

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, April 9, 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 March 12, 2024 Minutes +
  - b) Acknowledgement of Bills Paid in March+
  - c) 2023 Budget Status Report +
  - d) 2024 Budget Status Report +
  - e) 2024 Q1 Gifts and Grants Received Report +

Informational/Discussion (35 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Report of Director Performance Evaluation: 6-Month Progress Check I+
6. Facilities 101 I+
7. Strategic Plan Progress Report I+

Decisional (20 minutes)

8. 2023 State Annual Report A+
9. Terrace Paver Color A+
10. Library Construction Improvement Grant Request A+

Reports (20 minutes)

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

14. Public Commentary

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

15. Trustee Check-in/Topics For Future Discussion

16. Adjournment A

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

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

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
March 12, 2024  
Minutes**

**PRESENT:** Burns, Ellison, Hansen, Hemer, Lockyear, Panciera, Simon, Council Liaison Collins

**ABSENT:** O'Brien, Weigman

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Lockyear called meeting to order at 5:29 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

**AGENDA ITEM 3: Consent Calendar**

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

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

Lockyear shared that she attended the library program of Folk, Roots & Blues with Julie Johnson and the No Accounts. This program fit with the strategic theme of access and enrichment.

Collins reported that the city's attorney will be holding a boards and commissions training in May at City Hall. This training may become mandatory. Trustees inquired if a virtual alternative will be possible.

**AGENDA ITEM 5: April National Library Week**

Trustees determined a plan for expressing appreciation of staff during National Library Week on April 7 – 13 with trustees signing up for a day to bring in food treats to staff. Lockyear will provide flowers for desk.

**AGENDA ITEM 6: City Council Presentations**

Lockyear announced that two library presentation dates were on the city council's agenda – library impact on May 21 at 7 PM and library financials on August 7 at 4:30 PM. For the presentation on May 21, Lockyear advised the Advocacy Committee to keep in mind that the presentation should not include too many details or numbers. Lockyear also advised careful consideration of the speakers for each session. Simon indicated that the Advocacy Committee would consider these points and will provide a recommended presentation to the board for feedback.

**AGENDA ITEM 7: Updates on Library Legislative Day and Value of Library Video Sessions**

Lockyear reported that updates on Library Legislative Day and the Value of Library video sessions are in the board packet.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
March 12, 2024  
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**AGENDA ITEM 8: Advocacy Grant Requests**

Simon requested trustee review and approval of a grant up to \$6,500 from Stillwater Public Library Foundation for funding a mailing to new residents of 55082, promotional items, advertising in Stillwater Public Schools Community Education Brochure, a library booth at a Summer Tuesdays event, a registration to the Library Advocacy and Funding Conference, and Leadership in the Valley.

Simon also requested approval for the library to request a grant of up to \$10,000 from Sunrise Rotary Club for funding initiative to document and share library stories.

*Motion to approve grant request of up to \$6,500 from Stillwater Public Library Foundation for advocacy. Hemer moved. Ellison second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, Panciera, Simon; No: None.*

*Motion to approve grant request of up to \$10,000 from Sunrise Rotary Club. Ellison moved. Panciera second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, Panciera, Simon; No: None.*

**AGENDA ITEM 9: Event Planning Taskforce**

On behalf of the Executive Committee, Lockyear recommended the formation of a task force of four people – two trustees and two staff – to plan 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. The recommended plan should be brought to the board’s regular meeting on May 14. Budget not to exceed \$2,000.

*Motion to create a Library Event Planning Task Force with the goal and charge as outlined in the proposal. Hansen moved. Burns second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, Panciera, Simon; No: None.*

Ellison volunteered to serve on task force.

**AGENDA ITEM 10: Director and Other Staff Reports**

Reports are in packet.

**AGENDA ITEM 11: Board Committee Reports**

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

**AGENDA ITEM 12: Foundation & Friends Report**

Reports in packet. Applications are being accepted for the Foundation’s Administrative Coordinator position.

**AGENDA ITEM 13: Public Commentary**

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

**STILLWATER PUBLIC LIBRARY  
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**AGENDA ITEM 14: Director Performance Evaluation: 6-Month Progress Check**

*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. Panciera moved. Simon second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, Panciera, Simon; No: None. Moved to closed session at 6:20 PM.*

*Motion to reopen meeting. Ellison moved. Hemer second. Burns, Ellison, Hansen, Lockyear, O'Brien, Panciera, Simon; No: None. Moved to open session at 6:35 PM.*

**AGENDA ITEM 15: Trustee Check-in/Topics for Future Discussion**

None.

**AGENDA ITEM 16: Adjournment**

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

Meeting adjourned at 6:39 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in March 2024</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of March 2024 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bill report summary for the month of March:</b>				
<b>March 2024 (2024 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 16,659.11	\$ 3,792.69	\$ 1,436.00	\$ 21,887.80
<b>Capital Expenditures</b>				
<b>Total</b>	<b>\$ 16,659.11</b>	<b>\$ 3,792.69</b>	<b>\$ 1,436.00</b>	<b>\$ 21,887.80</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: March 6, 2024 (\$11,679.65)</i></p> <ul style="list-style-type: none"> <li>• \$5,850 was paid to Xcel Energy for gas and electricity.</li> <li>• \$3,414 was refunded from Xcel Energy and will credited to the 2023 fiscal year. This refund plus interest is for the difference between what you paid under interim rates and final approved rates in the recent rate case.</li> <li>• \$1,451 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$1,376 was paid to Midwest Tape for audio and video materials.</li> </ul> <p><i>Bill Resolution: March 19, 2024 (\$6,793.49)</i></p> <ul style="list-style-type: none"> <li>• \$1185 was paid to Ebsco for LibraryAware, a library-specific marketing tool.</li> <li>• \$775 was paid to Otis for elevator repairs.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>3/6/2024 Bill Resolution</b> <b>3/19/2024 Bill Resolution</b>				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

**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>							
736	3/8/2024	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
3798-239764	3/6/2024	41	Ace Hardware	Janitorial Supplies	27.17	230-4231-2102-0000	Janitorial Supplies
1LWK-G61F-93DX	2/29/2024	5115	Amazon Business	Programs - Juv(SPLF HJA ELSA) Credit Memo	-9.96	232-4232-2407-0000	Programs
1NFJ-MPVR-4MTL	2/29/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	168.48	232-4232-2407-0000	Programs
1TP9-YPJD-64GQ	3/5/2024	5115	Amazon Business	Materials - Juv	24.27	230-4230-2400-0000	Childrens Books
1HP6-4TT4-CYY1	3/6/2024	5115	Amazon Business	Materials - Tech (SPLF)	86.14	232-4232-2113-0000	Materials
1RCF-QLH4-FRPQ	3/6/2024	5115	Amazon Business	Materials - Juv	15.98	230-4230-2400-0000	Childrens Books
1RCF-QLH4-FRPQ	3/6/2024	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	8.69	232-4232-2407-0000	Programs
1RCF-QLH4-FRPQ	3/6/2024	5115	Amazon Business	Supplies	24.07	230-4230-2101-0000	General Supplies
1RGC-HTK1-HLHG	3/7/2024	5115	Amazon Business	Janitorial Supplies	207.66	230-4231-2102-0000	Janitorial Supplies
14D1-CTFF-DJMT	3/13/2024	5115	Amazon Business	Programs - Juv (SPLF Heuer)	99.95	232-4232-2407-0000	Programs
1GHY-XGHG-9XCL	3/13/2024	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	99.98	232-4232-2407-0000	Programs
2143142	2/28/2024	3906	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
2144394	3/7/2024	3906	Blackstone Publishing	Materials - Audio (SAAB)	141.59	230-4230-2402-0000	Audio
889213	3/1/2024	3994	Corval Constructors	Quarterly Maintenance Agreement	774.00	230-4231-3707-0000	Maintenance Agreements
306-02444792-3-2024-	2/29/2024	783	Culligan of Stillwater	Water	59.50	230-4230-4099-0000	Miscellaneous Charges
2401834	11/13/2023	941	Ebsco Publishing	Materials - Periodicals (Credit Memo)	-8.88	230-4230-2403-0000	Periodicals
1000226302-1	3/1/2024	941	Ebsco Publishing	LibraryAware	1185.00	230-4230-3098-0000	Technology Support
20240307-LEN	3/7/2024	5755	Lentz, Kristin	Programs - Juv (SPLF YS Lib Sub)	400.00	232-4232-2407-0000	Programs
20240308-MAD	3/8/2024	2009	Madden Galanter Hansen LLP	Legal Services (February 2024)	430.00	230-4230-3099-0000	Other Professional Services
35227	2/22/2024	2124	Menards	Janitorial Supplies	39.94	230-4231-2102-0000	Janitorial Supplies
W24020584	3/13/2024	2217	Office of MN IT Services	Telephone - February	148.45	230-4231-3101-0000	Telephone
CL17150001	2/22/2024	2565	Otis Elevator Company	Elevator Repairs	775.00	230-4231-3703-0000	Building Repair Charges
357	3/7/2024	6057	Parcel Arts LLC	Programs - Adult (Friends)	350.00	229-4229-2407-0000	Programs
#2024-12	2/29/2024	6172	Pioneer Photography & Services Inc.	Programs - Adult (Friends)	450.00	229-4229-2407-0000	Programs
#240306	3/6/2024	5766	Wendy's Wiggle Jiggle & Jam	Programs - Juv (SPLF HJA ELSA)	475.00	232-4232-2407-0000	Programs
			<b>INVOICES SUBTOTAL</b>		<b>\$ 6,393.63</b>		
<b>LIBRARY CREDIT CARD</b>							
12145339	1/5/2024	5164	Chicago Books & Journals	Programs - Juv (SPLF HJA ELSA)	29.25	232-4232-2407-0000	Programs
2080386-2024-01-11-1	1/12/2024	4157	Dream Host	Monthly Website Hosting	23.99	230-4230-3098-0000	Technology Support
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 53.24</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
#206 Newsletter 3-19-	3/19/2024	2702	Postmaster	Newsletter postage	346.62	230-4230-3102-0000	Postage
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 346.62</b>		
<b>GRAND TOTAL</b>					<b>\$ 6,793.49</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>							
11TN-LPQ7-4C1X	2/15/2024	5115	Amazon Business	Materials - Tech (SPLF)	58.70	232-4232-2113-0000	Materials
1H9C-XR1V-WW7J	2/25/2024	5115	Amazon Business	Programs - YS (SPLF HJA ELSA)	56.95	232-4232-2407-0000	Programs
2141763	2/16/2024	3906	Blackstone Publishing	Materials - Audio (SAAB)	190.36	230-4230-2402-0000	Audio
2142471	2/21/2024	3906	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
B6744819	2/12/2024	452	Brodart Co	Materials - Adult Fiction	70.26	230-4230-2401-0000	Adult Books - Fiction
B6744819	2/12/2024	452	Brodart Co	Materials - Adult Nonfiction	604.71	230-4230-2405-0000	Adult Books - Non Fiction
B6744819	2/12/2024	452	Brodart Co	Materials - Juv	410.50	230-4230-2400-0000	Childrens Books
B6744819	2/12/2024	452	Brodart Co	Materials - Processing Fee	35.64	230-4230-3404-0000	Processing Fee
B6745534	2/13/2024	452	Brodart Co	Materials - Adult Nonfiction	26.69	230-4230-2405-0000	Adult Books - Non Fiction
B6745534	2/13/2024	452	Brodart Co	Materials - Juv	168.81	230-4230-2400-0000	Childrens Books
B6745534	2/13/2024	452	Brodart Co	Materials - Processing Fee	5.67	230-4230-3404-0000	Processing Fee
B6748935	2/21/2024	452	Brodart Co	Materials - Adult Fiction	92.87	230-4230-2401-0000	Adult Books - Fiction
B6748935	2/21/2024	452	Brodart Co	Materials - Juv	15.12	230-4230-2400-0000	Childrens Books
B6748935	2/21/2024	452	Brodart Co	Materials - Processing Fee	21.21	230-4230-3404-0000	Processing Fee
WS022624	2/26/2024	5278	Chan, Karen	Programs - Adult (Friends)	450.00	229-4229-2407-0000	Programs
193848328	2/1/2024	683	Comcast	Internet - February	188.27	230-4230-3098-0000	Technology Support
889083	2/26/2024	3994	Corval Constructors	RTU Repairs	1860.00	230-4231-3703-0000	Building Repair Charges
20240226EST	2/26/2024	6154	Estall, Katherine	Programs - Adult (Friends Puzzle) Staff Reimburseme	100.00	229-4229-2407-0000	Programs
1682118	2/9/2024	5114	Folkmanis Inc	Programs - Juv (SPLF HJA ELSA)	84.00	232-4232-2407-0000	Programs
1682118	2/9/2024	5114	Folkmanis Inc	Programs - Juv (SPLF HJA SRP)	207.81	232-4232-2407-0000	Programs
20297573	2/27/2024	5848	Huebsch Service	Towels & Rugs	242.41	230-4231-4099-0000	Miscellaneous Charges
I-SG-20142	2/29/2024	6023	Image 360 Woodbury	Signage Project Deposit (SPLF)	2027.70	232-4232-4099-0000	Miscellaneous Charges
#000002	2/29/2024	6011	Kari's Create & Paint Studio	Programs - Adult (Friends)	86.00	229-4229-2407-0000	Programs
34574	2/7/2024	2124	Menards	Janitorial Supplies	13.47	230-4231-2102-0000	Janitorial Supplies
505047046	2/13/2024	2175	Midwest Tape	Materials - Processing Fee	78.45	230-4230-3404-0000	Processing Fee
505047046	2/13/2024	2175	Midwest Tape	Materials - Video (SAV)	538.25	230-4230-2408-0000	Film/Video
505047047	2/13/2024	2175	Midwest Tape	Materials - Audio (AM)	78.84	230-4230-2402-0000	Audio
505047047	2/13/2024	2175	Midwest Tape	Materials - Processing Fee	22.14	230-4230-3404-0000	Processing Fee
505078545	2/20/2024	2175	Midwest Tape	Materials - Processing Fee	44.37	230-4230-3404-0000	Processing Fee
505078545	2/20/2024	2175	Midwest Tape	Materials - Video (SAV)	255.62	230-4230-2408-0000	Film/Video
505078546	2/20/2024	2175	Midwest Tape	Materials - Audio (AM)	291.09	230-4230-2402-0000	Audio
505078546	2/20/2024	2175	Midwest Tape	Materials - Processing Fee	67.29	230-4230-3404-0000	Processing Fee
W24010579	2/14/2024	2217	Office of MN IT Services	Telephone - January	148.45	230-4231-3101-0000	Telephone
100401458236	2/12/2024	2565	Otis Elevator Company	Quarterly Maintenance (Mar-May 24)	660.63	230-4231-3707-0000	Maintenance Agreements
			<b>INVOICES SUBTOTAL</b>		<b>\$ 9,243.88</b>		
<b>LIBRARY CREDIT CARD</b>							
None							
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
51-7976594-1 8664	2/26/2024	3808	Xcel Energy	Energy	3558.15	230-4231-3600-0000	Electricity
51-7976594-1 8664	2/26/2024	3808	Xcel Energy	Energy	2292.28	230-4231-3601-0000	Natural Gas
51-7976594-1 8664	2/26/2024	3808	Xcel Energy	2023 Elec Interim Refund (Will go to 2023 GL)	-3414.66	230-4231-3600-0000	Electricity
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 2,435.77</b>		
<b>GRAND TOTAL</b>					<b>\$ 11,679.65</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></p> <p>Attached is a budget status report for the period of January 1 – December 31, 2023. These are the unaudited financials for 2023 and were used as the basis for the 2023 annual report numbers. Auditors will begin working with the Finance Department in April to do the annual review City financials.</p> <p><b>Fund 120 – Capital Outlay</b></p> <p>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 the operating budget/fund balance.</li> <li>• \$6,653 was paid in November for the water heater from the Kilty Fund.</li> <li>• An additional \$83,942 of capital expenditure is appearing in the 2023 budget status report. City Finance has attributed these expenses to the 2022 roofing project. \$27,706 is for interior painting and repairs, \$6,700 is for lawn damage repairs, \$1,840 is for additional roof leak repairs, \$13,378 was expended for interior painting and repairs, \$2,538 was expended for a sod upgrade as part of the lawn damage 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).

\$1,547,741 in revenue was received in 2023, which was \$19,077 over the budgeted revenue. Most of this overage comes from year-end numbers for interest earnings and unrealized gains/losses. Interest earnings are accrued on the average cash balance for the year and booked as revenue in the year earned. In 2023, the interest earnings were \$9,981 and increased revenues. Unrealized gains and losses show if the value of the asset (the cash balance in this instance) has increased or decreased. It is considered unrealized because the asset has not been sold. Although it is a paper change, the year-end revenues are adjusted accordingly (increased for gains and decreased for losses). In 2023, the unrealized gain was \$6,160.

Operating Expenditures

**Personnel Services:** The library budgeted \$1,121,541 for operating personnel, including the in-kind volunteer coordinator). To date, personnel expenditures total \$1,068,403. The savings of \$53,137 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 \$47,381. The main causes are a \$14,000 overage in professional services and a \$2,255 overage in general insurance.

**Transfer Out – Capital Outlay:** \$84,770 was charged to library operating budget for the \$84,770 in capital expenditures for masonry. The portion of this expenditure that is not covered through operating revenues will be deducted from fund balance.

**Total:** Total 2023 year-end expenditures were \$1,236,791.09, excluding the transfer out for the capital masonry project. When the masonry project is included, total expenditures equal \$1,321,651.09.

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). Expenditures total \$147,663, which is \$20,000 over budget. This overage is primarily a result of general insurance (\$11,144 over) and electricity (\$7,877 over). under budget.

**Total:** Total 2023 year-end plant expenditures were \$277,698.81.

Estimated Year-End Projection

Revenue: \$1,547,741  
Expenditure: \$1,599,260  
Difference: -\$51,519

The library's total revenues were \$1,547,741. The library's total expenditures, including the \$84,770 capital outlay transfer, were \$1,599,260. The library finished 2023 over budget by \$51,519, which will be taken from fund balance.

Fund Balance Summary

Starting Fund Balance: \$206,359  
Transfer out to Compensated Absences: -\$4,073  
Operating Overage: -\$51,519  
Projected Ending Fund Balance: \$150,767

The library's starting 2023 fund balance was \$206,359. The city transferred \$4,073 from fund balance to increase the compensated absences account. The fund balance was additionally reduced by \$51,519 to cover 2023's operating overage from the capital outlay transfer for masonry work.

**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 \$213,568 plus the in-kind gifts of a volunteer coordinator (\$18,666) and Legacy programs (\$3,265) for a total of \$235,500.

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 120423000000000{-}120423199999999{,}230000000000000{-}230999999999999 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)	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>	
<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	-10,981.43	9,981.43	1098.14%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	-6,160.90	6,160.90	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	-18,666.68	1,499.68	108.73%
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>-1,547,741.33</b>	<b>19,077.33</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>-1,547,741.33</b>	<b>19,077.33</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	569,843.77	83,812.12	87.17%
230-4230-1210-0000	Part Time Salaries - In Kind(E)	17,167.00	18,666.68	-1,499.68	108.73%
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	78,540.20	9,918.76	88.78%
230-4230-1520-0000	Dental Insurance(E)	4,294.80	3,483.78	811.02	81.11%
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	3,850.00	-2,255.00	241.37%
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	84,770.00	-84,770.00	100.00%
<b>Expenditure</b>		<b>1,271,372.20</b>	<b>1,321,561.09</b>	<b>-50,188.89</b>	
<b>Segment4230 - LIBRARY</b>		<b>1,271,372.20</b>	<b>1,321,561.09</b>	<b>-50,188.89</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	46,099.35	-11,144.35	131.88%
230-4231-3600-0000	Electricity(E)	48,000.00	55,877.98	-7,877.98	116.41%
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>277,698.81</b>	<b>19,592.99</b>	
<b>Segment4231 - LIBRARY</b>		<b>297,291.80</b>	<b>277,698.81</b>	<b>19,592.99</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>51,518.57</b>	<b>-11,518.57</b>	

CITY OF STILLWATER  
**Library Supplemental**

End.GLPeriod 1423 AND [Account].AccountNumber 2200000000000000{-}22999999999999  
 [Report].AccountType {Contains}Revenue{,}Expenditure AND [Report].Amount {<>}0

Account Number	Account Title	YTD
<b>Fund220 - MINERVA FUND</b>		
<b>Revenue</b>		
220-0000-3810-0200	Interest Earnings-Investments(R)	-815.48
220-0000-3810-0210	Unrealized Gains/Losses(R)	<u>-316.68</u>
<b>Revenue</b>		<b><u>-1,132.16</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>		
221-0000-3810-0200	Interest Earnings-Investments(R)	-343.35
221-0000-3810-0210	Unrealized Gains/Losses(R)	<u>-136.40</u>
<b>Revenue</b>		<b><u>-479.75</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>		
222-0000-3810-0200	Interest Earnings-Investments(R)	-60.86
222-0000-3810-0210	Unrealized Gains/Losses(R)	<u>-24.53</u>
<b>Revenue</b>		<b><u>-85.39</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>Revenue</b>		
223-0000-3820-0320	Donations - Library Programs(R)	-766.92
223-0000-3910-0232	Transfer In -Stlwr Lib Foundat(R)	<u>-34,320.82</u>
<b>Revenue</b>		<b><u>-35,087.74</u></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)	31,005.70
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)	-.02
223-4223-1540-0000	Life Insurance(E)	26.38
223-4223-3500-0000	General Insurance(E)	146.39

Account Number	Account Title	YTD
<b>Expenditure</b>		<b><u>36,247.74</u></b>

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**Fund224 - HELEN LAWSON FUND**

<b>Revenue</b>		
224-0000-3810-0200	Interest Earnings-Investments(R)	-2,272.63
224-0000-3810-0210	Unrealized Gains/Losses(R)	-713.14
224-0000-3820-0100	Donations(R)	-10,208.00
<b>Revenue</b>		<b><u>-13,193.77</u></b>
<b>Expenditure</b>		
224-4224-2404-0000	Other Books(E)	11,485.71
<b>Expenditure</b>		<b><u>11,485.71</u></b>

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**Fund226 - VAN MEIER FUND**

<b>Revenue</b>		
226-0000-3810-0200	Interest Earnings-Investments(R)	-42.86
226-0000-3810-0210	Unrealized Gains/Losses(R)	-16.58
<b>Revenue</b>		<b><u>-59.44</u></b>

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**Fund227 - GOVERNMENT GIFTS**

<b>Revenue</b>		
227-0000-3810-0200	Interest Earnings-Investments(R)	-835.38
227-0000-3810-0210	Unrealized Gains/Losses(R)	-179.40
227-0000-3820-0100	Donations(R)	-5,000.00
<b>Revenue</b>		<b><u>-6,014.78</u></b>
<b>Expenditure</b>		
227-4227-2407-0000	Programs(E)	1,167.52
<b>Expenditure</b>		<b><u>1,167.52</u></b>

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**Fund229 - FRIENDS OF STILLWATER LIBRARY**

<b>Revenue</b>		
229-0000-3810-0100	Donations(R)	-15,533.08
229-0000-3810-0200	Interest Earnings-Investments(R)	-388.39
229-0000-3810-0210	Unrealized Gains/Losses(R)	-63.82
<b>Revenue</b>		<b><u>-15,985.29</u></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><u>18,082.20</u></b>

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**Fund232 - STILLWATER LIBRARY FOUNDATION**

<b>Revenue</b>		
232-0000-3820-0100	Donations(R)	-59.25
232-0000-3820-0305	Donations - Library Equipment(R)	-773.59
232-0000-3820-0310	Donations - Library Materials(R)	-18,383.24



Account Number	Account Title	YTD
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><u>-128,541.20</u></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)	31,455.44
232-4232-4099-0000	Miscellaneous Charges(E)	78,590.45
<b>Expenditure</b>		<b><u>129,202.72</u></b>

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**Fund233 - KILTY FUND**

<b>Revenue</b>		
233-0000-3810-0200	Interest Earnings - Investment(R)	-1,362.73
233-0000-3810-0210	Unrealized Gains/Losses(R)	-527.19
<b>Revenue</b>		<b><u>-1,889.92</u></b>
<b>Expenditure</b>		
233-4233-9120-0000	Transfer Out-Capital Outlay(E)	6,653.00
<b>Expenditure</b>		<b><u>6,653.00</u></b>

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**Fund234 - THE WHITSON FUND**

<b>Revenue</b>		
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**

<b>Revenue</b>		
235-0000-3810-0200	Interest Earnings-Investments(R)	-602.50
235-0000-3810-0210	Unrealized Gains/Losses(R)	-261.64
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>-11,439.54</u></b>
<b>Expenditure</b>		
235-4235-2101-0000	General Supplies(E)	4,038.72
235-4236-4099-0000	Miscellaneous Charges(E)	1,964.62
235-4238-4099-0000	Miscellaneous Charges(E)	720.33
<b>Expenditure</b>		<b><u>6,723.67</u></b>

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**Fund236 - WICK ESTATE FUND**

<b>Revenue</b>		
236-0000-3810-0200	Interest Earnings(R)	-423.60
236-0000-3810-0210	Unrealized Gains/Losses(R)	-311.59
<b>Revenue</b>		<b><u>-735.19</u></b>
<b>Expenditure</b>		
236-4236-4099-0000	Wick - Miscellaneous(E)	2,418.12
<b>Expenditure</b>		<b><u>2,418.12</u></b>

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 March 31, 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 from 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 \$250,076 through the 3/23/24 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. \$32,000 has been ordered with \$4,345 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). \$1,965 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. \$5,426 expended to date.

Plant Expenditures

**Plant Personnel:** The plant personnel budget is \$131,195. \$29,171 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. \$1,071 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). \$19,142 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. \$12,624 expended to date.

**229 Friends:**

- Donations: \$15,000 donation received for materials and programs.
- Programs: \$2,229 expended to date in the area of programs.

**232 Foundation:**

- Materials: \$443 expended to date.
- Minor Equipment: \$65 expended to date.
- Programs: \$3,917 expended to date.
- Misc: \$2,027 expended to date.

**235 Library Donations:**

- Donations: \$600 received to date.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024 Library Budget Status Report (Through 3/24)  
2024 Supplemental Report (Through 3/24)

CITY OF STILLWATER  
**Library Budget Status**

End.GLPeriod 324 AND [Account].AccountNumber 120423000000000{-}120423199999999{-}230000000000000{-}230999999999999 ANI  
 [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>	
<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>	
<b>Fund120 - CAPITAL</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<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	-934.70	-2,565.30	26.70%
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	-85.00	-1,415.00	5.66%
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	-425.36	-1,574.64	21.26%
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	-.28	.28	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-6.00	-194.00	3.00%
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>-263,442.17</b>	<b>-1,330,340.83</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>-263,442.17</b>	<b>-1,330,340.83</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	55,313.10	181,209.93	23.38%
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	3,886.20	-386.20	111.03%
230-4230-1113-0000	Vacation Pay(E)	.00	8,002.33	-8,002.33	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	134,107.16	542,780.09	19.81%
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	14,503.52	54,002.60	21.17%
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	15,404.72	54,471.84	22.04%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	17,958.89	70,345.51	20.33%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	814.02	3,101.82	20.78%
230-4230-1540-0000	Life Insurance(E)	769.00	86.94	682.06	11.30%
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	479.23	2,520.77	15.97%
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	1,089.61	13,410.39	7.51%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	824.24	14,675.76	5.31%
230-4230-2402-0000	Audio(E)	1,900.00	909.79	990.21	47.88%
230-4230-2403-0000	Periodicals(E)	3,000.00	-8.88	3,008.88	-0.29%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	654.13	10,045.87	6.11%
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	877.07	4,622.93	15.94%
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	1,965.53	7,534.47	20.68%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	3,340.24	1,659.76	66.80%

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	346.62	1,153.38	23.10%
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	663.13	10,336.87	6.02%
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	69.97	130.03	34.98%
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	417.12	1,582.88	20.85%
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>261,815.32</b>	<b>1,062,169.88</b>	
<b>Segment4230 - LIBRARY</b>		<b>1,323,985.20</b>	<b>261,815.32</b>	<b>1,062,169.88</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	15,495.76	58,678.24	20.89%
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	768.71	-768.71	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	1,400.70	-1,400.70	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	4,950.81	23,989.19	17.10%
230-4231-1410-0000	PERA(E)	7,674.00	1,681.83	5,992.17	21.91%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	1,756.97	6,131.03	22.27%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	2,980.08	8,918.64	25.04%
230-4231-1520-0000	Dental Insurance(E)	505.00	126.30	378.70	25.00%
230-4231-1540-0000	Life Insurance(E)	116.00	10.80	105.20	9.31%
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	1,071.38	2,928.62	26.78%
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	296.90	1,403.10	17.46%
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	6,098.22	43,901.78	12.19%
230-4231-3601-0000	Natural Gas(E)	30,000.00	4,524.85	25,475.15	15.08%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	2,635.00	6,365.00	29.27%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	4,873.65	6,126.35	44.30%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	713.43	2,286.57	23.78%
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>49,385.39</b>	<b>236,010.33</b>	
<b>Segment4231 - LIBRARY</b>		<b>285,395.72</b>	<b>49,385.39</b>	<b>236,010.33</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>47,758.54</b>	<b>-32,160.62</b>	
<b>Total:</b>		<b>835,597.92</b>	<b>47,758.54</b>	<b>787,839.38</b>	

CITY OF STILLWATER  
**Library Supplemental**

End.GLPeriod 324 AND [Account].AccountNumber 2200000000000000{-}2299999999999999  
 [Report].AccountType {Contains}Revenue{,}Expenditure AND [Report].Amount {<>}0

Account Number	Account Title	YTD
<b>Fund223 - PERSONNEL GRANT</b>		
<b>Expenditure</b>		
223-4223-1000-0000	Full Time Salaries(E)	932.60
223-4223-1112-0000	Sick Pay(E)	51.27
223-4223-1200-0000	Part Time Salaries(E)	9,502.43
223-4223-1410-0000	PERA(E)	590.56
223-4223-1420-0000	FICA/Medicare(E)	824.54
223-4223-1500-0000	Hospital / Medical(E)	702.11
223-4223-1520-0000	Dental Insurance(E)	12.07
223-4223-1540-0000	Life Insurance(E)	8.74
<b>Expenditure</b>		<b><u>12,624.32</u></b>

<b>Fund228 - FRIENDS OF LIBRARY</b>		
<b>Revenue</b>		
228-0000-3820-0100	Donations(R)	<u>-15,000.00</u>
<b>Revenue</b>		<b><u>-15,000.00</u></b>

<b>Fund229 - FRIENDS OF STILLWATER LIBRARY</b>		
<b>Expenditure</b>		
229-4229-2407-0000	Programs(E)	<u>2,220.38</u>
<b>Expenditure</b>		<b><u>2,220.38</u></b>

<b>Fund232 - STILLWATER LIBRARY FOUNDATION</b>		
<b>Expenditure</b>		
232-4232-2113-0000	Materials(E)	443.74
232-4232-2302-0000	Other Minor Equipment(E)	65.81
232-4232-2407-0000	Programs(E)	3,917.58
232-4232-4099-0000	Miscellaneous Charges(E)	<u>2,027.70</u>
<b>Expenditure</b>		<b><u>6,454.83</u></b>

<b>Fund235 - LIBRARY DONATIONS FUND</b>		
<b>Revenue</b>		
235-0000-3820-0100	Donations(R)	<u>-600.00</u>
<b>Revenue</b>		<b><u>-600.00</u></b>



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2024 Q1 Gifts and Grants Received Report</b>	
OWNER: <b>Goeltl, Business and Communications Manager</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of the supplemental gifts and grants received by the library in Quarter 2 of 2024.</b>	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – March 31, 2024.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Supplemental Funds: Gifts &amp; Grants Received Through 3/31/24</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**LIBRARY SUPPLEMENTAL FUNDS: 2023 GIFTS & GRANTS RECEIVED (January 1 - March 31, 2024)**  
Updated 4/5/2024

2024 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
2024	1/12/2024	\$100 tribute in memory of Jjim Schaefer, Jeff Bowers, Angela Westby, Dan Powell, and Jim Smith	\$100	None	235-0000-3820-0100	TBD	Rec'd by library in 2023; Deposited in 2024 and counted as a 2024 donation.
G1	1/25/2024	\$25 tribute gift in memory of Rita Updyke	\$25	None	230-0000-3820-0100	Expend in 2024	For board review and approval on 4/9/2024.
G2	2/21/2024	Unrestricted donation	\$500	None	235-0000-3820-0100	TBD	For board review and approval on 4/9/2024.
G3	3/7/2024	\$60 tribute gift in memory of Mary Joleen Johnson and Charlotte Robledo	\$60	Book purchase	230-0000-3820-0100	Expend in 2024	For board review and approval on 4/9/2024.
			\$685				
2024 FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
FRND1	3/11/2024	Friends 2024-03 Grant Request	\$15,000	Materials and Programs	229-0000-3810-0100	Expend in 2023	For board review and approval on 4/9/2024.
			\$15,000				
2024 FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/1/2024	232 2024-01 SPLF Materials	\$16,500	Materials	232-0000-3820-0310	Expend in 2024	For board review and approval on 4/9/2024.
SPLF2	1/1/2024	232 2024-01 SPLF Programs	\$5,000	Programs	232-0000-3820-0320	Expend in 2024	For board review and approval on 4/9/2024.
SPLF3	1/1/2024	232 2024-01 SPLF Sundays	\$16,500	Staffing	232-0000-3820-0100	Expend in 2024	For board review and approval on 4/9/2024.
SPLF4	1/1/2024	232 2024-01 YS Staff Grant	\$26,850	Staffing	232-0000-3820-0100	Expend in 2024	For board review and approval on 4/9/2024.
SPLF5	1/1/2024	232 SPLF DR 2024-01 DR Brown Adult Art	\$500	Programs - Adult	232-0000-3820-0320	Expend in 2024	For board review and approval on 4/9/2024.
SPLF6	1/1/2024	232 SPLF DR 2024-01 DR HJA EL & School-Aged	\$8,300	Programs - YS	232-0000-3820-0320	Expend in 2024	For board review and approval on 4/9/2024.
SPLF7	1/1/2024	232 SPLF DR 2024-01 DR HJA Nature	\$5,200	Programs - YS Nature	232-0000-3820-0320	Expend in 2024	For board review and approval on 4/9/2024.
SPLF8	1/1/2024	232 SPLF DR 2024-01 DR HJA Summer Explorers	\$18,500	Programs - YS Summer	232-0000-3820-0320	Expend in 2024	For board review and approval on 4/9/2024.
SPLF9	3/28/2024	232 SPLF DR 2024-03 DR Chess	\$100	Programs - Chess	232-0000-3820-0320	Expend in 2024	For board review and approval on 4/9/2024.
SPLF10	3/22/2024	232 2024-03 Advocacy	\$6,500	Advocacy	232-4900-3099-0000	Expend in 2024	For board review and approval on 4/9/2024.
			\$103,950				
2024 FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library )							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2024	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2024.	For board review and approval on 4/9/2024.
SPLF In Kind 2	2/25/2024	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2024.	For board review and approval on 4/9/2024.
SPLF In Kind 3	3/25/2024	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2024.	For board review and approval on 4/9/2024.
			\$4,354.17				

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Trustee &amp; Council Liaison Information Sharing</b></p>	
<p>OWNER:  <b>Trustees &amp; Council Liaison</b></p>	<p>PRESENTER:  <b>Trustees &amp; Council Liaison</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:  This standing agenda item allows Trustees and the Council Liaison to share information. 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 3/13/2024, Troendle sent an email on behalf of Lockyear with the trustee plan for providing treats for staff during National Library Week, April 7-13.</p> <p>Boards and Commissions training is scheduled for 6:00 PM, May 8, at City Hall Council Chambers. Per City Council, attendance is required for those who did not attend the training last year. Please see the attached flyer for more information.</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>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Annual Boards &amp; Commissions training flyer</b></p>	
<p>BOARD NORMS:</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>	



**ATTENTION**

All City of Stillwater Boards and Commission members are requested to attend a training on

**Wednesday, May 8, 2024**

**6 PM**

at City Hall  
Council Chambers

Presenter: Kori Land, City Attorney

Per City Council, attendance is required for those who did not attend the training last year

**DETAILS:**

Time:	6 PM – 7 PM	7 PM – 9 PM
Attendees:	All Boards & Commissions	Heritage Preservation Commission & Planning Commission
Topics:	Conduct of Meetings	Municipal Planning/Zoning
	Open Meeting Law Conflicts of Interest Data Practices Act/Social Media	Public Hearings

RSVP to Nancy Manos at [nmanos@stillwatermn.gov](mailto:nmanos@stillwatermn.gov) or 651-430-8803.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Report of Director Performance Evaluation: 6-Month Progress Check</b>	
OWNER: <b>Lockyear, President</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:	
<p>BACKGROUND/CONTEXT:          At the March board meeting, the trustees conducted a 6-month progress check in closed session as part of the director performance evaluation process. President Lockyear will provide a verbal summary at the April meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities 101</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Ellison, Hemer, and O'Brien</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>The committee will review the following:</p> <ul style="list-style-type: none"> <li>• Historical review of accomplishments (prior to 2023) – Ellison</li> <li>• Current and future projects – Hemer</li> <li>• Prioritization for future planning – O'Brien</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>There will be a PowerPoint presentation and the slides follow this cover sheet.</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

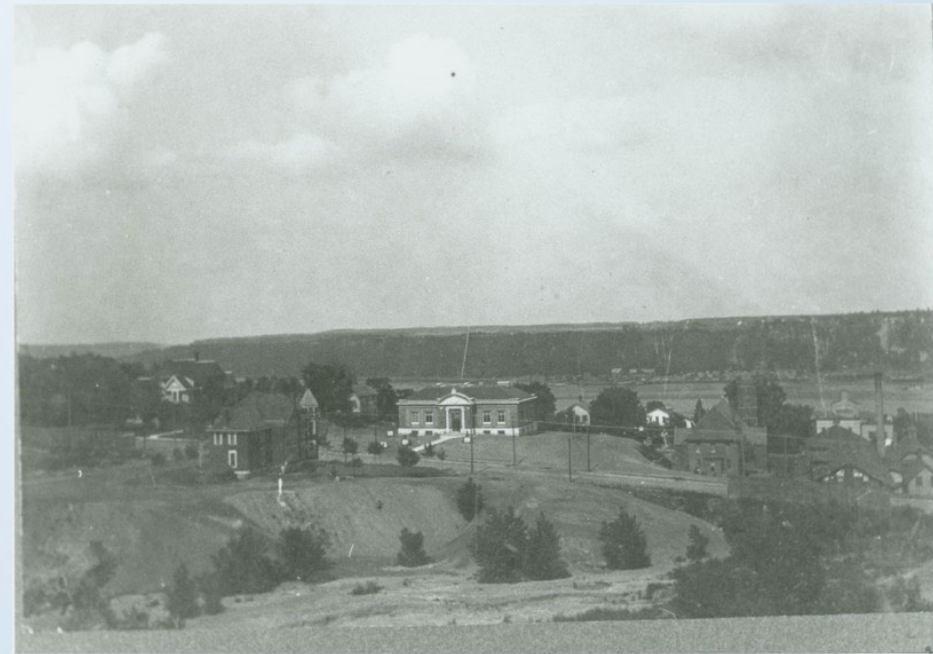
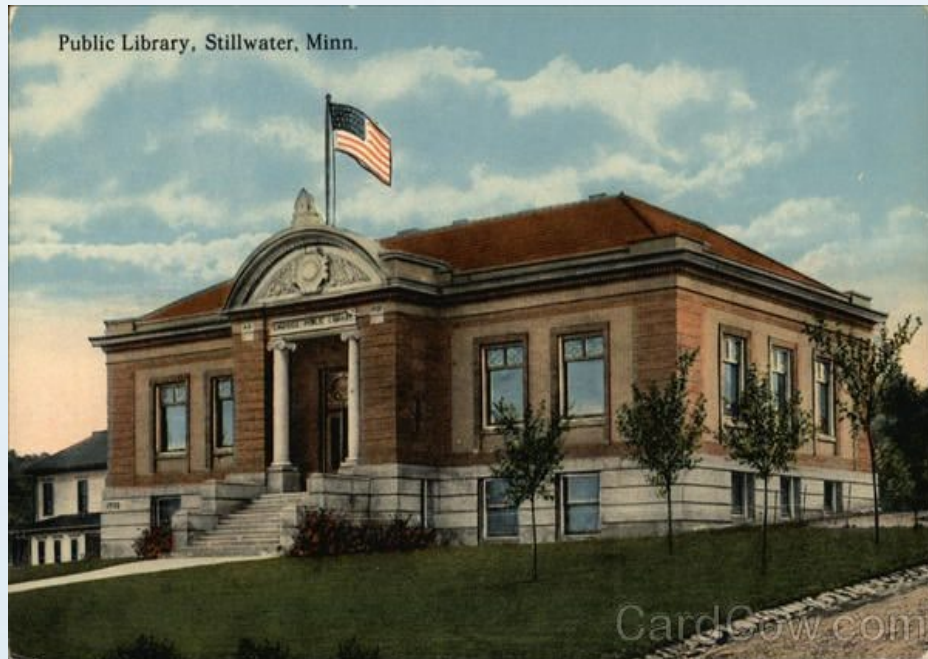


# Facilities Committee 101: Past Accomplishments, Future Maintenance Projects & Enhancements

Presented by: Steve Ellison, Paula  
Hemer and Bevin O'Brien

# Original Construction 1902-1903

- \$25,000 Carnegie funding plus additional gift of \$2,500 to build 5,000 square foot building
- City provided land for building



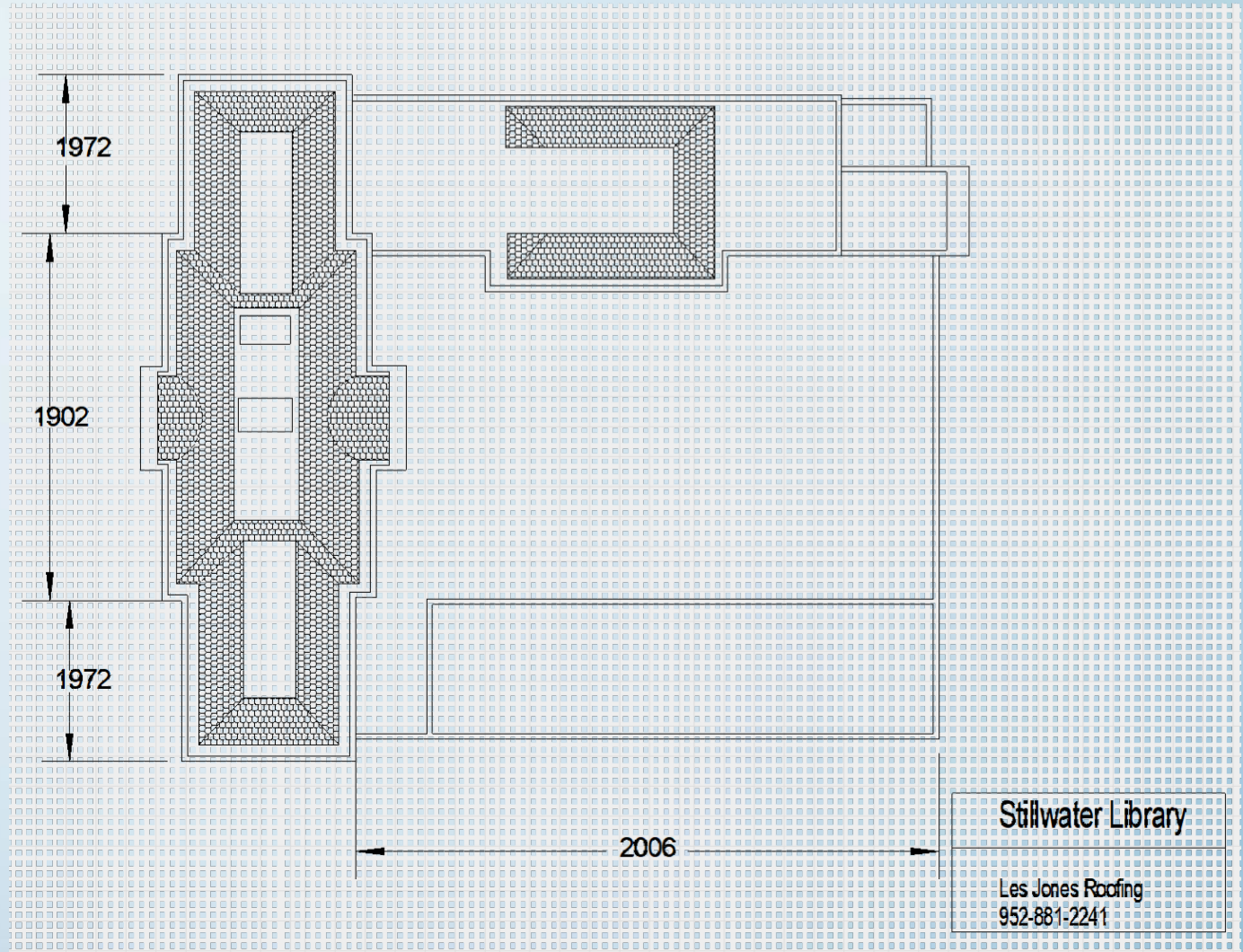


# Margaret Rivers expansion - 1972





# Three libraries in one





# Past Accomplishments

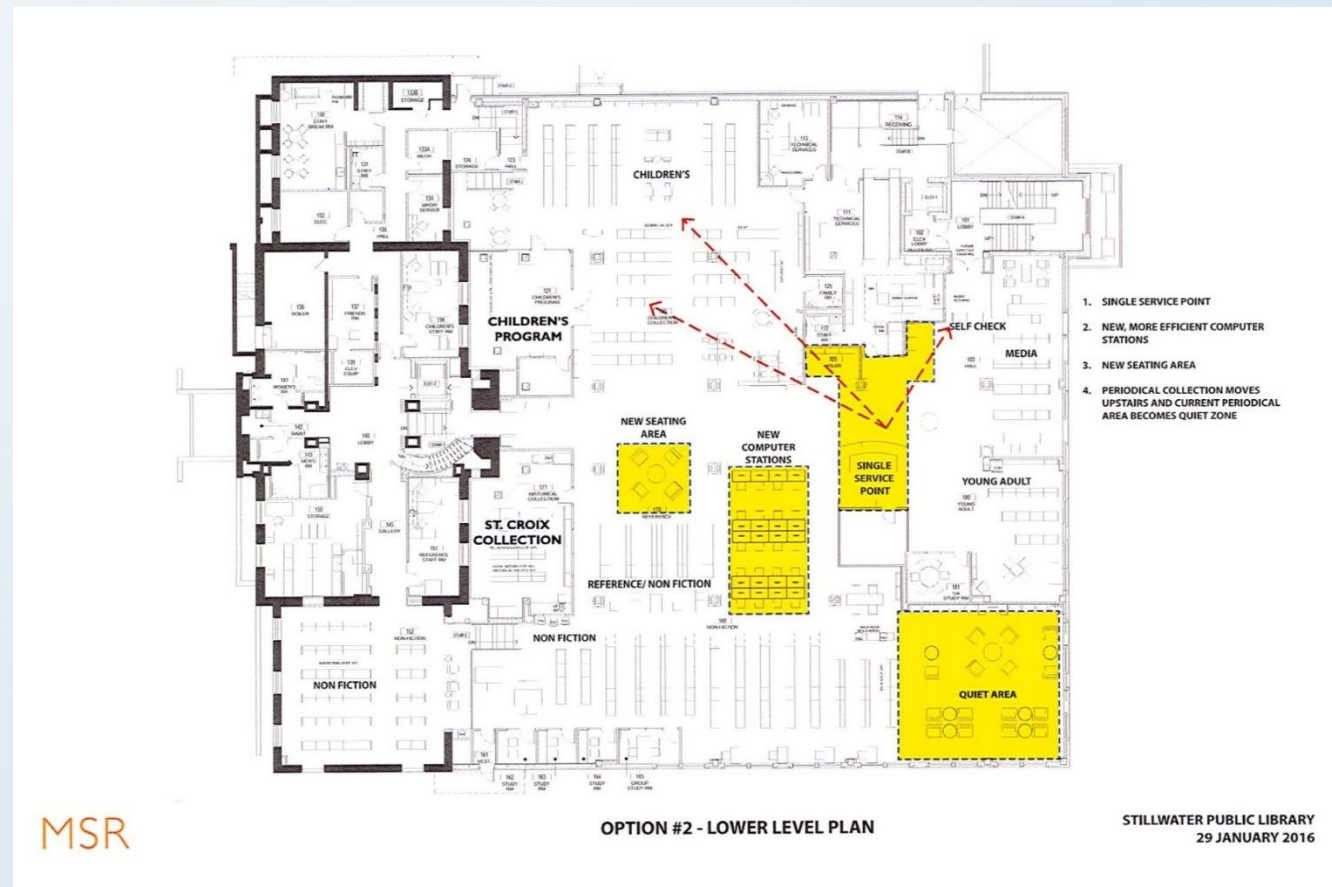
# Past Projects 1985-2006

- 1985-1986 – Facility reorganization - funded by City — Handicap access added & 2,000 square feet repurposed for public use
- 2005-2006 Expansion — New Third Street entrance, parking ramp with terrace atop and new event/community space



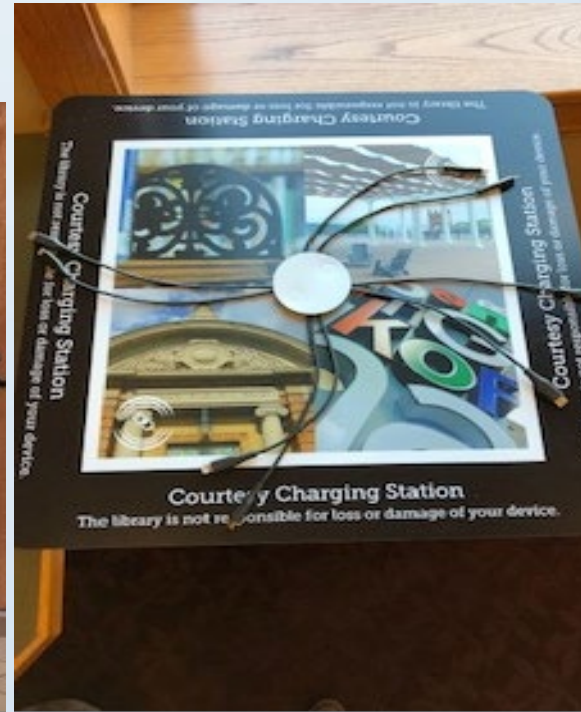
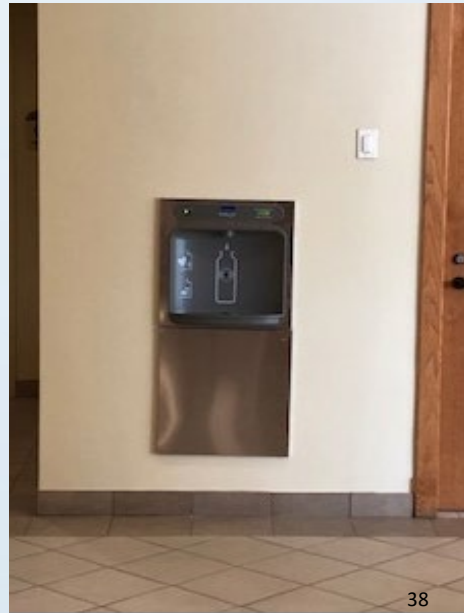
# Past Projects 2016

- Co-located circulation and reference desk



# Past Projects 2017-2019

- Upgraded teen entrance
- Hearing Loops – Margaret Rivers Room (2017), Conference Room (2018), and Story Time Room (2019)
- Added charging and hydration stations



# Past Projects 2018-2021



LED lighting



# Past Projects 2019

- Repaired pergola





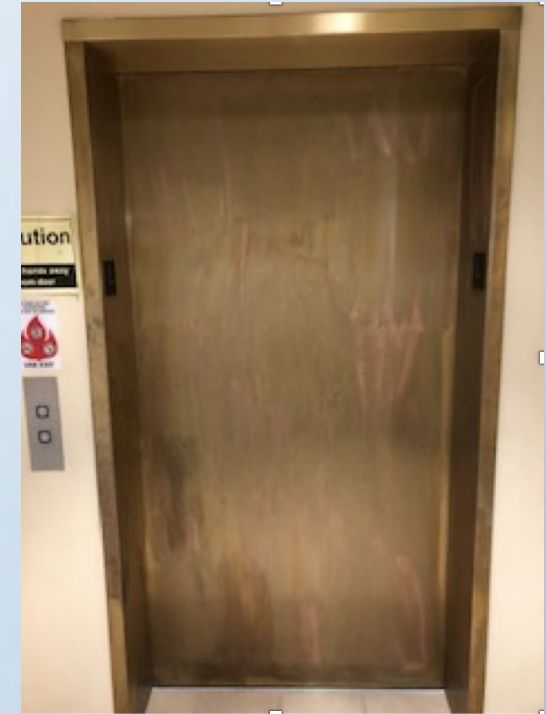
# Past Projects 2019-2020

- Repaired Fourth Street level ceiling



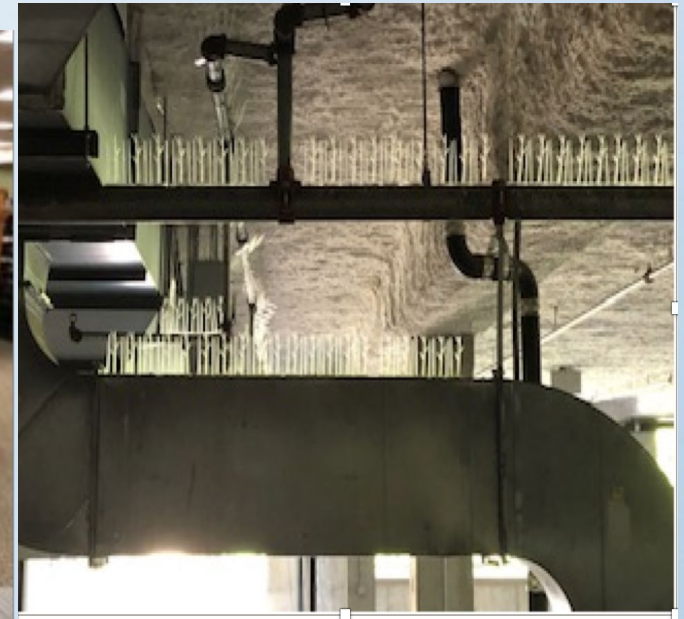
# Past Projects 2019-2020

- Repaired leaking pipes in garage
- Repaired and refinished elevator doors
- Replaced doors to parking ramp



# Past Projects 2019-2020

- Bird deterrence in ramp
- Upgrading computer chairs
- Re-upholstered chairs



# Past Projects 2019 - ongoing

Masonry Repairs



# Past Projects 2021

- Catering Ramp repaired and repainted



# Past Projects 2021

- Terrace capstones repaired to protect from water damage



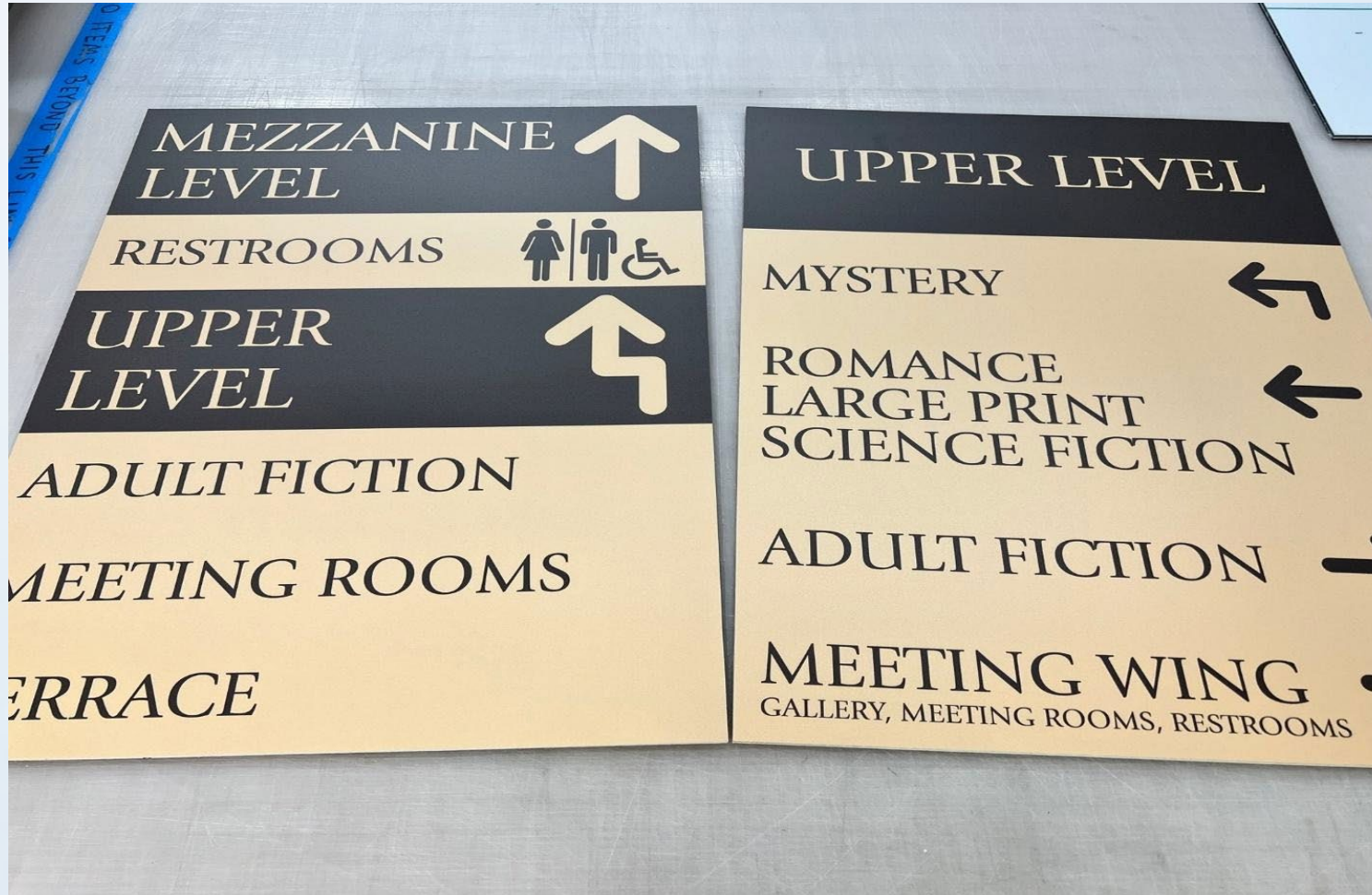
# Past Projects 2022



Original Roof replaced



# Past & Current Projects 2023-2024: New Signage



New Directory Signs



# Past & Current Projects 2023-2024: New Signage



**BEFORE:** The adhesive on these letters is failing



**AFTER:** Instead of individually-attached letters, the lettering is printed on a panel that mirrors the ornamental design of existing signage

# Past & Current Projects 2023-2024: New Signage



**BEFORE:** The Storytime Room letters were beginning to detach and shift.

Also, due to the popularity of storytime, the room became too small for those programs. In 2022 the room was repurposed as the Discovery Room.



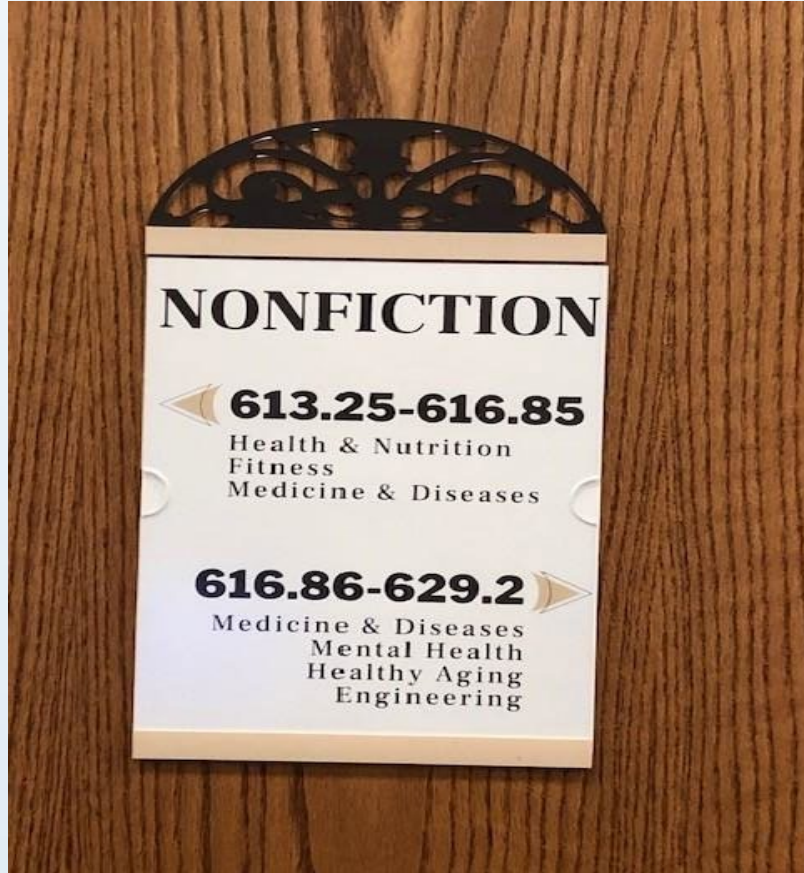
**AFTER:** In 2023, with a grant, the room was formally rebranded as the Discovery Room

# Past & Current Projects 2023-2024: New Signage



**BEFORE:** An example of an old stack sign that is falling apart. The descriptive text is held on with blue painters tape!

# Past & Current Projects 2023-2024: New Signage



## After:

- Much larger in size, 8 1/2x11";
- Much sturdier;
- Allows larger font size;
- More room for additional information;
- Inserts can be changed as needed;
- Includes cut outs on either side making sheets easier to be replaced;
- Fewer failure points
- 100 signs of this original style were manufactured;

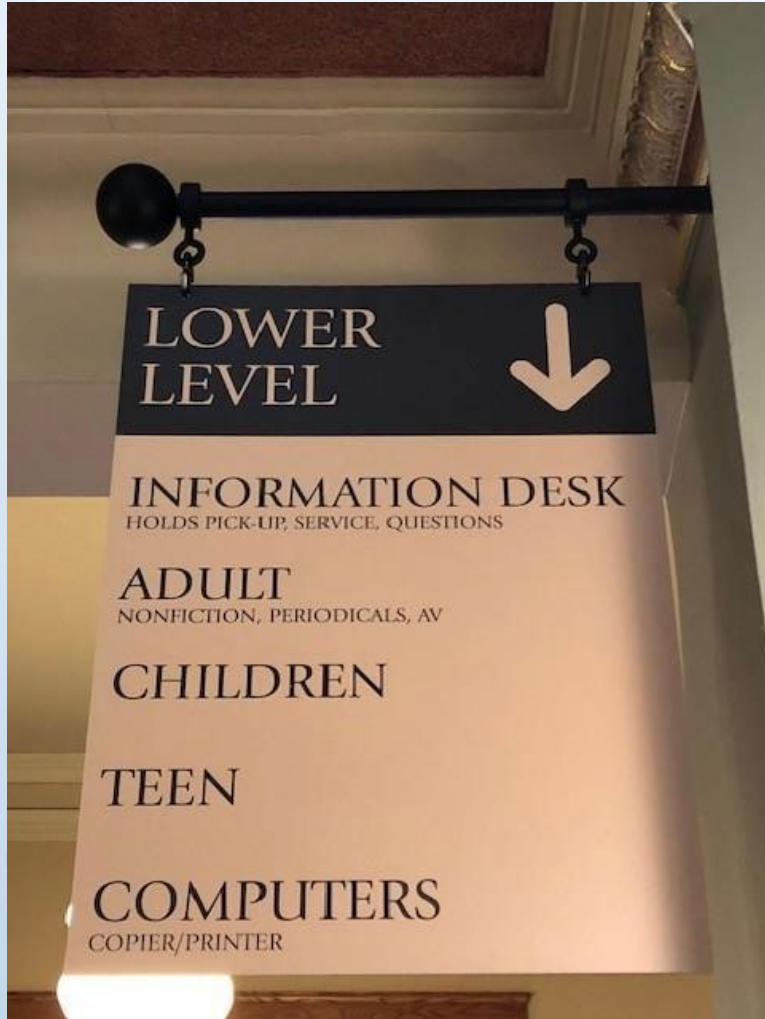
# Past & Current Projects 2023-2024: New Signage



**COMPARISON:** The sign on the left is the old style; the new style is on the right.

- More information can be included and
- Height was lowered for shorter patrons and those in wheelchairs.

# Past & Current Projects 2023-2024: New Signage



Front side

**NEW:** A flag-mounted sign on upper level

- Some visitors actually do not know that there is a lower level.
- Provides much better wayfinding.



Back side

# Past & Current Projects 2023-2024: Restriped Parking Garage



**Before**



**After**

# Past & Current Projects 2023-2024:



Stainless steel expansion joint cover installed in the gallery to protect the ceramic tiles



Sidewalk concrete repairs



# Past & Current Projects 2023-2024:

- Masonry and caulking on terrace perimeter and 4th Street;
- Interior repairs from roofing project;
- Terrace door's broken glass replaced;
- Water heater replaced.



# Future Maintenance Projects

- Identified internally
- Identified by Kraus-Anderson

# Projects identified internally:

- Final phase of masonry work on 3rd Street entrance, 2024.
- Low Voltage Panel Replacement, 2026, \$5,000

# Car and bike charging stations & Bike repair station



# Identified by Kraus-Anderson

- In a recent Facility Condition Assessment of 10 city facilities
- Included \$4M of deferred library maintenance over next 10 yrs.
  - Retaining walls - 2026
  - Exterior doors - 2026
  - Fire Alarm Replacement Panel - 2026
  - Sump Pump replacement - 2026
  - Expansion tank for boilers - 2026
  - VDFs - 2026
  - Server room - 2026
  - Terrace roof - 2027
  - Elevator & Lift - 2027
  - Stairs & railings - 2028

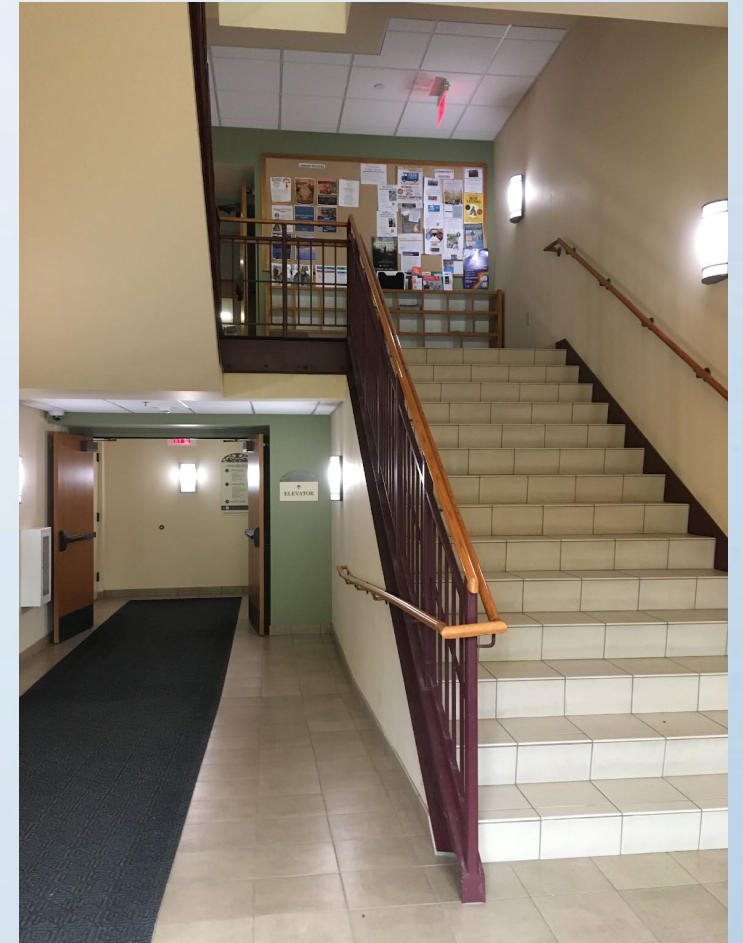


# Future Enhancements

2024-2028

# Third Street Entrance/Stairwell - proposed for 2024

- Repair cracks and repaint
- Create appealing entrance art
- Redo messaging area





## Meeting Wing

- Sound-abatement divider
- New furniture
- Upgrade Audio and Visual Equipment





## Children's Area

- Sound partition
- Replace furniture, shelving, carpeting
- Update computers



## Terrace Enhancements

Improved accessibility  
Education, story time, play areas, outdoor activities  
Stage area for concerts, outdoor movies, etc  
Telescope  
Shaded areas, unique & inviting

# A Wish List of Possible Future Enhancements

- Improve accessibility in St. Croix Collections room
- Improve ADA accessibility to restrooms and terrace
- Green roof for terrace
- Bike repair station
- Solar panels on roof to provide energy for building
- Replace general furnishings throughout library
- Enhance 4th street lawn
- Consider digital monitors for future signage
- Replace carpeting on upper level

# Prioritization for future planning



# Proposed Criteria

- Maintenance\*:
  - **Safety Need:** risk to patrons, staff and/or facility.
  - **Current cost vs. future cost:** includes inflationary costs and/or added costs due to deferring maintenance/increased wear to facility.
  - **Negative impact on staff and patrons:** level of inconvenience or disruption to the staff and/or facility.
  - **Complexity of project:** size of project, amount of staff time, number of contractors, need for fundraising, etc.
  - Speed of completion: how quickly the project can be completed..

\* Exclude Kraus-Anderson recommended projects from prioritization

# Proposed Criteria

- Enhancements\*:
  - **Safety Need:** risk to patrons, staff and/or facility.
  - **Current cost vs. future cost:** includes inflationary costs and/or added costs due to deferring maintenance/increased wear to facility.
  - **Positive impact for staff and patrons**
  - **Complexity of project:** size of project, amount of staff time, number of contractors, need for fundraising, etc.
  - **Future Maintenance requirements & cost:** sustainability of project
- \* Must have: All enhancement projects involve staff in planning & buy-in prior

So many maintenance needs!

So many possible enhancements!

Challenging work for our Facilities  
committee, our Director and our Board.



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Strategic Plan Progress Report</b>	
OWNER: <b>Stillwater Library Board of Trustees</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: <p>The 2023 Progress Report follows this cover sheet. It is designed to be published annually, in the month of either April or May, to coincide with the state library annual report. Aligned with our strategic plan themes, this report is a public-facing document that records and celebrates successes. It also highlights important statistical measures. National Library Week is April 7-13, and the release of our report is a great way to acknowledge and celebrate a year of wonderful accomplishments.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS <b>2023 Progress Report</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



CARNEGIE PUBLIC LIBRARY

1902

Stillwater  
Public Library

2023  
Progress  
Report



## Message from the Library Board of Trustees President and the Library Director

2023 was an exceptional year for Stillwater Public Library!

Our library was recognized by the City of Stillwater's Heritage Preservation Commission for its efforts to preserve a historic building. Further recognition was bestowed for educational opportunities through the St. Croix Collection. The library's outstanding service in support of the City of Stillwater's mission was also acknowledged.

The City of Stillwater's Human Rights Commission nominated Stillwater Public Library's Youth Services team for the Stillwater Human Rights Award.

A new strategic plan was adopted. In this report, objectives and successes are highlighted for each of the three strategic themes, which are Space & Place, Access & Enrichment, and Culture & Organizational Health.

Also, more materials were borrowed from this library than any previous single year, and we can report record-breaking participation in library programs and activities too. Clearly, this is a community that values literacy, lifelong learning, and engagement. Thank you for being a part of our story.

Warmest regards,



Pat Lockyear  
President, Board of Trustees



Mark Troendle  
Director, Stillwater Public Library

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



**353,354**  
physical items  
checked out



**79,491**  
e-materials  
borrowed

**2,541**  
volunteer  
hours



**LIBRARY**

**6,930**  
new items added to  
physical collection

**81%**  
of circulation is from physical  
items

**287**  
programs  
& activities



**18,861**  
participating adults,  
teens & children

**2023 in Review**

**126,369**  
library visits



An average of **376** visitors  
each day!



**1,514**  
new library cardholders



**97,110**  
visits to our  
website



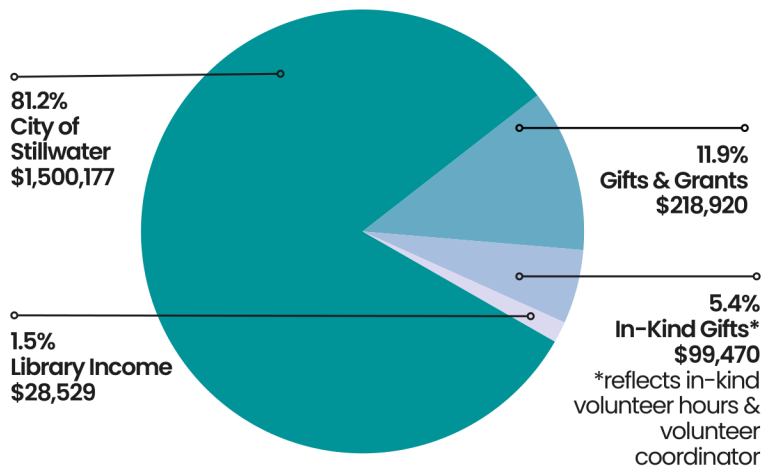
**24,037**  
Wi-Fi users

## 2023 Financial Highlights

### A Community-Supported City Library

Stillwater Public Library is city-owned and operated. In 2023, the City of Stillwater provided more than 81% of the library's total operating support through the levying of property taxes. The remaining support came from the generosity of donors to the library, Stillwater Public Library Foundation, and Friends of the Stillwater Public Library, as well as volunteers assisting at the library.

### 2023 Operating Support



### The City funded:

- Library staffing for Monday - Saturday
- Building maintenance and utilities
- Equipment, supplies and services
- 55% of new materials purchased for users to borrow
- Masonry restoration (capital budget)

### Gifts from Foundation, Friends and donors funded:

- 45% of new materials purchased for users to borrow
- Library staffing on Sundays
- Youth Services librarian
- Youth Summer Reading Program
- Discovery Room
- Programs and activities for all ages
- Staff training
- Digitization of historical newspapers

# Space & Place

Stillwater Public Library is committed to providing an inclusive, accessible, and welcoming space where all members of our community can explore, learn, and connect.



## Our Objectives

- Bolster the library's position in the community as an accessible, free, safe, and welcoming destination for everyone.
- Anchor the library's role as a connector within the larger social and economic fabric of the community.
- Preserve and honor the unique character of the historic Carnegie library.
- Protect the library's people, property, and information.
- Maintain and improve library spaces and amenities to enhance the user experience.

## Our Successes

- The library was honored with an award from the Stillwater Heritage Preservation Commission for the library's contributions to preservation, preservation education, and good stewardship of our historic Carnegie building.
- Masonry restoration continued with caulking and tuckpointing completed on the west side, the terrace, and half of the south face of the building.
- Preservation work occurred throughout the library, including interior wall repairs and repainting, installation of a metal cap over a joint in the gallery floor to protect tiles from damage, retaining wall repairs, and restoration of wood tables by a past trustee.
- Grant money was awarded to the library to update signage to help patrons better navigate the building and find resources.
- Building security was enhanced with the addition of a new exterior security camera providing coverage of the staff entrance and the replacement of four interior analog security cameras with digital models.
- Volunteers from the Ivy Garden Club and the Board of Trustees brought vibrancy and color to the library with their careful planting and tending of flowering pots and seasonal greens.
- With visitors to the library often asking about its history, a research volunteer dug into archives for articles and artifacts highlighting key library events. A history of the library display was installed on the mezzanine level and updated in both a brochure format as well as on the website.
- The library is a founding member of a collective effort called the Stillwater Area Historic Newspaper Initiative that undertook a project to digitize and make searchable more than 77,000 pages of the Stillwater Gazette (1870–1926) and the Stillwater Messenger (1911–1926).



Stillwater Public Library is a bridge from our history to the future.

## Access & Enrichment

Stillwater Public Library is responsive to the diverse needs of our community and offers library services to all.

### Our Objectives

- Grow the library's commitment to reducing barriers to access.
- Provide meaningful opportunities for community engagement.
- Expand the library's reach with materials, programs, and services that reflect community needs and inspire diverse groups to seek access.
- Support users of all ages in their education, literacy, and enrichment aspirations.
- Help users navigate and engage with a broad spectrum of information and resources.
- Uphold the principles of intellectual freedom.



Stillwater Public Library is a passport to information and ideas.

### Our Successes

- Borrowing of both physical and electronic items hit record levels. Total circulation has increased more than 30% over the past 10 years.
- Wonderbooks were added to the children's read-along collection. These print books with a built-in audio player aid in reading comprehension.
- The Road to Decode collection was expanded to include short chapter books and additional early reader titles to support new and striving readers.
- Due to the popularity of mobile hotspots, eleven more were added to help meet demand. These are funded by Stillwater Public Library Foundation.
- Based on patron suggestions, a magazine exchange was established.
- The library hosted We Are Water MN, an interactive exhibit and series of programs on the science, history, culture, and relationships of water in Minnesota and the lower St. Croix River Valley.
- One-on-one technology help appointments were regularly offered to provide personal assistance with computers, smartphones, tablets, and e-readers.
- Wellness programs were introduced for adults, including a balanced wellness series and regular Tai Chi classes.
- A new document camera was purchased that allows library program instructors to project an image of the techniques they are using to the class.
- A library card design contest for youth generated 70 entries, with one design printed as a limited edition card.
- The Discovery Room has become a year-round destination in the children's area with themes changing seasonally. Open during library hours, it is a place for children and caregivers to play and imagine together.
- The library director participated in a panel discussion of intellectual freedom.



## Culture & Organizational Health

Stillwater Public Library offers an internal culture focused on inclusion, accountability, and respect. The library is a trusted community organization and a responsible steward of taxpayer and donor dollars.

### Our Objectives

- Cultivate an inclusive organization focused on equitable outcomes and services for all.
- Build staff capacity to deliver on our mission and create opportunities for development and growth.
- Boost public awareness of the library and its value and role in improving the lives of people in the community.
- Align financial and operational resources with strategic priorities to ensure long-term sustainability.

### Our Successes

- The library's youth services team was nominated for a Stillwater Human Rights Award for going above and beyond to ensure the enjoyment and protection of human rights by the city's Human Rights Commission.
- Trustees approved a 2023-2027 strategic plan focused on objectives in the areas of space and place, access and enrichment, culture and organizational health.
- A Library Advocacy Committee, consisting of representatives from the library board, staff, Foundation, and Friends, was formed to grow support and awareness of the library across the broader community.
- Library staff were out in the community at DaVinci Fest, Stillwater Farmers Market, ECFE, Family Means, Boutwells Landing, and area schools.
- Staff were enrolled in a training program that emphasizes resolving challenging situations with empathy and de-escalatory tactics.
- Staff participated in health and wellbeing activities offered through the city.
- A three-year grant was approved by Stillwater Public Library Foundation to fund a 20-hour per week Youth Services Librarian.
- Volunteers gave more than 2,500 hours of their time to the library, an equivalent of over \$80,000 in staffing.



### Contact Us

- 📞 651-275-4338
- ✉️ [splinfo@stillwatermn.gov](mailto:splinfo@stillwatermn.gov)
- 🌐 [library.stillwatermn.gov](http://library.stillwatermn.gov)
- 📍 224 3rd ST N  
Stillwater, MN 55082

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2023	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2023 Minnesota Public Library Annual Report.	
BACKGROUND/CONTEXT: Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. The Department of Education is required by Law (Minnesota Statutes 134.31, Subd. 4) to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state. Statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projections and planning related to developing strategic or technology plans, budgeting, or expansion projects; and historical research.  This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collect this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and shared widely at local, state and national levels. Researchers, consultants, journalists and legislators also use the data to analyze and compare the nation’s public libraries.  Please note: <ul style="list-style-type: none"> <li>• The annual report document is geared to libraries that are a location of a larger library system. It contains a report for the library administrative entity and a report for the locations. In the case of Stillwater, we are both the library administrative and the location. The data fields included in each report vary. For example, the program breakouts listed on the location report are different than the summary totals listed for the administrative entity.</li> <li>• As in past years, the financial segment of the report is based on unaudited data. The City of Stillwater is still reconciling fiscal year 2023, and final numbers are not yet available.</li> <li>• Patrons &amp; Visits: The number of registered cardholders decreased slightly (by 11 patrons). The number of visits increased 14% from last year but hasn’t yet returned to pre-COVID levels. Contactless visits refer to scheduled use of the library locker service.</li> <li>• Wireless Sessions: Use of Wi-Fi showed a big jump between 2022 and 2023 due to a change in reporting. In 2022, the annual total of the number of daily unique users was reported. Per the state’s request, the total of the number of daily sessions was reported in 2023 (with unique users potentially having multiple sessions per day). We still tracked the number of unique users in 2023 at 24,037.</li> <li>• Circulation: Circulation is at a historic high for both print and digital. Total circulation increased 5.75% last year and has increased 30% in the past 10 years while the population of Stillwater has grown about 3%.</li> <li>• Collection: The term “Other Physical Materials” refers to our Library of Things, which are items like hotspots, laptops, telescope kits, DVD players, nature backpacks, etc.</li> <li>• Programs: The number of library programs increased to 287 and includes in-person, live virtual, and self-directed activities. Participation surged again to 18,861 – another record high.</li> </ul>	

<p>Two storytimes are held on Wednesday mornings during the school year to manage the popularity of the program, and summer Wednesdays are out on the lawn to accommodate regular attendance of over 200.</p> <ul style="list-style-type: none"><li>• Financials: Revenue consists of new funds received in 2023 and does not count prior year funds used in 2023. Total operating revenue includes city and supplemental funds received, including state Legacy funds used but excluding other in-kind gifts. In-kind personnel reflects the funding of the volunteer coordinator and \$80,000 of in-kind volunteer hours based on the federal volunteer rate.</li><li>• In summary, positive trends include an increasing number of visitors, plus record circulation numbers and program attendance. One area to continue to work on is the effort to increase the number of registered users. The Advocacy Committee’s recently approved project to contact new residents of Stillwater will help with this effort.</li></ul>
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: History of Library Usage and Activity 2023 Annual Report</p>
<p>PREVIOUS ACTION ON ITEM:</p>
<p>REVIEWED BY COMMITTEE?: Full report reviewed by Lockyear.</p>



# Stillwater

## Public Library

### History of Library Usage and Activity

	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Patrons &amp; Visits:</b>									
Population of the Legal Service Area	18,892	19,754	19,693	19,748	19,915	19,767	19,394	19,464	19,425
Registered Users - Residents	12,674	12,312	11,252	10,453	10,399	9,789	9,543	9,435	9,382
Registered Users - Reciprocal	8,565	8,456	7,550	7,267	7,044	6,850	6,600	6,570	6,612
Total Registered Users	21,239	20,768	18,802	17,720	17,443	16,639	16,143	16,005	15,994
In-Person Visits	146,643	149,618	146,574	146,249	143,844	37,365	73,282	110,553	126,369
<b>Collection &amp; Circulation:</b>									
Collection Size (Physical Materials)	102,089	106,030	92,081	88,684	89,014	87,900	91,780	93,188	91,343
Total Physical Circulation	304,892	299,863	311,150	298,213	332,141	210,304	293,219	344,718	353,354
Total Downloadable Circulation	16,029	24,047	26,477	25,663	40,342*	36,860	52,140	64,564	79,491
Total Circulation	320,921	323,910	337,627	323,876	372,483	247,164	345,359	409,282	432,845
<b>Programming:</b>									
Children's Programs & Activities	213	233	248	280	301	214	117	105	167
Teen Programs & Activities	37	38	32	54	49	31	19	15	7
Adult Programs & Activities	33	42	49	54	50	50	86	104	110
All Ages Programs & Activities	N/A	N/A	N/A	N/A	N/A	N/A	4	4	3
Total Programs	283	313	329	388	400	295	226	228	287
Children's Program Participation	7,575	7,769	7,548	9,680	10,617	7,595	7,522	12,961	15,478
Teen Program Participation	474	441	273	464	167	424	432	165	177
Adult Program Participation	688	819	1,548	1,816	2,137	2,334	3,085	3,611	2,928
All Ages Program Participation	N/A	N/A	N/A	N/A	N/A	N/A	207	228	278
Total Participation	8,737	9,029	9,369	11,960	12,921	10,353	11,246	16,965	18,861

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

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

## 2023 Minnesota Public Library Annual Report

This report reflects the library’s data covering January 1 through December 31, 2023, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2023.

Please note that this document contains information collected at two levels: **library administrative entity** and **locations (outlets)**. In the case of a single-location library, the library is both the administrative entity and the outlet. The totals for the administrative entity are presented first, followed by separate reports for each outlet.

### CONTACT INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from 2022 Data
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director’s Name
G15) Director’s Phone
G16) Director’s Extension
G17) Director’s E-mail Address

### Report Filer

G18) Name of Person Who Prepared This Report
G19) Phone
G20) E-mail

### IMLS Administrative Entity Codes

G22) Legal Basis Code
G23) Administrative Structure Code
G25) Geographic Code
G26) Did the legal service area boundary change?

## VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
<b>P04) Total Registered Users</b>		
P05) Year in Which Registered User Records Were Last Purged		
P06) Visits		
P60) Visits Reporting Method		
P07) Reference Transactions		
P61) Reference Transactions Reporting Method		
P59) Contactless Visits		
P08) Public Internet Computer Sessions		
P09) Public Internet Computer – Usage Type		
P62) Public Computer Sessions Reporting Method		
P10) Wireless Sessions		
P63) Wireless Sessions Reporting Method		
P32) Website Visits		

## CIRCULATION

### Physical and Downloadable Circulation

Data Element	2023 Data	2022 Data
P13) Children’s Circulation		
P14) Adult Circulation		
P15) Physical Circulation (No Age Designation)		
<b>P16) Total Physical Circulation</b>		
P69) Physical Circulation – Not Print or Audiovisual		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
<b>P19) Total Downloadable Circulation</b>		
<b>P20) Total Circulation</b>		

### Collection Use Including Electronic Collections

Data Element	2023 Data	2022 Data
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
<b>P31) Total Collection Use</b>		

## Interlibrary Loan

Data Element	2023 Data	2022 Data
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

## PROGRAMS, RECORDINGS, ACTIVITIES

### In-Person Programs

Data Element	2023 Data	2022 Data
P82) In-Person Programs for Ages 0-5		
P83) In-Person Programs for Ages 6-11		
P84) In-Person Programs for Young Adults		
P85) In-Person Programs for Adults		
P86) In-Person Programs for All Ages		
P75) Total Onsite In-Person Programs		
P81) Total Offsite In-Person Programs		

### In-Person Program Attendance

Data Element	2023 Data	2022 Data
P105) Attendees at In-Person Programs for Ages 0-5		
P106) Attendees at In-Person Programs for Ages 6-11		
P107) Attendees at In-Person Programs for Young Adults		
P108) Attendees at In-Person Programs for Adults		
P109) Attendees at In-Person Programs for All Ages		
P98) Total Onsite Attendance		
P104) Total Offsite Attendance		

### Live Virtual Programs

Data Element	2023 Data	2022 Data
P87) Live Virtual Programs Intended for Ages 0-5		
P88) Live Virtual Programs Intended for Ages 6-11		
P34) Live Virtual Programs Intended for Young Adults		
P35) Live Virtual Programs Intended for Adults		
P89) Live Virtual Programs Intended for All Ages		
P36) Total Live Virtual Programs		

### Live Virtual Attendance

Data Element	2023 Data	2022 Data
P110) Live Virtual Views of Programs for Ages 0-5		
P111) Live Virtual Views of Programs for Ages 6-11		
P38) Live Virtual Views of Programs for Young Adults		
P39) Live Virtual Views of Programs for Adults		
P112) Live Virtual Views of Programs for All Ages		
P40) Total Attendance at Live Virtual Programs		

## Total Programs (In-Person and Live Virtual)

Data Element	2023 Data	2022 Data
P90) Total Programs for Ages 0-5		
P91) Total Programs for Ages 6-11		
P52) Total Programs for Young Adults		
P53) Total Programs for Adults		
P92) Total Programs for All Ages		
<b>P54) Total Programs</b>		

## Total Program Attendance (In-Person and Live Virtual)

Data Element	2023 Data	2022 Data
P113) Total Attendance at Programs for Ages 0-5		
P114) Total Attendance at Programs for Ages 6-11		
P56) Total Attendance at Programs for Young Adults		
P57) Total Attendance at Programs for Adults		
P115) Total Attendance at Programs for All Ages		
<b>P58) Total Program Attendance</b>		

## Recordings of Program Content

Data Element	2023 Data	2022 Data
P116) Recorded Programs for Ages 0-5		
P117) Recorded Programs for Ages 6-11		
P42) Recorded Programs for Young Adults		
P43) Recorded Programs for Adults		
P118) Recorded Programs for All Ages		
<b>P44) Total Recorded Programs</b>		

## Views of Recordings of Program Content

Data Element	2023 Data	2022 Data
P119) On-Demand Views of Recorded Programs for Ages 0-5		
P120) On-Demand Views of Recorded Programs for Ages 6-11		
P121) On-Demand Views of Recorded Programs for Ages 12-18		
P122) On-Demand Views of Recorded Programs for Adults		
P123) On-Demand Views of Recorded Programs for All Ages		
<b>P124) Total On-Demand Views of Recorded Programs</b>		

## Self-Directed Activities

Data Element	2023 Data	2022 Data
P49) Number of Self-Directed Activities		
P50) Participation in Self-Directed Activities		
What kinds of activities do you count as self-directed?		[new in 2023]

## SUMMER LEARNING PROGRAM

Type(s) of summer learning programs
Intended age-groups for the program
U02) Preschoolers, birth to 5 years old
U03) Children, 6 to 11 years old
U04) Young adults, 12 to 18 years old

## HOURS OF PUBLIC SERVICE

Data Element	2023 Data	2022 Data
H08) Weekly Hours of Regular Service		
H16) Weekly Hours of Limited Service		
H18) Weekly Hours of Curbside Service		
H12) Annual Public Service Hours		

## FACILITIES

Data Element	2023 Data	2022 Data
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for Onsite Use		
F15) Total Public Internet Computers/Devices		
F22) Outlets with Wi-Fi Available to Public		
F23) Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

## STAFF INFORMATION

### Staff Full Time Equivalent

Data Element	2023 Data	2022 Data
S01) Total ALA/MLS Librarian FTE		
S02) Total Other Librarian FTE		
S03) Total Librarian FTE		
S04) Total Other Staff FTE		
<b>S05) Total Paid Staff FTE</b>		

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		

S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		

## Union

S17) Do Any Library Staff Belong to a Union?		
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## COLLECTIONS

### Physical Materials

Data Element	2023 Data	2022 Data
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
<b>C06) Total Physical Materials</b>		
C07) Print Serial Subscriptions		

### Electronic Materials

Data Element	2023 Data	2022 Data
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
<b>C10) Total Electronic Serial Subscriptions</b>		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
<b>C14) Total Electronic Books</b>		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
<b>C17) Total Audio Downloadable Units</b>		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
<b>C20) Total Video Downloadable Units</b>		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C24) Total Licensed Electronic Collections Local/Regional/Other		
C25) Electronic Collections Licensed Statewide		
<b>C26) Total Licensed Electronic Collections</b>		

## POLICIES/PLANS

Data Element	2023 Data	2022 Data
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		
D09) Collection Development Policy		[new in 2023]
D08) Overdue Fine Policy?		

## COMMUNITY ENGAGEMENT

### Outreach Services

Data Element	2023 Data	2022 Data
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
Arts Organization		
Disability Organization		
Homeschool Organization		
Veterans Organization		
Social Services Organizations		
Other		

### Community Partnerships

Data Element	2023 Data	2022 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?		
O13a) Communicative:                      O13b) Cooperative:                      O13c) Collaborative:		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		



## Volunteers

Data Element	2023 Data	2022 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

## BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's board of trustees the governing authority or advisory?

I04) Does this library have a foundation?
I05) Foundation name

I06) Does this library have a Friends group?
I07) Friends group name

## FINANCIAL DATA

### Operating Revenue

Data Element	2023 Data	2022 Data
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
<b>County</b>		
R04) County Direct		
R05) County Indirect		
R06) County Total		
<b>Other Local Government</b>		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		
<b>STATE</b>		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		

Data Element	2023 Data	2022 Data
<b>FEDERAL</b>		
R67) Did your library receive ARPA funding in 2023?		
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		
R19) Total Federal Operating Revenue		
<b>OTHER</b>		
<b>Regional System</b>		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
<b>Multicounty, Multitype</b>		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional and Other Operating Revenue		
<b>R30) Total Operating Revenue</b>		

## Operating Expenditures

Data Element	2023 Data	2022 Data
<b>Personnel Expenditures</b>		
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		
<b>Collection Expenditures</b>		
E04) Print Materials		
E05) Electronic Materials Electronic Books (E-books)		
E06) Electronic Collections		
E07) Other Electronic Materials		
E08) Electronic Materials Expenditures Total		
E09) Other Materials - Audio & Video Physical Materials		
E10) Other Materials - Other Physical Materials		
E11) Other Materials Expenditures Total		
E16) Physical Materials Expenditures Total		
E12) Total Collection Expenditures		
<b>Other Operating Expenditures</b>		
E13) Other Operating Expenditures		
<b>E14) Total Operating Expenditures</b>		
E15) Expenditures Equal To or Less than Income?		

## Capital Revenue

Data Element	2023 Data	2022 Data
<b>LOCAL</b>		
<b>City</b>		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
<b>County</b>		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		
<b>Other Local Government</b>		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
<b>STATE</b>		
R41) Library Construction Grant		
R42) Other State		
R43) Total State Government Capital Revenue		
<b>FEDERAL</b>		
R44) Federal Government LSTA		
R45) Other Federal Direct		
R46) Other Federal Indirect		
R47) Total Federal Government Capital Revenue		
<b>OTHER</b>		
<b>Regional System</b>		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
<b>Multicounty, Multitype</b>		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional System and Other Capital Revenue		
<b>R58) Total Capital Revenue</b>		

## Capital Expenditures

<b>EC01) Total Capital Expenditures</b>		
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## In-Kind

Data Element	2023 Data	2022 Data
<b>In-Kind Operating Contributions</b>		
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		
<b>In-Kind Contributions by Expenditure Area</b>		
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		
<b>In-Kind Capital Contributions</b>		
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		

## Comments

Is there anything you would like to add that is not reflected in the rest of the report?
<p style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">DRAFT</p>

## 2023 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet.

This report contains information from January 1 through December 31, 2023, unless otherwise specified.

### CONTACT INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G05m) Location is a change from 2022 Data
G04m) Street Address
G06m) City
G07m) ZIP Code
G12m) Phone
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County

### VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
<b>P04m) Total Registered Users</b>		
P06m) Visits		
P07m) Reference Transactions		
P59m) Contactless Visits		
P08m) Public Internet Computer Sessions		
P09m) Public Internet Computer Sessions – Usage Type		
P10m) Wireless Sessions		

### CIRCULATION

Data Element	2023 Data	2022 Data
P13m) Children’s Circulation		
P14m) Adult Circulation		
P15m) Physical Circulation (No Age Designation)		
<b>P16m) Total Physical Circulation</b>		

## PROGRAMS, ATTENDANCE, ACTIVITIES

### Onsite In-Person Programs

Data Element	2023 Data	2022 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5		
P71m) Onsite In-Person Programs Intended for Ages 6-11		
P72m) Onsite In-Person Programs Intended for Young Adults		
P73m) Onsite In-Person Programs Intended for Adults		
P74m) Onsite In-Person Programs Intended for All Ages		
<b>P75m) Total Onsite Programs</b>		

### Onsite In-Person Program Attendance

Data Element	2023 Data	2022 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5		
P94m) Attendees at Onsite In-Person Programs for Ages 6-11		
P95m) Attendees at Onsite In-Person Programs for Young Adults		
P96m) Attendees at Onsite In-Person Programs for Adults		
P97m) Attendees at Onsite In-Person Programs for All Ages		
<b>P98m) Total Onsite In-Person Attendance</b>		

### Offsite In-Person Programs

Data Element	2023 Data	2022 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5		
P77m) Offsite In-Person Programs Intended for Ages 6-11		
P78m) Offsite In-Person Programs Intended for Young Adults		
P79m) Offsite In-Person Programs Intended for Adults		
P80m) Offsite In-Person Programs Intended for All Ages		
<b>P81m) Total Offsite Programs</b>		

### Offsite In-Person Program Attendance

Data Element	2023 Data	2022 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5		
P100m) Attendees at Offsite In-Person Programs for Ages 6-11		
P101m) Attendees at Offsite In-Person Programs for Young Adults		
P102m) Attendees at Offsite In-Person Programs for Adults		
P103m) Attendees at Offsite In-Person Programs for All Ages		
<b>P104m) Total In-Person Offsite Attendance</b>		

### Self-Directed Activities

Data Element	2023 Data	2022 Data
P49m) Self-Directed Activities		
P50m) Participation in Self-Directed Activities		

**FULL-TIME-EQUIVALENT STAFF**

Data Element	2023 Data	2022 Data
S01m) ALA/MLS Librarian FTE		
S02m) Other Librarian FTE		
S03m) Total Librarian FTE		
S04m) Other Staff FTE		
<b>S05m) Total Paid Staff FTE</b>		

**VOLUNTEERS**

Data Element	2023 Data	2022 Data
O16m) Number of Teen Volunteers		
O17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		
<b>O20m) Total Number of Volunteers</b>		
<b>O21m) Total Number of Volunteer Hours</b>		

**PUBLIC SERVICE HOURS****Number of Weeks Open to the Public**

Data Element	2023 Data	2022 Data
H13m) Weeks Closed Due to COVID-19		
H15m) Weeks of Regular Service		
H14m) Weeks of Limited Service		
<b>H11m) Weeks Library was Open</b>		

**Weekly Hours Open to the Public**

Data Element	2023 Data	2022 Data
H08m) Weekly Hours of Regular Service		
H16m) Weekly Hours of Limited Service		

**Annual Hours Open to the Public**

Data Element	2023 Data	2022 Data
H12m) Annual Public Service Hours		
H20m) Non-Staffed Service Hours at this Location?		[new in 2023]

**Curbside Service**

Data Element	2023 Data	2022 Data
H17m) Weeks of Curbside Service		
H18m) Weekly Hours of Curbside Service		

**LIBRARY COLLECTION**

Data Element	2023 Data	2022 Data
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
<b>C06m) Total Physical Materials</b>		
C07m) Print Serial Subscriptions		

**FACILITIES****Outlet Types**

Data Element	2023 Data	2022 Data
F05m) Outlet Type Code		
F06m) Number of Bookmobiles		

**Buildings**

Data Element	2023 Data	2022 Data
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		

**Computers**

Data Element	2023 Data	2022 Data
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Public Internet Computers/Devices		

**Internet Connections**

Data Element	2023 Data	2022 Data
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F19m) Typical Internet Download Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		

**Meeting Rooms**

Data Element	2023 Data	2022 Data
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		



**LIBRARY FRIENDS**

106/106m) Does This Library Have a Friends Group?
107/107m) Friends Group Name

**ANNOTATIONS**

DRAFT



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Service.*

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Terrace Paver Color</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>O'Brien</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 retain the existing terrace paver color of GTX-80</b>	
BACKGROUND/CONTEXT: <p>Due to the planned terrace reroofing project, the terrace pavers will need to be replaced. As part of due diligence, the Facilities Committee considered recommending whether to stay with the existing reddish color or if a new paver color should be proposed.</p> <p>The committee requested five color samples from 12 possible options. One color had been discontinued, resulting in four options remaining under consideration. Four small tiles (2.5"x2.5") were provided. The committee's top two preferences were the existing color or a mustard-color option based on an early rendering of the terrace—before it was built—showing a lighter-colored decking surface. A larger sample of a mustard-colored paver was requested and received. The committee also requested the name and location of another outdoor installation that used this lighter colored paver, but none was provided by the manufacturer. After placing the large mustard-colored tile on the terrace and looking at it in natural light, all committee members agreed that it was actually too light in color and could be a challenge to keep looking clean.</p> <p>Therefore, the recommendation of the Facilities Committee is that the new pavers should be the same color as the existing pavers. That color works with the surrounding color palette and will not require as much maintenance to look clean. The new pavers may initially look slightly darker as they haven't yet faded from exposure to sunlight. The model number of the recommended paver color is GTX-80.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Construction Improvement Grant Request</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Troendle</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval to submit a Library Construction Improvement Grant request to the MN Department of Education</b>	
BACKGROUND/CONTEXT: <p>The Minnesota Department of Education has a grant opportunity available that could offset the cost of the terrace reroofing project. If successful, the state grant could provide up to approximately \$398,000 toward the cost. The state is allocating \$4,000,000 in total grant awards.</p> <p>With this board’s approval, Mark will write the improvement grant proposal, collaborating with the City’s Facilities Manager and others as needed. The Facilities Manager and City Administrator have been made aware of this possible request and are supportive. For more information, please go to the MDE grant opportunity page at <a href="https://education.mn.gov/MDE/DSE/PROD083531">https://education.mn.gov/MDE/DSE/PROD083531</a>.</p> <p>The Facilities Committee recommends Board approval for the library to submit the necessary grant documentation by the deadline of May 17, 2024.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- A significant amount of staff time was needed to complete the Minnesota Public Library Annual Report. Business and Communications Manager Keri Goeltl diligently compiled statistics and other information from various people, including library supervisors, Volunteer Coordinator Susie Danielson, City IT and Finance staff, and Washington County Library, in order to accurately complete the required report given available information.
- The 2023 Progress Report is the product of a collaborative effort involving Library Board President Lockyear and Mark on the introductory message, Keri and Mark on the remaining content, and Keri for the layout and graphic design elements.
- The Huelsmann Foundation approved the grant request to permanently relocate the memorial sculptures from the terrace to the north side of the library's 4<sup>th</sup> Street lawn!
- Board President Lockyear and Mark spoke at the annual Stillwater Township meeting, highlighting various aspects of the library, which was well received.
- Business & Communications Manager Keri Goeltl and Mark gave a talk to the Stillwater Rotary Club on March 28. Information was shared about the library's history, programs, services, strategic plan, and budget as well as accomplishments over the past year. A month earlier, Information Services Supervisor Sarah Rosten and Library Associate Kaytee Estall created a helpful slide deck for a presentation to the Zvago retirement community, which was then modified for the Rotary talk.
- Recurring monthly meetings between the City Administrator and Library Director began in March. The first two meetings have been helpful and productive. At the April meeting, one of the topics Mark discussed was the library construction grant opportunity through the Minnesota Department of Education, and Administrator Kohlmann was very supportive.
- We were pleased the city hired a new IT Manager. His name is Rob Rice. IT support is crucial for many services the library provides. Rob and Mark have already met and discussed support needs, Keri gave Rob a tour of the library, and recurring monthly meetings have been scheduled beginning in May.
- Mark performed HR tasks related to pre-screening the finalist for the Library Associate position and for one candidate for a substitute position.
- Five Library Corner articles were written and published in March.
- The March issue of ShelfLife was published on March 1.
- Keri created a two-page insert for the city's quarterly print newsletter scheduled to be mailed to all households in the city in April. This same document is provided as a PDF to Stillwater Township, which is posted on their website under News Stories.

### Heads-Up

- A member of the Stillwater Sunrise Rotary Club spoke to Mark about the possibility of a library presentation later this year, an invitation happily accepted. A date will be determined later.
- The Friends of the Stillwater Public Library will hold a used book drive on Saturday, April 20, from 10:30 AM–3:00 PM. The spring book sale will occur the following week, April 24–27.
- 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.

## March Adult Programs and Activities

### Book Clubs

- **Mystery:** On March 20, eight participants discussed an “eye-catching” mystery title.
- **Romance:** On March 12, four participants discussed film-themed romance and books made into movies.

### Lifelong Learning

- **Exploring the Arts: Midcentury Modern Style:** On March 5, 15 participants enjoyed Steven Schroer’s presentation about art and architecture.
- **Finding Your Ancestors: Internet Genealogy 101:** On March 19, six participants learned the basics of internet genealogy from local expert Janet Poff.
- **Genealogy Help:** The monthly Saturday genealogy appointment was filled and took place on March 16.
- **Native Seeds: Supplying Restoration Documentary Screening:** On March 13, 41 participants viewed the documentary [Native Seeds: Supplying Restoration](#). Following the film, participants enjoyed a question and answer session with a native seed expert from [Wild Rivers Conservancy](#).
  - *Participant comment: “I found the presenter to be very informative and also entertaining.”*
- **Tai Chi:** The March 21 event was cancelled due to the instructor being unable to attend.
- **Tech Help:** Five tech help sessions were offered on Fridays during March. Three sessions were unfilled and two sessions helped attendees use their eReader and/or laptop devices.

### Art Events

- **Karen Chan:** On March 14, 21 participants painted Ginger Jar in acrylic.
  - *Participant comment: “[I] do not use social media. Love the classes of all sorts offered by the library and the social interaction. [These classes have] lived up my retirement.”*
- **Art Gallery:** On March 21, 45 participants enjoyed a reception for artist Robert (Bob) Snyder. Snyder’s work will be on display March-April 2024; his preferred mediums are watercolor and pencil drawings, and his work includes portraits, landscapes, and scenes from his time in the Vietnam War. Snyder is a retired landscape designer and included landscape design in a display case, as well as an original poem reflecting on his passion for his work.

### Heard around the Library

On Tuesday, March 26, the morning after a snowstorm, a woman with two small children exclaimed as they were leaving: “Thanks so much for being open today!”

Ginger Jar in Acrylic Patron Submissions, March 14, 2024.

Find more here: <https://library.stillwatermn.gov/programs-services/adults/arts-and-crafts-classes/>



## March Programs and Activities

### Early Literacy (0-5)

- Two Preschool Music and Movement sessions with *Wendy's Wiggle, Jiggle & Jam* (137)
- Six Preschool Storytimes (393)
- One Second Saturday Family Storytime (77)
- Two Baby/Toddler Storytimes (128):
  - Most families stay afterward for socializing and playtime with toys

### School-aged (6-12)

- Family Book Bingo (33): This program was a new offering and the response was favorable.
  - "It was so much fun and we hope you'll do this again!!
  - "We loved it! (This also was a great way for my 1st grader to practice her numbers without realizing she was doing math.)"
- LEGO Club (37)
- Silly Millies Clay Monsters (spring break program) (33)
  - "It was a unique class that let the kids be creative in a new way"
- Natural Wonders with the DNR – Turtles and Habitats (spring break program) (15)
- Young Explorers – Become a Junior Ranger (spring break program) (12)

### Children's Drop-in Activities

- Musical Instruments Scavenger Hunt (216)
- Garden Center Discovery Room Feedback:
  - This place is awesome! A **safe** place for the littles to play and explore. My 1 year old started **experimenting** with the air tunnel, finding other things in the room that might float.
  - We live closest to Wildwood library, which we love and visit often. But when we want to spend a longer visit we drive 15 minutes, driving past at least 2 other Washington county libraries, to come to this one because the kids' area is always **AMAZING!**
  - My children ALWAYS enjoy everything in the DR. It's hard to get them to leave:) Thank you for making it so enjoyable.
  - Love the hands on **applications of learning**. It's like a mini children's/please touch museum. Love that it brings the kids to the library and **builds a foundation to loving the library**.

### Teen Drop-in Activities

- Mini Pom Pom Coasters Teen Activity
- Collaborative Coloring Poster

### Collection, Displays, and Booklists

- Updated stack signs were added to the new sign holders in the children and teen areas
- We created a list of recommendations for those waiting for the new [Diary of a Wimpy Kid book](#).
- The Juvenile Fiction and Teen Fiction shifting project continues to better accommodate collection size and appearance.
- A picture book collection shifting project is underway.
- Additional VOX and Wonderbooks (books with built-in audio players) have been ordered!

### Upcoming Programs

- [\(NEW\) 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
- [Button Flower Bouquets](#) – Tuesday, April 30
- [Young Explorers](#) – Optical Illusions – Thursday, May 2
- [May the 4<sup>th</sup> Be With You](#) – Saturday, May 4
- [Mystery Night Pajama Storytime](#) (May is National MYSTERY Month) – Tuesday, May 7

### March Program Pictures



### Silly Millies Photo Submissions







Family Book Bingo Facebook Shares



What could be in Miss Kim's big blue egg? (it was a baby bird)

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>O'Brien</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>BACKGROUND/CONTEXT:  <b>Facilities Committee Meeting Notes</b>  <b>Date and Time:</b> Tuesday, March 19, 2024, 4:30 PM  <b>Location:</b> Margaret Rivers A  <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. Review of Facilities 101 presentation</b> <ul style="list-style-type: none"> <li>• Steve will present the historical section, slides 1-17; Paula slides 18-37, and Bevin slides 38-41</li> <li>• Noting that some slides listing projects with completion dates may not be accurate, Mark recommended removing the dates from the presentation.</li> </ul> </li> <li><b>2. Building accessibility review</b> <ul style="list-style-type: none"> <li>• Mark reported that the City's Facilities Manager, Mick Greiner, plans to review City building accessibility needs some time this year with the assistance of a consultant. Mick hopes to use his "miscellaneous" budget to cover the costs.</li> </ul> </li> <li><b>3. Masonry work on 3rd Street side of library</b> <ul style="list-style-type: none"> <li>• <b>Tuckpointing will be completed hopefully in May.</b></li> </ul> </li> <li><b>4. Terrace roofing project</b> <ul style="list-style-type: none"> <li>• Pavers: after laying a large sample of the light-colored tile on the terrace, everyone agreed that it was actually too light and could be a challenge to keep clean so will recommend to the Board, the darker one similar or the same color as existing tiles.</li> <li>• Terrace sculptures: We will know if we're awarded a \$20,000 grant from the Huelsmann Foundation by early April. Since the cost to prep for the sculptures will be about \$8,000, Mark noted that there are several options for using the remaining \$12,000: expand the prep footprint, purchase pots for the terrace, or repair the concrete section with a "lip" on the fourth street side by the parking lot. The sculpture artist may be consulted regarding the safest way to move his sculptures and he may request a consulting fee.</li> <li>• After discussion of whether to fill terrace pots and the one on the Fourth Street entrance with plantings prior to terrace construction, it was generally agreed that the terrace pots would not be planted and potentially some flags &amp; other decor could be placed in the pots for the Light A Spark event on July 4th. The contractors for the Terrace project will be removing the pots. The pot on the Fourth Street entrance could be replaced by a smaller pot and filled with plants.</li> </ul> </li> </ol>	

**5. Plantings by building on 4<sup>th</sup>**

- Abrahamson Nursery and Rose Floral will be consulted regarding potential plantings, preferably natives.

**6. Signage update**

- The project is in phase II with about \$20,000 of the \$40,000 grant spent. Phase III focuses on the 3rd street entrance and will work to create a welcoming environment, possibly to include a wrap on the elevator.

**7. AED update**

- A newer AED will replace the old one and an additional AED will be installed in the gallery. The Friends of the Library have offered to fund these; price is in the \$4,000-\$5,000 range.

**8. Potential grant opportunity**

- Mark has learned of a State Library Construction grant being offered with \$4 million available. He recommended that a grant could be written to fund about half of the terrace project, \$398,000 with the City funding the remaining amount. The grant is due May 17 and awards announced in June. Mark will bring this to the Board in April.

**Assignments:**

- Facilities 101 slide presentation on 4/9: Steve to present the historical section, slides 1-18; Paula slides 18-38 and Bevin slides 39-42.
- Pat will contact Abrahamson Nursery and Rose Floral for recommendations and prices of new pots for the terrace; consult with Abrahamson regarding appropriate plantings for the 4th street foundation area, especially native plants, and will contact Nan Tate of Ivy Garden Club for her thoughts on terrace and Fourth Street plantings.
- Paula will request a donation from the Trillium Garden Club to cover the cost of plantings in the Fourth Street pot.

**Next Meeting:** Tuesday, April 16, 4:30, Library Conference Room

**Agenda items for future meetings:**

- Capital budget
- Determine project priorities using established criteria
- Sculpture removal and reinstallation

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>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION</p> <p><b>Committee:</b> Advocacy  <b>Meeting Date &amp; Time:</b> Wednesday, April 3, 2024, 3 PM  <b>Location:</b> Conference Room, Stillwater Public Library  <b>Present:</b> Goeltl, Hullander, Howe, Simon  <b>Absent:</b> Hansen</p> <p><b>Agenda Item 1: Updates from Trustees, Friends, Foundation, Staff</b></p> <ul style="list-style-type: none"> <li>Library: Goeltl reported that no additional events had been added to the outreach calendar since the last meeting. Goeltl recapped the library’s presentation to Rotary on March 27. She discussed plans for National Library Week on April 7-13, including free coffee provided by the Foundation and flip-charts up for patrons to share their library story.</li> <li>Foundation: Howe reported that the Foundation is currently conducting interviews for the Administrative Coordinator position. The Foundation’s next event is <i>For the Love of the Library</i> on May 17. 40 tickets have been sold to date, and they are hoping to sell 60 more. Trustees and Friends are invited to attend. The Foundation board approved the library’s advocacy request of \$6,500. The Foundation expects to hear back about the Sunrise Rotary grant request by the end of April.</li> <li>Friends: Hullander discussed that the Friends Book Drive (4/20) and Book Sale (4/24-27) is coming up in April. She will take pictures to document this event. The Friends made a \$15,000 contribution to the library for programs and materials.</li> <li>Trustees: Simon reported that trustees approved seeking funds for the Advocacy Committee’s two grant requests. The board will begin work on the 2025 budget soon, and the Advocacy Committee will need to begin planning for these needs. The trustees have also been discussing the upcoming presentation to the City Council and would like to learn more about the Advocacy Committee’s presentation plans.</li> </ul> <p><b>Agenda Item 2: March Meeting Minutes</b> No changes.</p> <p><b>Agenda Item 3: 2024 Budget</b> Committee reviewed the budgetary items funded by the Foundation and assigned project leads:</p> <ul style="list-style-type: none"> <li>Welcome mailing to new residents: Goeltl</li> <li>Library promotional items: Simon</li> <li>Advertising in Stillwater Public Schools Community Education Brochure: Goeltl</li> <li>Summer Tuesdays: Hullander</li> <li>Library Advocacy and Funding Conference: All</li> </ul>	

- Leadership in the Valley: Howe

**Agenda Item 4: 2025 Budget**

Postponed discussion to a future meeting and focus on City Council presentation.

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

Committee discussed strategies for presentation to the City Council and reviewed draft slides for the presentation.

- Recommended presenters are Simon and Howe.
- Recommended outline:
  - Lead with patrons and personal stories
  - Library mission and partners and what the library looks like
  - How does the library benefit our community
  - Programs and services
  - Winning Stats
  - What we have planned for the future
- Use patron stories to illustrate the three key messages:
  - Stillwater Public Library is a bridge from our history to the future
  - Stillwater Public Library is a passport to information and ideas
  - Stillwater Public Library is the heart our community
- Include rough draft of slides in April board packet. Committee will add graphics, refine slides and talking points, and present revised draft in May board packet.

**Next Meeting:**

The group will meet monthly on the first Wednesday of the month at 3 PM. The next committee meeting is on Wednesday, May 1 at 3 PM.

Meeting adjourned at 5:15 PM.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

Draft: 2024 City Council Presentation May 21 2024

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# Recommended Presenters

The advocacy discussed and weighed who we thought best to present this information to the City Council, and our collective recommendation is Carrie Simon, chair of the advocacy committee, & Elsbeth Howe, Director at the Stillwater Public Library Foundation.

## Outline

- Lead with patron feedback and personal stories
- Library mission and partners & what the library looks like
- How does the library benefit Stillwater and surrounding areas?
- Programs & services
- Winning Stats about Stillwater library
- What we have planned for the future


# Stillwater Public Library


*Heart of our community  
since 1902*





# Stillwater Public Library proudly serves our community & our community is proud of their library.

Thank you for your ongoing support!


 **Amy Bancroft Schilling**  
It's a GREAT place for my teenage daughter to do her homework because it's nice and quiet, and my husband likes to do work on his laptop! 😊 Thank you for having such a warm, welcoming space 🍷👏


 **Karen A. Monsen**  
I just discovered that we can check out magazines on Libby!!! Yay!!!  
2 w Like Reply


 **James Pesce**  
I love how you guys spread awareness! We need to keep libraries alive.

 **Shelly Reeves Christensen**  
You are a treasure. Thank you.

 **Nancy Bartel Anderson**  
Most beautiful library I've had the honor to enjoy.

 **Paula Burnett**  
Love this library

 **Susan Sedro**  
It is a gem.

 **Monika Yde Sheffer**  
Love our **Stillwater Public Library**  
3 w Like Reply

 **Kristin Kadidlo Ammerman**  
And 1 fabulous staff!  
3 w Like Reply


 **Melissa J May**  
The library is the heart of the city  
2 w Like Reply

Image of  
Warden  
House  
Museum  
FB Post

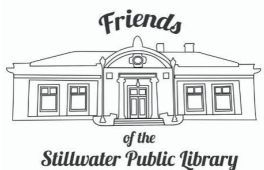
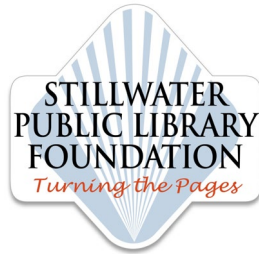
Video and  
Stories  
from  
Front  
Desk Flip  
Chart



# Your Community-Supported City Library

## Our Mission:

To connect members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another



Donors



Volunteers



- Photos Different Areas in Library (Margaret Rivers Room, Conference Room, Discovery Room
- St. Croix Collection Room, Romance Room, Mystery Room, Sci-Fi Room, Teen Room, Children's Room
- Reading Room (the quiet Reading Room), Johnson Terrace
- Welcome Area, Friends Book Sale, Information Desk (formal) or Info Desk (informal if need shorter version for posters - replaces the term Public Services Desk)



# How does Stillwater Public Library benefit our community?

**6,930** new items have been added to the physical collection in 2023 bringing total circulation to **xyz,xyz** .

The library continues to grow and evolve. And while we love books, the Stillwater Public Library is about **a whole lot more than books...**

## 2023 Top 10 Most Checked Out Adult Books

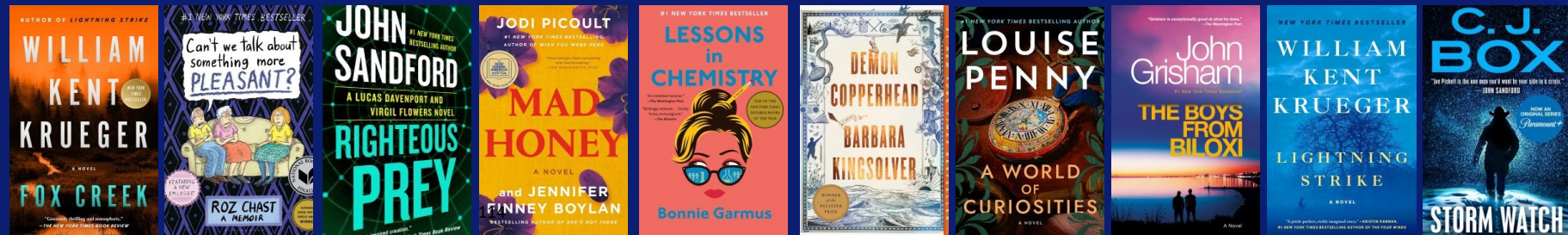


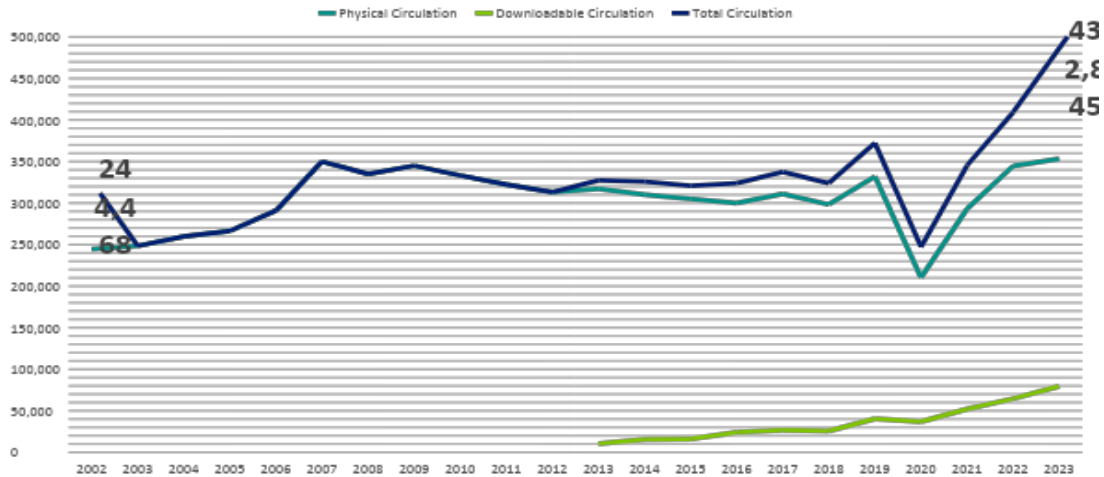
Photo of someone hand checking out books, DVDs, Magazine and CD



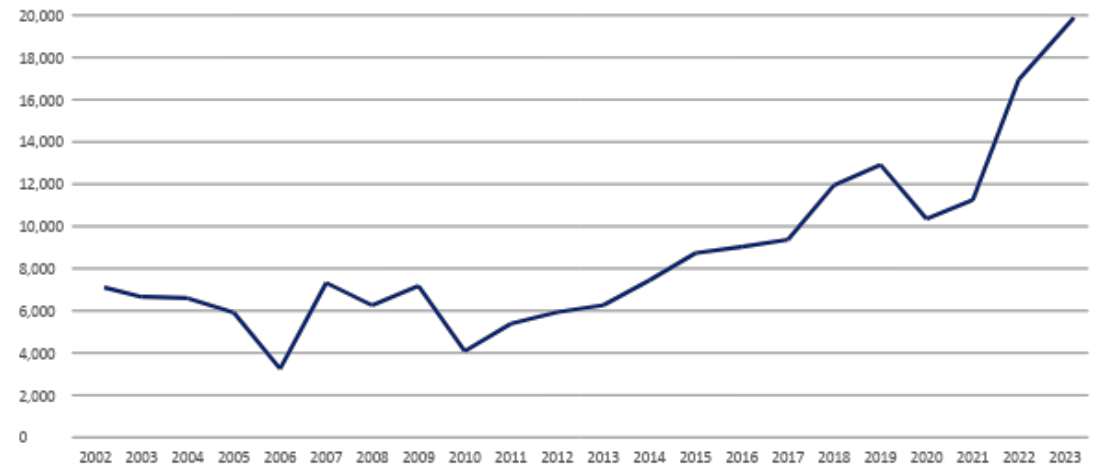
Over the past 10 years, Stillwater's population has grown about 3% but borrowing of library materials has increased more than 30%. This is a community that values reading and literacy!

Participation in programs and activities for kids, teens, and adults is also at a historic high. Program participation has more than tripled since 2002

### Historical Circulation (2002-2023)



### Program Participation (2002-2023)





Book Clubs, Art Classes, Music Performances, Reading Programs, One-on-One Tech Help, Free Internet Access & More

## Adult Programs & Services Library Kits to Borrow

Memory Minder Kits, Laptops & Hotspots, Children's Nature Backpacks, Telescope Kits & more



Story Time, Lego Club, STEM classes, Art & Music Classes, Summer Reading Program

## Children's Programs St. Croix Collection

Local historical resources for Stillwater, the St. Croix Valley, and Washington County



Meeting rooms, Study rooms, Remote work spaces, Art Gallery, Scenic Terrace

## Community Space eBooks & eAudiobooks

Download eBooks, eAudiobooks, and eMagazines all in one app.



# Community use & participation at Stillwater Public Library continues to increase year over year



Fused Glass Class

Photo of someone using library card. Using an e-reader



Family Bird Hike with Park Ranger Elizabeth

2023 was a banner year with record-breaking circulation of print and e-materials.



**353,354**  
physical items  
checked out

**287**  
programs &  
activities



**79,491**  
e-materials  
borrowed

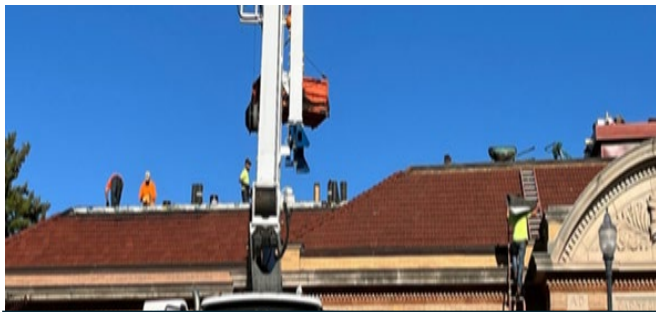
**18,861\***  
participating  
adults, teens, and  
children



**126,369**  
library visits  
(avg. > 376 visitors/day)

**1,154**  
New library card  
owners

\*19,276 total Stillwater Population 2022 per U.S.Census Bureau



## A Bridge From Our History to the Future

*Stillwater Public Library is committed to providing an inclusive, accessible, and welcoming space where all members of our community can explore, learn, and connect.*

- **Received Stillwater Heritage Preservation Commission Award**
- Continued masonry restoration work
- Updated and added wayfinding signage
- Enhanced building security
- **Provided space for 160 organizations to hold more than 500 community meetings**
- **Digitized 77,000 pages** of the Stillwater Gazette (1870-1926) and the Stillwater Messenger (1911-1926)



## A Passport to Information and Ideas

*Stillwater Public Library is responsive to the diverse needs of our community and offers library services to all.*

- Reached record highs for physical material borrowing, e-material borrowing, and program participation
- Introduced wellness classes for adults and regular one-on-one technology help appointments
- **Hosted We Are Water MN**, an exhibit on the science, history, and culture of water in Minnesota and in the valley
- Expanded Road to Decode and Wonderbook collections to support new and striving readers
- **Unveiled a new library card, designed by a local student and selected from 70 submitted entries**
- Implemented a year-round Discovery Room in the children's area with themes changing seasonally



## The Heart of Our Community

*We recognize that the vitality of the library depends on a healthy internal culture as well as the trust and support of our stakeholders.*

- **Nominated for a Stillwater Human Rights Award**
- Approved a 2023-2027 Strategic Plan
- Formed a Library Advocacy Committee
- Conducted outreach at DaVinci Fest, Stillwater Farmers' Market, ECFE, Family Means, Boutwells Landing, and area schools
- Trained staff in resolving challenging situations with empathy and de-escalatory tactics
- Received grant funding for a three-year, 20 hours per week Youth Services Librarian
- **Enhanced library services with 60 volunteers giving over 2,500 hours of time an equivalent of >\$80,000\* in staffing**

# 2023 Highlights

Break into 3 separate slides

# So What's Next in 2024?

There is lots in-store in the coming months at Stillwater Public Library



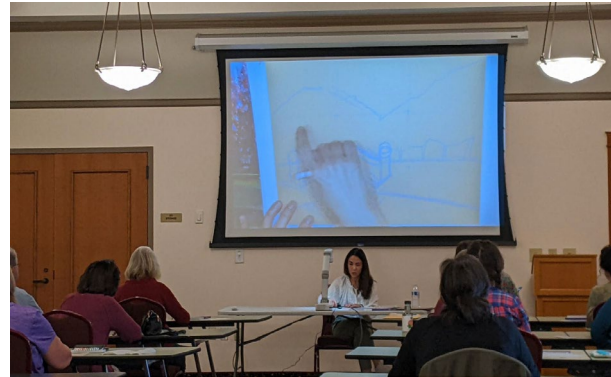
- *New Naturalist -in-Residence to foster environmental stewardship through learning, exploration, and introspection. (Nature walks, birding, foraging, sustainable gardening, and citizen science.)*
- *Mailing to new residents who have moved to Stillwater*
- *Summer Tuesdays*
- *Summer Reading Program*
- *Adult wellness classes*
- *All-ages chess club*
- *Ongoing collaboration with Stillwater Heritage Preservation Commission to digitize local historical newspapers*



*Exploring Virtual Reality*



*Robotics Demo Day*



*Artist Karen Chan leading a class using the document camera*



*Miss Abbey teaching about Amazing Animal Adaptions !*



*Story Time*



*We Are Water Reception<sup>120</sup>*

# Thank you!

Thank you for your ongoing and generous support of Stillwater Public Library.

Questions?



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Event Planning Task Force Report</b>	
OWNER: <b>Library Event Planning Task Force</b>	PRESENTER: <b>Library Event Planning Task Force</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>BACKGROUND/CONTEXT:  <b>Library Event Planning Task Force Meeting</b>  <b>Date and Time:</b> March 19, 2024 — 3:15 pm  <b>Present:</b> Lori Houston, Sarah Foslien, Steve Ellison, Pat Lockyear</p> <ul style="list-style-type: none"> <li>Type of event: Types of events were discussed with a decision not to include alcohol. There was general interest in the idea of a dessert/ice cream social type of event rather than a full meal/picnic. Including games and music was also considered and generally approved depending on the location.</li> <li>Possible venues: Pros and cons of each type of venue were discussed and a list of possible locations was created for further investigation. Having a location with a building was considered preferable so as to avoid having to have a rain date. Holding it at the library would require the event to occur before the end of June. Other locations would allow greater flexibility in timing.   The Terrace at Stillwater Public Library  Lake Elmo Inn event center  Bayport Lakeside Park  Pioneer Park  Kathrine Abbott Park in Mahtomedi</li> <li>Timing and possible dates:  Wednesday evenings, possibly June 19<sup>th</sup>  Friday evenings  Sunday afternoon/evening</li> <li>Next meetings:  Wednesday, April 3 — 4:15 pm  Wednesday, April 17 — 4:15 pm</li> </ul> <p><b><u>Assignments to be completed by the next meeting:</u></b></p> <ul style="list-style-type: none"> <li>Lori and Sarah will conduct an informal survey of staff regarding potential venues and dates.</li> <li>Lori will check with Lake Elmo Inn regarding availability and pricing</li> <li>Sarah will check Kathrine Abbott park availability and rental cost</li> <li>Pat will check Bayport Lakeside Park availability and rental cost</li> <li>Steve will check Pioneer Park availability and rental cost</li> <li>Pat will talk with Craig Hansen re: providing music</li> </ul>	

**Library Event Planning Task Force Meeting Notes**

**Date and Time:** Wednesday, April 3, 2024, 4:15 PM

**Location:** Teen Program Room

**Present:** Lori Houston, Sarah Foslien, Steve Ellison, Pat Lockyear

Lori and Sarah reported that the majority of staff preferred holding the event on the Terrace with a simple event like an ice cream social. One new idea was presented to Sarah that had not been considered — to hold a breakfast before the library opens.

Sunday afternoon ice cream social appealed to many staff members. Pros and cons of each were discussed. It was decided to offer two options in a more formal survey asking which would staff be more likely to attend: Friday morning breakfast or Sunday afternoon ice cream social.

Based on responses from staff, it was agreed that the event would take place on the library terrace.

Discussed and decided on:

- Venue - Library terrace
- Date - Either Friday morning June 7, 14, 21 or 28 or Sunday afternoon June 2, 9, 23 or 30
- Food selection for each type of event
  - Breakfast catered by Lake Elmo
    - Caramel rolls, yogurt, fruit, coffee
  - Ice Cream Social catered by Nelson’s Ice Cream
    - Ice cream, toppings, cones/cups, ice tea and water

Determine whether to have entertainment/games/activities:

- Possible activities that would promote interactions were discussed. The type of activity will depend on which type of event is most popular. Lori suggested having everyone bring an item for the food shelf as way to engage attendees and reach out to those in need.

Final Meeting agenda items:

- Finalize plan:
  - Finalize type of event
  - Finalize activities
  - Develop budget
  - Determine who will help with set-up and clean-up

**Assignments to be completed by the next meeting:**

- Sarah will conduct survey of staff asking which option is preferable
- Lori will check with Lake Elmo Inn regarding pricing for catering breakfast
- Pat will check with Nelson’s regarding cost for catering ice cream social

Next Meeting: April 17, 2024 4:15 pm

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation  
Board Meeting Agenda  
**Friday, February 23, 2024, 8:30am - 10:00am**  
Stillwater Public Library Conference Room or Virtual\*

1. Call to Order
  - a. Ryan, Erin, Drew, Mark, Kevin, Elsbeth, Maryann, Shawn, Summer, Dustin, Guest Sandie Brown
2. Approve last meeting's minutes
3. Reports
  - a. President's Report
    - i. Most about E&M
  - b. Library Director's Report
    - i. Written report was pre-submitted
  - c. Treasurer's Report
    - i. P&L YTD, P&L Month, Income Statement, & Balance Sheet
    - ii. Review of B.S., P&L Explanation of high donation. IRA distribution & bequest from estate March or April will have more after estate handling. Letter to be included with remains during internment. Need to make sure we use the investment policy to explain the use of the funds instead of just keeping it invested. Work with Mark to spend funds according to investment policy.
  - d. Events & Marketing Committee Report E&M February Report
    - i. Pre-submitted report – Valley Bookseller. Lee Valsvik can't MC. Working on possible different MC. Author Angie Kim. Angie is very engaging. Willing to sign books after. Valley Bookseller will sell books at the event. Ticket website is up. More friendraising than dollar raising. Tickets \$25. May 17, 5:30 – 7:00 Margaret Rivers can hold about 110. Happy to take suggestions and need help with the event. Working on catering event details.
    - ii. Logo update – visual examples of some logos that look well. Looking at iconic-ness of Library/Stillwater.
    - iii. Townie Tuesday – 9/10 or 9/17 Mayor to read a book? Liftbridge is willing to help us with it.
    - iv. Place holder for board social. Happy Hour/Retreat/Drew's House
  - e. Executive Director Report
    - i. Gift acknowledgement/thank you's as quick as possible.
    - ii. See pre-submitted report.

4. Action Items: is
  - a. New board member: Sandie Brown
    - i. Has lived in Stillwater 36 years. Impressed with the library. Enjoys classes and activities that are offered. Looking to support Library.
    - ii. Discussion after Sandie stepped out. Great fit, interested, willing to help on marketing/events side of things. Longtime ties to community and is a champion of the Library.
    - iii. Kevin moved. Ryan Second
    - iv. Passed unanimously
  - b. Sandie returned to meeting
5. Board Training
  - a. Bloomerang Demo – provided by Elsbeth 2200 records moving over. Contract for 2500. Test site
  - b. Show Constituents page demo. Can get social media pages, birthdate, employer Bloomerang can do tax summary. Timeline shows donations, notes and interactions. Has tasks that can be assigned to team, admin, volunteer coordinator. Relationship tab – spouse, kids etc.
  - c. Reports demo Will import FLL into Bloomerang
  - d. Communications – Newsletters, Letters, forms can live on website
  - e. Mobile app allows to make payments
  - f. Plans to use volunteer part of Bloomerang
6. Board Legal Responsibilities
  - a. 3 Main duties
  - b. Duty of care – Showing up and review items, voting, asking questions, review minutes, speak up if noticing anything
  - c. Duty of loyalty – Conflict of interest, no loans to board members, don't use for another organization. Disclosing all possible conflicts
  - d. Duty of obedience – following state statues, 990s, etc.
  - e. Elsbeth sending PDF from MN attorney General
  - f. General – make good judgments for the organization and do what you can for the best of the organization.
7. Discussion
  - a. Administrative Coordinator position
    - i. Elsbeth is ready to move forward. Summer working on position. No changes needed from what Summer had provided. Elsbeth thought hours seem about correct. Discussion on hours around events. 0 – 40 Job description doesn't mention specific skill sets despite giving examples of with social meeting. Enhance wording skill sets. Elsbeth will make

changes and post position. Will be put on our social media. Hopefully next week

- ii. Ryan motion's Shawn Second
- iii. Passes unanimously

b. Volunteer Coordinator position

- i. Potential issues as an independent contractor, which could be an issue for us. We haven't provided much or any oversight. Change to regular hourly employee instead. There has been some discussion with Board of Trustees that there should be more oversight and increase effectiveness. Would increase our costs with her as an employee. Prevent issues with IRS. Could be more risk as contractor. Friends and Bayport Library also use Susie. Can we really supply oversight with the fact that she works more directly with the Library? Mark sees that the position needs more structure. 14 hours a week or more becomes a union employee for Library. Union, Trustees and need to open up if becomes a library employee.
- ii. There is no formal connection with the Foundation. We would tie the volunteers to the Foundation database, helpful.
- iii. Mark has seen the position as an employee at another Library. Position does activities that do not directly support the public.
- iv. What happens if she doesn't want to be an employee of the Foundation:
- v. We can rewrite the the contract to make it work if it remains as an independent contractor.
- vi. Do the activities coordinated truly help the foundation vs other organizations?
- vii. Scheduling volunteers could be considered as a support of our mission. Gives us more management oversight or how do we increase.
- viii. Proposal to have conversation with Susie to see if she is interested in being an employee. Depending on conversation to have create contract/employment correctly
- ix. Motion by Drew, second by Jeneane to move to employee status. Passes unanimously.

c. Developing a Case for Support & Example (Seattle Public Library)

- i. Move to March Meeting

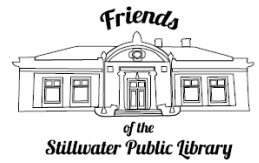
8. Other Business

- a. January donor list

9. Adjourn

10. Erin move, Drew second

11. 10:05 Adjourn



# Friends of the Stillwater Public Library

**Nov. 13, 2023 | 6:30 pm CT | Meeting location:** Conference Room - Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Mary Ann Sandeen
Facilitator	Mary Ann Sandeen
Secretary	Karah Hullander (filling in for Tracy Salvati)

**Attendees:**

Mary Ann Sandeen, Gemma Lockrem, Lyndon Lockrem, Jan Kilkelly, Karah Hullander, Mark Troendle

## Agenda

### Friends of the Stillwater Public Library Meeting Agenda

Monday, Nov. 13, 2023  
Conference Room  
6:30 p.m.  
\*\*\*\*\*

1. Call meeting to order...Mary Ann
2. Treasurer Report...Jan
3. Membership Report...Gemma
4. Other...Mary Ann
5. Update...Mark
6. Advocacy Committee Update
7. Adjourn...All

\*\*\*\*\*

- **Meeting called to order by Mary Ann Sandeen**
- **Mark distributed Monday, Oct. 9, 2023 meeting minutes for review**
  - Minutes approved
- **Treasurer's report Jan Kilkelly**
  - Opening Balance: \$60,178.79
  - Total Receipts: \$718
  - Total Disbursements: \$87.45
  - Ending Balance: \$60,809.34
    - Next sale, have a separate box for donations
- **Membership report Gemma Lockrem**
  - 94 memberships
  - 10 new members + 2 given at meeting
  - Propose the idea of giving out a free book coupon with renewal thank you cards.

### Topics:

- **Fall Book Sale**
  - Need to find a way to keep track of people who have paid for scanners; more than a sticker. Previously, we used a sheet. Maybe stamps or wrist bands.
  - Should re-sellers be able to come on member-only night?
  - Treasurer would like to buy a new cash box.
  - Vote to change closing time from 7:30 pm to 7:00 pm on Wednesday and Thursday.

- **Next Co-op**
  - December donations from the Stillwater Co-op will be given to Friends of the Stillwater Public Library
- **Spring sale**
  - Collection April 20
  - Preview Sale Wednesday, April 24
  - Sale April 25 & 26
  - Bag sale April 27
  - Clear out April 28
- **Record Collection**
  - Mary Ann meeting with records expert to get an evaluation of records' worth
- **Update: Mark Troendle**
  - Mark thanked Friends board members (Mary Ann, Tracy, and Mary) for attending the October 17 City Council meeting, at which the library was presented with a Heritage Preservation Commission award.
  - Congresswoman Betty McCollum visited the library on October 30 to view and learn more about the We Are Water Exhibit. Her interest is greatly appreciated.
  - The library's parking ramp was washed and restriped in October.
  - An exterior glass pane of a double glazed terrace door was damaged over the weekend. Staff are working to get it replaced.
  - Labor negotiations earlier today (Nov. 13) resulted in tentative agreements being reached for 2024-2025. The proposed revised contract will be voted on at a future date by the library board and our union members.
- **Advocacy Committee: Karah Hullander**
  - The committee met November 3 and members were introduced. The committee charge and background documents were reviewed. The committee will draft a charter.

**Meeting Adjourn: All**

**Meeting Adjourned at 7:44 PM**

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

<b>Period:</b>	<b>11/1/23 - <u>11/30/2023</u></b>	<b>Year-to-Date <u>11/30/2023</u></b>
Opening Balance	\$60,809.34	\$ 64,496.55
<b>Receipts:</b>		
Memberships	\$350.00	\$ 3,795.00
Donations	\$754.00	\$ 4,200.31
Ongoing Book Sales	\$288.00	\$ 4,220.00
Semi-Annual Book Sales	5,261.00	\$ 10,389.00
Scanner Fees	\$280.00	\$ 420.00
Book Bag Sales		\$ 150.00
<b>Total Receipts</b>	<b>\$6,933.00</b>	<b>\$ 23,174.31</b>
<b>Disbursements:</b>		
Grants to Library		\$ 16,300.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 138.00
Printing & Supplies	\$21.00	\$ 121.52
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$21.00</b>	<b>\$ 19,949.52</b>
<b>Ending Balance</b>	<b>\$67,721.34</b>	<b>\$ 67,721.34</b>

***Outstanding Grants Due to Library:***

Book Sale Nov. 2021	\$4,535.50
Book Sale Nov. 2022	\$3,748.00
Book Sale Nov. 2023	<u>\$5,261.00</u>
	\$13,544.50

***Other:***

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

<b>Total</b>	<b>\$30,390.92</b>
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**Friends of the Stillwater Public Library  
2023 Financial Reports**

<b>Period:</b>	<b>12/1/23 - <u>12/31/2023</u></b>	<b>Year-to-Date <u>12/31/2023</u></b>
Opening Balance	\$67,721.34	\$ 64,496.55
<b>Receipts:</b>		
Memberships	\$240.00	\$ 4,035.00
Donations	\$175.00	\$ 4,375.31
Ongoing Book Sales	\$451.00	\$ 4,671.00
Semi-Annual Book Sales		\$ 10,389.00
Scanner Fees		\$ 420.00
Book Bag Sales	\$15.00	\$ 165.00
<b>Total Receipts</b>	<b>\$881.00</b>	<b>\$ 24,055.31</b>
<b>Disbursements:</b>		
Grants to Library		\$ 16,300.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 138.00
Printing & Supplies		\$ 121.52
Sales Tax		\$ 855.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$ 19,949.52</b>
<b>Ending Balance</b>	<b>\$68,602.34</b>	<b>\$ 68,602.34</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2021	\$4,535.50
Book Sale Nov. 2022	\$3,748.00
Book Sale Nov. 2023	\$5,261.00
	<u>\$13,544.50</u>

*Other:*

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

Total \$30,390.92

**Friends of the Stillwater Public Library  
2024 Financial Reports**

<b>Period:</b>		1/1/24 - <u>1/31/2024</u>
Opening Balance	\$	68,602.34
Receipts:		
Memberships	\$	175.00
Donations		
Ongoing Book Sales	\$	430.50
Semi-Annual Book Sales		
Scanner Fees		
Book Bag Sales		
Total Receipts	\$	605.50
Disbursements:		
Grants to Library		
Sponsorships		
Memberships		
Postage		
Printing & Supplies		
Sales Tax	\$	1,176.00
Fees		
Misc.		
Total Disbursements	\$	1,176.00
Ending Balance	\$	<u>68,031.84</u>
<i>Outstanding Grants Due to Library:</i>		
Book Sale Nov. 2021		\$4,535.50
Book Sale Nov. 2022		\$3,748.00
Book Sale Nov. 2023		\$5,261.00
		<u>\$13,544.50</u>
<i>Other:</i>		
Book Sale Apr. 2018		\$2,223.92
Book Sale Apr. 2019		\$4,519.50
Book Sale Apr. 2021		\$500.00
Book Sale Apr. 2022		\$4,475.00
Book Sale Apr. 2023		\$5,128.00
		<u>\$16,846.42</u>
Total		\$30,390.92

**Friends of the Stillwater Public Library  
2024 Financial Reports**

<b>Period:</b>	<u>2/1/24 - 2/29/2024</u>	<u>Year-to-Date 2/29/2024</u>
Opening Balance	\$ 68,031.84	\$ 68,602.34
<b>Receipts:</b>		
Memberships	\$ 150.00	\$ 325.00
Donations	\$ 2,113.44	\$ 2,113.44
Ongoing Book Sales	\$ 317.00	\$ 747.50
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales	\$ 15.00	\$ 15.00
<b>Total Receipts</b>	<b>\$ 2,595.44</b>	<b>\$ 3,200.94</b>
<b>Disbursements:</b>		
Grants to Library		
Sponsorships		\$ -
Memberships	\$ 35.00	\$ 35.00
Postage		\$ -
Printing & Supplies	\$ 75.82	\$ 75.82
Sales Tax		\$ 1,176.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$ 110.82</b>	<b>\$ 1,286.82</b>
<b>Ending Balance</b>	<b>\$ 70,516.46</b>	<b>\$ 70,516.46</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2021	\$4,535.50
Book Sale Nov. 2022	\$3,748.00
Book Sale Nov. 2023	\$5,261.00
	<u>\$13,544.50</u>

*Other:*

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

Total \$30,390.92

# 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>  8: Boards &amp; Commissions Training, 6 pm  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 Sundays in 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>

Green: Board • Purple: Friends • Blue: Foundation

# Stillwater

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## Public Library

### 2024 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 5:30 PM at the Stillwater Public Library, located at 224 3rd St N in Stillwater, Minnesota.

Members	Term	Ward
Stan Burns	1st Term: Mar 1, 2023 - Dec 31, 2024	4
Steve Ellison	1st Term: Jan 1, 2024 - Dec 31, 2026	3
Craig Hansen Secretary/Treasurer	2nd Term: Jan 1, 2024 - Dec 31, 2026	1
Paula Hemer	3rd Term: Jan 1, 2022 - Dec 31, 2024	3
Pat Lockyear President	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Bevin O'Brien	1st Term: Jan 1, 2024 - Dec 31, 2026	3
Larry Panciera	1st Term: Jan 1, 2023 - Dec 31, 2025	2
Carrie Simon	1st Term: Jan 1, 2023 - Dec 31, 2025	3
Dana Weigman Vice President	1st Term: Jan 1, 2022 - Dec 31, 2024	4
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

**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)
Event Task Force:	Ellison, Lockyear, Foslien (Staff), Houston (Staff)

Updated 4/5/2024