials and the size of the project. I showed my friends and now we’re all looking at more classes to take together.”*

#### Winter Reads

Winter Reads encouraged adults to read and engage with the library during January and February 2024.

- **Reading Challenge:** 53 unique users registered for a reading challenge (Book Bingo and Book Reviews). More than 170 book reviews were shared, and over 200 Bingo challenges (squares) were completed!
- **Book Bundle Prize Drawings:** Winter Reads participants are eligible to win a Book Bundle (a collection of 3 books curated by staff). Drawings are taking place the first week of March. 14 winners will choose a book bundle of their choice.
- **Tiny Art Competition:** A total of 30 submissions were received and were judged by artists Karen Chan, Robert Snyder, and Lena Wolf Rothman in February. The winning submission is *Peeking from his Pipe* by Sophia Hall. Sophia won a gift basket from [Kari’s Create and Paint](#).

#### Outreach

On Tuesday, February 20, library staff shared information with a group of residents a [Zvago Stillwater](#). A total of 24 people learned more about the library.



*Colorful Tulips*



*Colorful Tulips*



*Online Romance Book Club Meet in-person*



*Zvago Outreach: Sarah Rosten, Kaytee Estall*



*Peeking from his Pipe by Sophia Hall, SPL Tiny Art Winner*



*Needle-Felted Toadstool*

## February Youth Programs and Activities

### Early Literacy (0-5)

- Four *Preschool Music and Movement* sessions with Music in the Valley (242)
- Four *Preschool Storytimes* (338)
- One *Second Saturday Family Storytime* (59)
- Two *Baby/Toddler Storytimes* (140)

### School-aged (6-12)

- *LEGO Club* (18)
- *Animals of the St. Croix Valley* (130)

### Children's Drop-in Activities

- *Cookies Around the World Scavenger Hunt* (438)
- *(NEW) Garden Center Discovery Room*
- *Pajama Storytime: Dinosaurs* (43)

### Teen Drop-in Activities

- *Paper Heart Wreath Teen Activity*

## Upcoming Programs

- [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
- [Natural Wonders: Turtles and Habitat](#) – Thursday, March 28
- [Young Explorers – Become a Junior Ranger!](#) – Thursday, March 28
- [\(NEW\) Chess Club](#) – all ages – 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays
- [Creating Magical Worlds - A LOFT Writing Class](#) – Saturday, April 6
- [Petite Concert](#) – Monday, April 8
- [Maker Monday](#) – Monday, April 8

## Feedback highlights about the Discovery Room

- This is an amazing library! Very thankful for the hard work you all put into making the children's section so fun, interesting, and educational!
- A wonderful place to bring children and an asset to the community
- It gave me a chance to explain money. Love this place



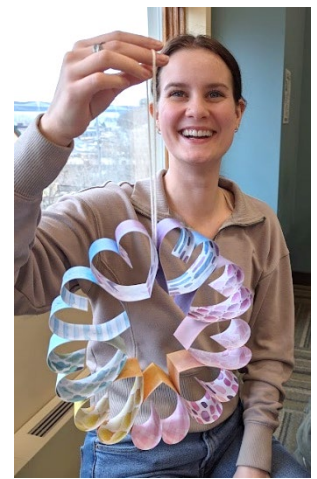
**Set-up photos for  
Discovery Room: Garden Center**



**Cookies Around the World  
SCAVENGER HUNT**



These 9 pictures are hidden in the Children's Library. Can you find them all? When you are done, drop this checklist into the robot mailbox and help yourself to a prize sticker!



**EYE SPY GARDEN!**  
**Beginner**  
Look closely at this GARDEN ... what do you SPY? Can you spy \_\_\_\_\_ with your little eye?

- Four CARROTS
- Two EARTHWORMS
- One orange SHOVEL
- One tiny red WAGON
- One little blue CHAIR
- Three RADISHES

**KEEP LOOKING!**

- What ELSE do you spy?
- What is your FAVORITE object that you spy?



**Discover Together!**

We hope you enjoy the Library's **FLIGHT LAB**, purchased with grant funds in conjunction with our 2022 Summer Explorers Program.

**Our spring discovery theme is "GARDEN CENTER!"**  
What will you plant today?

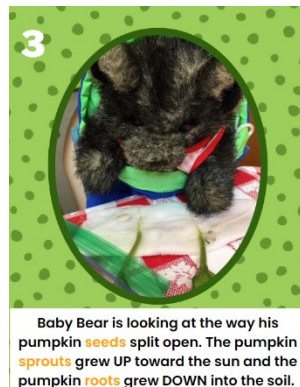
Please leave all play pieces in this room, and tidy up when you are done exploring.



Baby Bear lightly dampens a paper towel and places it in a Ziploc® plastic bag. Then he adds the pumpkin seeds and tapes the baggie onto a sunny window.



Baby Bear checks on his window garden every day for two weeks, and draws pictures of his observations in a Discovery Notebook.



Baby Bear is looking at the way his pumpkin seeds split open. The pumpkin sprouts grew UP toward the sun and the pumpkin roots grew DOWN into the soil.



Look at the pumpkin sprout's root network! These are the parts of the plant that will grow in the soil beneath the ground.



Baby Bear has planted his two pumpkin sprouts in a flowerpot filled with soil. When it is warm enough outside, he will transplant them into his garden!

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>		
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear, President</b>	
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:		
BACKGROUND/CONTEXT: <b>Executive Committee Meeting Notes</b> <b>Date and Time:</b> Monday, March 4, 2024, 3:30 PM <b>Location:</b> Conference Room <b>Present:</b> Pat Lockyear, Craig Hansen, Mark Troendle, Dana Weigman <b>Note taker:</b> Weigman		
<hr/>		
<b>Agenda item:</b>	Sharing on Webpage	<b>Presenter:</b> All
<b>Discussion:</b>		
To increase the community’s knowledge of Library Trustees and Staff, some information will be shared on the library’s public webpage. Eventually Friends of the Library, Foundation Board Members and staff, and volunteers could be added.		
<b>Conclusions:</b>		
Library Trustees will answer a minimum of one, maximum of 4 of the following questions for inclusion on the library’s website along with a headshot photo. Staff will choose a variety of answers when posting along with a photo. Questions: 1)What prompted you to be involved with the SPL? 2)What is your favorite thing about the SPL? 3)Your preferred author or genre for reading? 4)What do you wish Stillwater residents knew about the library? Trustees will send in a headshot, or one will be taken at an upcoming meeting.		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Present to Trustees at March meeting	Pat Lockyear	3/12/24
✓ Trustees send response(s) to staff	All Trustees	3/31/24
✓ Trustees send headshot photo to staff	All Trustees	3/31/24
✓ Items added to public webpage	Staff	9/15/24
<hr/>		
<b>Agenda item:</b>	Social Event for People Connected to the Library	<b>Presenter:</b> Pat Lockyear
<b>Discussion:</b>		
A social event for people who work for the good of the library will be planned.		
<b>Conclusions:</b>		
A task force comprised of 2 Trustees and 2 staff will plan an event to include all staff, Trustees, Friends, Foundation, and volunteers. Task force will determine the type of event, when, where, menu, budget, and possible entertainment. Possibilities include a Sunday afternoon in late June before terrace construction		

begins, or later in the fall after terrace work is complete. The task force will report back to the full board at the May meeting.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Identify two Trustees for task force	Pat	3/15/24
✓ Identify two staff for task force	Mark/Staff	3/15/24
✓ Cover sheet for task force report and event action item for May meeting	Pat	5/9/24

**Agenda item:** Presentation to City Council

**Presenter:** Pat Lockyear

**Discussion:**

The library has been added to the City Council agendas for May 21<sup>st</sup> (Library community impact) and August 7<sup>th</sup> (Library budget basics). A plan should be in place for who will present and what the content will include.

**Conclusions:**

Members of the Advocacy Committee will be determining the most impactful content and present to the City Council.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Communicate to Advocacy Committee and full board of upcoming City Council dates and topics	Pat	3/12/24
✓ Gather data and craft messages	Advocacy Committee	5/9/24
✓ Add dates of City Council meetings with library presentations to Trustee calendar	Staff	4/9/24

***Other Information***

Lockyear presented an update on Library Legislative Day, a Library Works training she attended, and the placement of Board Norms in the orientation manual was determined.

Next meeting: April 1 at 3:30, Conference Room.

Adjourned 4:15.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Facilities Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Facilities Committee Meeting Notes</b>  <b>Date and Time:</b> Friday, February 23, 2024, 3 PM  <b>Location:</b> Conference Room  <b>Present:</b> Steve Ellison, Paula Hemer, Pat Lockyear, Bevin O’Brien, Mark Troendle</p> <p><b><u>Agenda Items Covered:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Select a chair and secretary for the committee</b> <ul style="list-style-type: none"> <li>- Chair: Bevin for 6 months</li> <li>- Secretary: Paula for 6 months</li> </ul> </li> <li><b>2. Choose a regular meeting date</b> <ul style="list-style-type: none"> <li>- The 3rd Tuesday, 4:30-5:30 PM</li> </ul> <ul style="list-style-type: none"> <li>• <b>Identify agenda items for future meetings</b> <ul style="list-style-type: none"> <li>- See final section of these notes</li> </ul> </li> </ul> </li> <li><b>3. Facilities 101 presentation — April 9</b> <ul style="list-style-type: none"> <li>• <b>Identify items that need updating</b> <ul style="list-style-type: none"> <li>- Move signage slide 21 to 17; update slide 19; incorporate points and photos added by Mark; slide 24 may be too ambitious?</li> </ul> </li> <li>• <b>Decide who will present sections of presentation</b> <ul style="list-style-type: none"> <li>- See below under <b>Assignments</b></li> </ul> </li> <li>• <b>Agree on how to share file</b> <ul style="list-style-type: none"> <li>- We’ll be using Google Drive for file sharing</li> </ul> </li> </ul> </li> <li><b>4. Discuss issues related to the terrace re-roofing project</b> <ul style="list-style-type: none"> <li>• <b>Selection of tiles</b> <ul style="list-style-type: none"> <li>- Preference is for the “mustard” color tile</li> <li>- Could a darker color border the terrace? Additional costs?</li> <li>- This committee will make a recommendation to the Board at the April meeting</li> </ul> </li> <li>• <b>Update on ground preparation and cost</b> <ul style="list-style-type: none"> <li>- Grant request was \$20,000; cost of prepping now estimated at \$8,000. Remaining funds could be used for the 4<sup>th</sup> Street lawn plantings, for expenses of potentially bringing in the sculpture artist for consultation regarding moving the sculptures, etc.</li> </ul> </li> </ul> </li> </ol>	

**Assignments:**

- Pat & Paula to update Facilities 101 slide presentation
- Steve to present History and Past Accomplishment slides, 1 to about 16
- Bevin to present criteria for prioritizing projects, slides 30 & 31
- Paula to present Future Enhancements, slides 18 - end

**Next Meeting:** Tuesday, March 19, 4:30-5:30 PM, Margaret Rivers A

**Agenda items for future meetings:**

- If the grant to remove terrace sculptures is awarded in mid-April, discuss and make recommendations to the Board for removal and reinstallation.
- March/April consult with Abrahamson Nursery regarding plantings against the building on the 4th Street lawn.
- April/May Capital budget.
- Signage update.
- Masonry work on the 3rd Street side.

Submitted by Paula Hemer

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Advocacy Committee Report</b>	
OWNER: <b>Library Advocacy Committee</b>	PRESENTER: <b>Library Advocacy Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Committee:</b> Advocacy  <b>Date:</b> Wednesday, March 6, 2024, 3 PM  <b>Location:</b> Conference Room, Stillwater Public Library  <b>Present:</b> Goeltl, Hansen, Howe, Simon  <b>Absent:</b> Hullander</p> <p><b>Agenda Item 1: Updates from Trustees, Friends, Foundation, Staff</b></p> <ul style="list-style-type: none"> <li>• Trustees: <ul style="list-style-type: none"> <li>▪ Zavago: Simon reported that she appreciated attending the presentation by library staff members Sarah Rosten and Kaytee Estall at Zvago and thought the staff did a nice job. Hansen, Howe, and Goeltl were also in attendance. Seeing the presentation and hearing the questions provided helpful background information for future outreach efforts. Simon wondered if it might be helpful to have name tags or identification of library representatives (especially if not the actual presenter) so attendees would feel comfortable approaching them.</li> <li>▪ February Board Meeting: Trustees established board norms. Trustees also discussed a May 21 presentation to the City Council. This effort would be headed by Advocacy. Hansen reported that the May 21 date has been confirmed.</li> </ul> </li> <li>• Foundation: Howe reported that the Foundation is hiring for an Administrative Coordinator. The position has been posted on the Foundation and library’s website, library-specific websites, and on the Council of Nonprofits website.</li> <li>• Friends: Hullander emailed an update that the preparations for the Friends Book Drive (4/20) and Book Sale (4/24-27) are underway. Sign-ups for volunteer shifts are available. See Susie Danielson to receive the link to volunteer times.</li> <li>• Staff: Goeltl reported that staff is tracking outreach efforts in LibCal (the library’s program calendaring software). She will add Advocacy Committee events as well as Foundation and Friends events so that staff are kept in the loop about all outreach efforts. The list of outreach-related activities held and scheduled for 2024 will be provided each month to the Advocacy Committee.</li> </ul> <p><b>Agenda Item 2: February Meeting Minutes</b> No changes.</p> <p><b>Agenda Item 3: Library Legislative Day</b> Howe attended Library Legislative Day with Lockyear. They were briefed on proposed library legislation and visited House Representative Josiah Hill. Howe felt the time spent was beneficial and</p>	

recommended that members of the Advocacy Committee attend in the future. Committee noted that photos should be obtained in future years to post on social media and website.

**Agenda Item 4: 2024 Calendar**

Simon noted that marketing events are light for March, but there are many items coming up in April.

**Agenda Item 5: May 21 City Council Presentation**

Committee discussed strategies for presentation to the City Council.

- Hansen, Howe, and Simon are the possible speakers.
- Tone should be positive and appreciative.
- Topics could include thanking the Council for their support, highlighting key 2023 stats (library visits, checkouts of physical and digital items, programs and attendance, volunteer hours), and library key messages.
- Talking points should be drafted for possible FAQs
- Simon will prepare an initial draft of presentation for review.
- Quotes about library from patrons might be helpful. Library will put up easels with flip charts for patrons to share their library love during National Library Week. Social media posts could also ask for library stories.

**Agenda Item 6: Possible Grant Request**

Stillwater Sunrise Rotary approached the Foundation about submitting a \$5,000 - \$10,000 grant request within the Rotary’s focus areas by March 15. One idea under consideration is funding a library advocacy initiative to gather, publish, and share library stories. The grant would help the library obtain library stories via interviews, online tools, and paper forms. It could incorporate holding a library story day or week to collect in-person stories. It would also help the library publish stories in book format, video, social media, and impact reports. Expenses would be related to hiring vendors such as a story coordinator, editor, videographer, etc. to help implement and manage this project. Committee approved concept. Howe will check with Rotary to ascertain interest and, if positive, a grant request will go to trustees for consideration in March.

**Agenda Item 7: Budget Prioritization**

Group reviewed budget needs for advocacy and decided to bring forward a supplemental funding request to the board of up to \$6,500 for the following initiatives:

- \$2,200: Welcome mailing to new residents of 55082
- \$800: Library promotional items
- \$1,600: Advertising in Stillwater Public Schools Community Education Brochure
- \$200: Summer Tuesdays
- \$275: Library Advocacy and Funding Conference (online)
- \$1,425: Leadership in the Valley

**Next Meeting:**

The group will meet monthly on the first Wednesday of the month at 3 PM. The next committee meeting is on Wednesday, April 3 at 3 PM.

Meeting adjourned at 4:15 PM.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

2024 Outreach, Foundation, and Friends Events: Held or Scheduled To Date

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Stillwater Public Library**

**Outreach, Foundation & Friends Events: Held or Scheduled To Date**

Updated 3/5/2024

<b>Title</b>	<b>Date</b>
Foundation: Free Coffee Break at Library	First Wednesday of Each Month
Outreach: SPL at DaVinci Fest	1/27/2024
Outreach: Estates of Greeley	2/5/2024
Outreach: Zvago Presentation	2/20/2024
Government: Library Legislative Day at Capitol	2/26/2024
Outreach: Estates of Greeley	3/4/2024
Foundation: For the Love of the Library	3/5/2024
Government: Stillwater Township Presentation	3/12/2024
Outreach: Noon Rotary	3/28/2024
Friends: Used Book Drive	4/20/2024
Friends: Spring Used Book Sale	4/24/2024 - 4/27/2024
Outreach: Minnesota Catholic Homeschool Group	5/9/2024
Government: City Council Meeting Presentation (Advocacy)	5/21/2024
Foundation: Light a Spark	7/4/2024
Government: City Council Presentation (Finance)	8/7/2024

Stillwater Public Library Foundation  
Board Meeting Agenda  
Friday, January 26, 2024  
Stillwater Public Library or Virtual\*  
8:30am - 10:00am

1. Call to Order/welcome guests 8:36 am
  1. Board members Dustin, Drew, Ryan, Kevin, Summer, Shawn
  2. Absent: Roger, Aquib, Mark, Elsbeth
  3. Guest – Mary Ann Sandeen of the Friends, Erin McQuay, Jeneane Flipp
2. Approve last meeting minutes (*motion*) *Drew Move, Ryan Second, passes*
3. Reports
  1. President's Report
    1. Interim Secretary
      1. Position open: will ask for volunteer until defined Secretary
    2. Logo Update
      1. Working on: Current is low res and needs to be updated. Comments on Cit looking like a clam shell and very busy. Agreement on how it needs to be updated. Working with Group Leaf but they need to have some general ideas and directions to move forward. We will be using Library specs to help us move forward. Drew & Summer to move forward.
    3. Board Social Gathering
      1. E&M is looking for a board thank you. They will work on planning and hopefully everyone will be able to go to it.
  2. Treasurer's Report Motion for acceptance
    1. P&L YTD: Looks like a loss but Mark made requests for \$63,000. Did have income. Some of this is because of the newspaper project to get local papers scanned and public access.
    2. P&L Month
    3. Income Statement
    4. Balance Sheet: Looking to use for 990. Talk about foundation grants listed.
    5. Update on FSBT Trust account: Still slow entry in market. Earned a little over \$100,000 in investment income. When up \$140,000 in the fourth quarter.
    6. Goal of the finance committee this year is to adopt a gift acceptance policy.
    7. Working on accounting manual that we hope to have done by end of July.
  3. Events and Marking Committee
    1. Like share social. Blog on board members. What are you reading now for Facebook. Would like to get a picture of full board. Agreed to do event

with Valley Bookseller. Friday May 17 event here at Library. Angie Kim will be our author, two best sellers. Reach out to Lee Valsvik to see if she is willing. Light a Spark July 4<sup>th</sup>. Do another Terrace event later in year. Terrace works should start after July 4<sup>th</sup>. Working on donors sooner than last year. Drew working on Main Street donors. Work with Chamber of Commerce to see how we can tap in and increase fund raising. Ryan mentioned to tap into Erin about her experience with fund raising.

2. Opportunity to work with Lift Bridge to do a Townie Tuesday. Non-profit gets a portion of the event. Need to help promote event. Want thoughts to get feedback on if worthwhile. E&M thinks it is. Any concerns about promoting alcohol. Needs to be full board. Mary Ann mentioned paying attention to those quiet supporters. Dustin, in past, Beer for Books. Had pizza to get donations. Plants seed. Erin suggests to focus on 5-7. Could be good to have later in the summer.

#### 4. Executive Director Report

1. Highlights – Working on Bloomerang. Grant from Hugh J Andersen Grant. Huelsman grant was submitted and approved. Moving statues on terrace to front lawn. 197 mailing and 49 donated. A little over \$15,000 in donations.
2. Need to update website. Get Light a Spark. Possible hold date for may event. Could events update events on Facebook page.

#### 4. Action Items

1. New Board Member Jeneane Flipp (*motion*) Kevin move Ryan second. Impressive background. passes
2. New Board Member Erin McQuay (*motion*) Great marking background. Ryan motion Drew second. Passes

#### 5. Board Governance

1. [Board Responsibilities](#)
  1. Conversation about strengthening relationships. Became lax due to covid. We need to establish that we are a strong partner for the library.
  2. Should look at the mission and vision to make sure it is in line to help with logo.
2. [2024 Policy Review Schedule](#)
  1. Get our own house in order but to also help us look ahead and become more strategic.

#### 6. Discussion

1. Accurate data from Bloomerang with update to really update and move forward with a good CRM. Able to nurture relationships.

#### 7. Conflict of Interest forms for 2024 [2024 Conflict of Interest Form](#)

1. Everyone needs to fill out every January.

#### 8. [December Donors](#)

#### 9. Other Business

1. DEI training

2. Eckberg has training based services on diversity equity and inclusion training on culture
10. Adjourn Kevin motioned, Jeneane second 9:38

Stillwater Public Library Foundation  
Board Meeting Agenda  
Friday, January 26, 2024  
Stillwater Public Library or Virtual

Second meeting – Annual meeting for election of officers 9:39 am

1. Call to Order/welcome guests 8:36 am
  1. Board members Dustin, Drew, Ryan, Kevin, Summer, Shawn, Erin, Jeneane
  2. Absent: Roger, Aquib, Mark, Elsbeth
  3. Guest – Mary Ann Friends
2. Officer Elections for 2023: *(motion) 9:39 am motion Ryan, Second Drew*
  1. President candidate: Summer Seidenkranz
  2. Vice President candidate: Ryan Collier
  3. Treasurer candidate: Jeneane Flipp
  4. Interim Secretary: Discussion of role of secretary and will stick with.
    1. Passes
3. Drew to adjourn Jeneane seconded. 9:45

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Performance Evaluation: Six-Month Progress Check (Closed Session)</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The March meeting will include the six-month progress check performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> <li>• Annual Goals approved in Fall 2023</li> <li>• Progress Report Form completed by Director Troendle</li> <li>• Progress Report Form for Trustees</li> </ul> <p>The trustees are to prepare for a discussion using the topics outlined in the Progress Report Form for Trustees.</p> <p><u>Request to Hold a Closed Meeting:</u>          Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board’s authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p> <p><u>Request to Reopen Meeting:</u>          Motion to reopen meeting following the conclusion of the six-month progress check discussion.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater Public Library 2024 Calendar

<p><b>January</b> 1: Library Closed, New Year's Day 9: Trustee Meeting, 5:30 pm 15: Library Closed, MLK Day 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b> 13: Trustee Meeting, 5:30 pm 19: Library Closed, Presidents' Day 23: SPLF Board Meeting, 8:30 am</p>	<p><b>March</b> 11: Friends Meeting, 6:30 pm 12: Trustee Meeting, 5:30 pm 12: Presentation at Stillwater Township, 7:00 pm 22: SPLF Board Meeting, 8:30 am 31: Library Closed, Easter</p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b> 1: Annual Report to State Due 7-13: National Library Week 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 24-27: Friends Used Book Sale 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Annual report data to board</li> <li>• Facilities 101</li> </ul>	<p><b>May</b> 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 21: Presentation to City Council, 7 pm 24: SPLF Board Meeting, 8:30 am 26: Library Closed on Sundays for Summer 27: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> <li>• Begin 2024 budget prep</li> <li>• Advocacy update</li> <li>• Present value/impact of library at council meeting</li> </ul>	<p><b>June</b> 10: Friends Meeting, 6:30 pm 11: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2024 budget discussions</li> <li>• Finance 101</li> </ul>
<p><b>July</b> 4: Library Closed, Independence Day 9: Trustee Meeting, 5:30 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2025 operating budget due and 2025-2029 CIP due</li> <li>• Facilities 101</li> </ul>	<p><b>August</b> 6: Trustee Meeting, 5:30 pm 7: Presentation to City Council, 4:30 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• City budget hearing</li> <li>• Discuss library's budget at council workshop session</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b> 2: Library Closed, Labor Day 8: Sunday Hours Resume 9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Council budget changes; Levy adopted</li> <li>• Director evaluation: annual review</li> <li>• Request health insurance info</li> <li>• Negotiate labor contract with union if due (Executive Committee)</li> </ul>
<p><b>October</b> 8: Trustee Meeting, 5:30 pm 14: Friends Meeting, 6:30 pm 14: Library Closed Until 2 PM for Staff Training Day 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Implement board self-assessment survey every 2-3 years (last done in 2021)</li> </ul>	<p><b>November</b> TBD: Friends Used Book Sale TBD: Friends Meeting, 6:30 pm 11: Library Closed, Veterans Day 12: Trustee Meeting, 5:30 pm 28: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> <li>• Report on self-assessment results</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>December</b> 6: SPLF Board Meeting, 8:30 am 10: Trustee Meeting, 5:30 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End</p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> <li>• 2024-2025 SPL/WCL Contract</li> </ul>



# Stillwater

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## Public Library

### 2024 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 5:30 PM at 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