

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, May 14, 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 April 9, 2024 Minutes +
 - b) Acknowledgement of Bills Paid in April +
 - c) 2024 Budget Status Report +

Informational/Discussion (35 minutes)

- | | |
|--|----|
| 4. Library Advocacy Update | D+ |
| 5. Trustee & Council Liaison Information Sharing | I+ |
| 6. Trustee & Staff Directory | D+ |

Decisional (20 minutes)

- | | |
|---|----|
| 7. Library Fee Schedule | A+ |
| 8. Library Event Planning Task Force Recommendation | A+ |
| 9. Terrace Sculpture Relocation Project | A+ |

Reports (20 minutes)

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

13. Public Commentary

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

14. Trustee Check-in/Topics For Future Discussion

- | | |
|-----------------|---|
| 15. 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, May 13, 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
April 9, 2024
Minutes**

PRESENT: Burns, Ellison, Hemer, Lockyear, O'Brien, Simon, Weigman, Council Liaison Collins

ABSENT: Hansen, Panciera

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear thanked trustees for bringing in treats for the staff in celebration of National Library Week.

Lockyear reminded trustees of the Boards & Commissions Training on May 8 at 6 PM, noting that if trustees had not attended last year, they must attend this year. Trustees were asked to RSVP to the city and told there was no virtual option this year.

Collins shared that City Council has been discussing PFAS and the city's water. Weigman noted that Consumer Reports, available through the library, offers guidance on good water filtration systems for your home.

Collins reported that Dine Here, Dance Here – a community event to celebrate the opening of the Chestnut Street Plaza – will be on Saturday, May 18. A limited number of tickets will be available beginning on Monday, April 15.

Lockyear noted that the Foundation's For the Love of the Library event is on May 17 at 5 PM.

Hemer shared a Welcome Wagon brochure for Stillwater. The Advocacy Committee will review brochure.

AGENDA ITEM 5: Report of Director Performance Evaluation

Lockyear reported that the board conducted a six-month review at the March meeting during which Troendle presented his progress on the annual goals.

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AGENDA ITEM 6: Facilities 101

The Facilities Committee presented a Facilities 101. A slide show with photos of the project was included in the April packet. Ellison kicked off the Facilities 101 with the history of Stillwater Public Library's building and major enhancements from 1902 to 2006. He then reviewed recent facility projects from 2016 to 2022. Hemer provided detail on projects that were accomplished or underway for 2023 and 2024. Hemer then reviewed future projects, identified by the Facilities Committee and by the Kraus-Anderson building study. O'Brien discussed criteria used to help evaluate maintenance and enhancement projects.

Burns commented that digital signage would be highly visible to patrons. Simon also commented that the board should keep in mind what is visible to patrons as part of the decision-making criteria. Weigman noted that there may be funding for a bike repair station through a SHIP grant.

AGENDA ITEM 7: Strategic Plan Progress Report

Lockyear discussed the 2023 progress report included in the April packet. It contains library numbers, financials, and highlights from 2023. The data is based on the 2023 annual report.

AGENDA ITEM 8: 2023 Annual Report

Motion to adopt 2023 annual report. Hemer moved. Weigman second.

The annual report and summary were included in the April packet.

Yes: Burns, Ellison, Hemer, Lockyear, O'Brien, Simon, Weigman; No: None.

AGENDA ITEM 9: Terrace Paver Color

Motion to retain the existing terrace paver color of GTX-80. Ellison moved. Hemer second. Yes: Burns, Ellison, Hemer, Lockyear, O'Brien, Simon, Weigman; No: None.

AGENDA ITEM 10: Library Construction Improvement Grant Request

Motion for approval to submit a Library Construction Improvement Grant request to the MN Department of Education. Simon moved. Burns second.

The Minnesota Department of Education has a grant opportunity available that could offset the cost of the terrace re-roofing project. If successful, the state grant could provide up to approximately \$398,000 toward the cost. The Facilities Manager and City Administrator have been made aware of this possible request and are supportive.

Yes: Burns, Ellison, Hemer, Lockyear, O'Brien, Simon, Weigman; No: None.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle reported that the grant-funded Naturalist-in-Residence opportunity is now posted on the website.

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AGENDA ITEM 12: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Minutes in packet.
- c) Finance Committee: Did not meet. Will meet in May.
- d) Library Advocacy: Minutes in packet. Simon noted that a rough draft of the City Council presentation is in the packet. She reported that along with the stats on the slides, they plan to share patron stories and impact behind the numbers.
- e) Library Events Task Force: Minutes in packet.

AGENDA ITEM 13: Foundation & Friends Report

Reports are in packet. Burns asked about the Volunteer Coordinator position. Troendle reported that the Foundation is looking at how the position should be structured – as an independent contractor or an employee of the Foundation.

Friends Book Drive is April 20, and Friends Book Sale is April 24-27.

AGENDA ITEM 14: Public Commentary

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

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

Ellison requested that digital monitors be added to the Facilities agenda.

AGENDA ITEM 16: Adjournment

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

Meeting adjourned at 6:36 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in April 2024				
OWNER: Goeltl, Business & Communications Manager			PRESENTER: Troendle, Director	
REQUESTED AGENDA TYPE (A, I, D): A			IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of April 2024 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of April:				
April 2024 (2024 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 23,542.33	\$ 5,648.58	\$ 406.55	\$ 29,597.46
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 23,542.33	\$ 5,648.58	\$ 406.55	\$ 29,597.46
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: April 2, 2024 (\$10,440.59)</i></p> <ul style="list-style-type: none"> \$5,753 was paid to Xcel Energy for gas and electricity. \$1,101 was paid to Uline for a major stocking of custodial supplies (gloves, trash bags, restroom products). <p><i>Bill Resolution: April 16, 2024 (\$19,156.87)</i></p> <ul style="list-style-type: none"> \$8,601 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials. \$2,276 was paid to Corval for repairs to the RTU 1 on the HVAC. \$1,605 was paid to Viking Sprinkler for repairs to a pipe in the parking garage. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 4/2/2024 Bill Resolution 4/16/2024 Bill Resolution				
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
INVOICES PAYABLE							
3798-239953	3/18/2024	41	Ace Hardware	Janitorial Supplies	17.37	230-4231-2102-0000	Janitorial Supplies
3798-239990	3/21/2024	41	Ace Hardware	Janitorial Supplies	39.96	230-4231-2102-0000	Janitorial Supplies
1YTQ-VTGW-KHY7	3/15/2024	5115	Amazon Business	Materials - Juv	24.27	230-4230-2400-0000	Childrens Books
1HQY-1WMY-41VC	3/19/2024	5115	Amazon Business	Programs - JUV (SPLF HJA ELSA)	140.23	232-4232-2407-0000	Programs
147L-MQMG-HVV7	3/21/2024	5115	Amazon Business	Programs - JUV (SPLF HJA ELSA)	94.37	232-4232-2407-0000	Programs
14NR-41VJ-1LDH	3/25/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	285.50	232-4232-2407-0000	Programs
2038179720	3/22/2024	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	834.36	232-4232-2407-0000	Programs
2038187866	3/26/2024	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	81.90	232-4232-2407-0000	Programs
2145705	3/19/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Friends)	90.39	229-4229-2113-0000	Materials
2145954	3/20/2024	3906	Blackstone Publishing	Materials - Video (SAV)	41.60	230-4230-2408-0000	Film/Video
21298	3/20/2024	5610	Clay Squared to Infinity	Programs - Juv (SPLF HJA ELSA)	295.00	232-4232-2407-0000	Programs
196306673	3/1/2024	683	Comcast	Internet - March	188.27	230-4230-3098-0000	Technology Support
7452645	3/12/2024	855	Demco Inc.	Processing Supplies	341.52	230-4230-3404-0000	Processing Fee
20304451	3/26/2024	5848	Huebsch Service	Towels & Rugs	242.41	230-4231-4099-0000	Miscellaneous Charges
4648626	3/25/2024	1958	Loffler Companies	Copier/Printer	606.44	230-4230-3707-0000	Maintenance Agreements
45292	3/14/2024	5738	Schroer, Steven Ronald	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Programs
175417986	3/8/2024	3922	Uline Inc	Janitorial Supplies	1101.58	230-4231-2102-0000	Janitorial Supplies
			INVOICES SUBTOTAL		\$ 4,525.17		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
4/2/2024	4/2/2024	2702	Postmaster	Newsletter postage	2.88	230-4230-3400-0000	Printing and Publishing
51-7976594-1 870527091	3/25/2024	3808	Xcel Energy	Energy	3,866.77	230-4231-3600-0000	Electricity
51-7976594-1 870527091	3/25/2024	3808	Xcel Energy	Energy	1,886.69	230-4231-3601-0000	Natural Gas
14866532	3/14/2024	4370	Backgroundchecks.com	Background checks	159.08	230-4230-4099-0000	Miscellaneous Charges
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,915.42		
GRAND TOTAL							
					\$ 10,440.59		

2024 Bill Resolutions*These bills are submitted and approved for payment.*

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
INVOICES PAYABLE							
738	4/8/2024	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1YYW-6VMT-JMR4	3/29/2024	5115	Amazon Business	Supplies	36.84	230-4230-2101-0000	General Supplies
1YYW-6VMT-JMR4	3/29/2024	5115	Amazon Business	Materials - Processing	68.68	230-4230-3404-0000	Processing Fee
1YYW-6VMT-JMR4	3/29/2024	5115	Amazon Business	Programs - Juv (SPLF)	131.97	232-4232-2407-0000	Programs
1YJL-D4LC-7P79	4/5/2024	5115	Amazon Business	Programs - Adult (Friends)	64.76	229-4229-2407-0000	Programs
16KD-4GKD-CWFN	4/6/2024	5115	Amazon Business	Janitorial Supplies	77.83	230-4231-2102-0000	Janitorial Supplies
1GMJ-H17C-PPXN	4/8/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	256.40	232-4232-2407-0000	Programs
1MD9-WHNG-QLKQ	4/8/2024	5115	Amazon Business	Supplies	199.96	230-4230-2101-0000	General Supplies
1D7W-KRX3-4GK9	4/10/2024	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	215.16	232-4232-2407-0000	Programs
2038197981	4/1/2024	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	18.50	232-4232-2407-0000	Programs
2038198533	4/2/2024	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	429.69	232-4232-2407-0000	Programs
2038207797	4/3/2024	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	23.80	232-4232-2407-0000	Programs
2643162	3/9/2024	5460	Blick Art Materials	Programs - Juv (SPLF HJA ELSA)	60.45	232-4232-2407-0000	Programs
B6749570	2/22/2024	452	Brodart Co	Materials - Juv	1011.74	230-4230-2400-0000	Childrens Books
B6749570	2/22/2024	452	Brodart Co	Materials - Adult Fiction	41.24	230-4230-2401-0000	Adult Books - Fiction
B6749570	2/22/2024	452	Brodart Co	Materials - Adult Nonfiction	247.77	230-4230-2405-0000	Adult Books - Non Fiction
B6749570	2/22/2024	452	Brodart Co	Materials - YA	195.61	230-4230-2406-0000	Teen Books - Materials
B6749570	2/22/2024	452	Brodart Co	Materials - Processing Fee	46.98	230-4230-3404-0000	Processing Fee
B6749643	2/22/2024	452	Brodart Co	Materials - Adult Fiction	26.66	230-4230-2401-0000	Adult Books - Fiction
B6749643	2/22/2024	452	Brodart Co	Materials - Adult Nonfiction	155.78	230-4230-2405-0000	Adult Books - Non Fiction
B6749643	2/22/2024	452	Brodart Co	Materials - Processing Fee	30.30	230-4230-3404-0000	Processing Fee
B6751340	2/26/2024	452	Brodart Co	Materials - Juv	106.99	230-4230-2400-0000	Childrens Books
B6751340	2/26/2024	452	Brodart Co	Materials - Adult Fiction	132.46	230-4230-2401-0000	Adult Books - Fiction
B6751340	2/26/2024	452	Brodart Co	Materials - Adult Nonfiction	17.28	230-4230-2405-0000	Adult Books - Non Fiction
B6751340	2/26/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6752867	2/28/2024	452	Brodart Co	Materials - Juv	92.05	230-4230-2400-0000	Childrens Books
B6752867	2/28/2024	452	Brodart Co	Materials - Processing Fee	2.43	230-4230-3404-0000	Processing Fee
B6755391	3/4/2024	452	Brodart Co	Materials - Juv	30.05	230-4230-2400-0000	Childrens Books
B6755391	3/4/2024	452	Brodart Co	Materials - Adult Fiction	138.67	230-4230-2401-0000	Adult Books - Fiction
B6755391	3/4/2024	452	Brodart Co	Materials - Adult Nonfiction	80.08	230-4230-2405-0000	Adult Books - Non Fiction
B6755391	3/4/2024	452	Brodart Co	Materials - Processing Fee	45.45	230-4230-3404-0000	Processing Fee
B6756163	3/5/2024	452	Brodart Co	Materials - Juv	122.01	230-4230-2400-0000	Childrens Books
B6756163	3/5/2024	452	Brodart Co	Materials - Adult Fiction	29.99	230-4230-2401-0000	Adult Books - Fiction
B6756163	3/5/2024	452	Brodart Co	Materials - Adult Nonfiction	253.66	230-4230-2405-0000	Adult Books - Non Fiction
B6756163	3/5/2024	452	Brodart Co	Materials - Processing Fee	4.86	230-4230-3404-0000	Processing Fee
B6756377	3/5/2024	452	Brodart Co	Materials - Juv	40.55	230-4230-2400-0000	Childrens Books
B6756377	3/5/2024	452	Brodart Co	Materials - Adult Fiction	43.30	230-4230-2401-0000	Adult Books - Fiction
B6756377	3/5/2024	452	Brodart Co	Materials - Adult Nonfiction	81.19	230-4230-2405-0000	Adult Books - Non Fiction
B6756377	3/5/2024	452	Brodart Co	Materials - Processing Fee	30.30	230-4230-3404-0000	Processing Fee
B6757990	3/7/2024	452	Brodart Co	Materials - Juv	50.70	230-4230-2400-0000	Childrens Books
B6757990	3/7/2024	452	Brodart Co	Materials - Adult Nonfiction	55.17	230-4230-2405-0000	Adult Books - Non Fiction
B6757990	3/7/2024	452	Brodart Co	Materials - Processing Fee	4.05	230-4230-3404-0000	Processing Fee
B6759386	3/11/2024	452	Brodart Co	Materials - Juv	1711.47	230-4230-2400-0000	Childrens Books
B6759386	3/11/2024	452	Brodart Co	Materials - Adult Fiction	169.04	230-4230-2401-0000	Adult Books - Fiction
B6759386	3/11/2024	452	Brodart Co	Materials - Adult Nonfiction	314.83	230-4230-2405-0000	Adult Books - Non Fiction
B6759386	3/11/2024	452	Brodart Co	Materials - YA	152.40	230-4230-2406-0000	Teen Books - Materials
B6759386	3/11/2024	452	Brodart Co	Materials - Processing Fee	56.70	230-4230-3404-0000	Processing Fee
B6759989	3/12/2024	452	Brodart Co	Materials - Juv	29.35	230-4230-2400-0000	Childrens Books
B6759989	3/12/2024	452	Brodart Co	Materials - Adult Fiction	15.66	230-4230-2401-0000	Adult Books - Fiction
B6759989	3/12/2024	452	Brodart Co	Materials - Adult Nonfiction	277.37	230-4230-2405-0000	Adult Books - Non Fiction
B6759989	3/12/2024	452	Brodart Co	Materials - Processing Fee	2.43	230-4230-3404-0000	Processing Fee
B6760866	3/13/2024	452	Brodart Co	Materials - Juv	101.83	230-4230-2400-0000	Childrens Books
B6760866	3/13/2024	452	Brodart Co	Materials - Adult Fiction	286.00	230-4230-2401-0000	Adult Books - Fiction
B6760866	3/13/2024	452	Brodart Co	Materials - Adult Nonfiction	1070.01	230-4230-2405-0000	Adult Books - Non Fiction
B6760866	3/13/2024	452	Brodart Co	Materials - Processing Fee	233.31	230-4230-3404-0000	Processing Fee
B6761802	3/14/2024	452	Brodart Co	Materials - Juv	125.04	230-4230-2400-0000	Childrens Books
B6761802	3/14/2024	452	Brodart Co	Materials - Adult Fiction	127.98	230-4230-2401-0000	Adult Books - Fiction
B6761802	3/14/2024	452	Brodart Co	Materials - Adult Nonfiction	12.41	230-4230-2405-0000	Adult Books - Non Fiction
B6761802	3/14/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6767025	3/27/2024	452	Brodart Co	Materials - Juv	155.29	230-4230-2400-0000	Childrens Books
B6767025	3/27/2024	452	Brodart Co	Materials - Adult Fiction	65.99	230-4230-2401-0000	Adult Books - Fiction
B6767025	3/27/2024	452	Brodart Co	Materials - Adult Nonfiction	31.59	230-4230-2405-0000	Adult Books - Non Fiction
B6767025	3/27/2024	452	Brodart Co	Materials - Processing Fee	4.05	230-4230-3404-0000	Processing Fee
B6769029	4/1/2024	452	Brodart Co	Materials - Juv	112.80	230-4230-2400-0000	Childrens Books
B6769029	4/1/2024	452	Brodart Co	Materials - Adult Fiction	75.82	230-4230-2401-0000	Adult Books - Fiction
B6769029	4/1/2024	452	Brodart Co	Materials - Adult Nonfiction	222.09	230-4230-2405-0000	Adult Books - Non Fiction
B6769029	4/1/2024	452	Brodart Co	Materials - Processing Fee	9.72	230-4230-3404-0000	Processing Fee
889922	3/29/2024	3994	Corval Constructors	HVAC RTU 1 Repairs	2276.69	230-4231-3703-0000	Building Repair Charges
889855	4/1/2024	3994	Corval Constructors	Maintenance Agreement	774.00	230-4231-3707-0000	Maintenance Agreements
1.61205E+11	3/21/2024	782	Cub Foods	Programs - Adult (Friends)	79.40	229-4229-2407-0000	Programs
306-02444792-3-2024-	3/31/2024	783	Culligan of Stillwater	Water	59.50	230-4230-4099-0000	Miscellaneous Charges
14780	4/2/2024	3062	HealthPartners Occupational Medicine	Drug Screening	116.00	230-4230-4099-0000	Miscellaneous Charges
26525	3/26/2024	2057	Marshall Electric Company	Library Light Post	250.00	230-4231-3703-0000	Building Repair Charges
505115775	2/28/2024	2175	Midwest Tape	Materials - Video (SAV)	60.72	230-4230-2408-0000	Film/Video
505115775	2/28/2024	2175	Midwest Tape	Materials - Processing Fee	13.47	230-4230-3404-0000	Processing Fee

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
505115776	2/28/2024	2175	Midwest Tape	Materials - Audio (AM)	79.73	230-4230-2402-0000	Audio
505115776	2/28/2024	2175	Midwest Tape	Materials - Processing Fee	21.63	230-4230-3404-0000	Processing Fee
505144339	3/5/2024	2175	Midwest Tape	Materials - Audio (AM)	13.49	230-4230-2402-0000	Audio
505144339	3/5/2024	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
505148451	3/5/2024	2175	Midwest Tape	Materials - Video (SAV)	86.22	230-4230-2408-0000	Film/Video
505148451	3/5/2024	2175	Midwest Tape	Materials - Processing Fee	11.07	230-4230-3404-0000	Processing Fee
505181792	3/12/2024	2175	Midwest Tape	Materials - Video (SAV)	15.74	230-4230-2408-0000	Film/Video
505181792	3/12/2024	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
505248804	3/27/2024	2175	Midwest Tape	Materials - Processing	11.97	230-4230-3404-0000	Processing Fee
505271093	4/1/2024	2175	Midwest Tape	Materials - Video (JV)	219.61	230-4230-2408-0000	Film/Video
505271093	4/1/2024	2175	Midwest Tape	Materials - Processing Fee	36.26	230-4230-3404-0000	Processing Fee
MUS-20240411	4/11/2024	5406	Music Together in the Valley	Programs - Juv (SPLF HJA ELSA)	800.00	232-4232-2407-0000	Programs
2024-00016	4/5/2023	6096	Petite Concerts	Programs - Juv (SPLF HJA ELSA)	275.00	232-4232-2407-0000	Programs
20491	4/3/2024	6091	Rose Mille Inc	Programs - Adult (Friends)	72.00	229-4229-2407-0000	Programs
58400320	3/18/2024	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	1706.25	232-4232-2407-0000	Programs
1025-F328523	2/9/2024	3624	Viking Auto Sprinkler Co.	Ramp Pipe Repairs	1605.00	230-4231-3703-0000	Building Repair Charges
			INVOICES SUBTOTAL		\$ 19,156.87		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		0.00		
CITY/SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		0.00		
GRAND TOTAL							
					\$ 19,156.87		

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 April 30, 2024.</p> <p>Fund 120 – Capital Outlay The capital budget for 2024 is \$820,000. \$750,000 is for the terrace roof project using capital improvement reserve funds. \$50,000 is for masonry funded by city capital. \$20,000 is a grant from the Huelsmann Foundation to prepare the 4th Street garden area for the relocation of the Kinji Akagawa sculptures in coordination with the terrace roof project. No capital expenditures have occurred to date.</p> <p>Fund 230 – Library (City \$) <u>Revenue</u> The library's city budget for 2024 is \$1,593,783. This consists of \$1,565,996 from the city levy and \$27,787 in projected library revenues (which include meeting room fees, copy charges, and \$17,167 in-kind volunteer coordinator wages). \$4,556 in library revenues have been received to date.</p> <p><u>Operating Expenditures</u> Operating Personnel: The operating personnel budget is \$1,148,282 (excluding the in-kind volunteer coordinator). Expenditures are \$250,080 through the 3/23/24 pay period. Payroll figures for April are pending and have not been included.</p> <ul style="list-style-type: none"> <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. <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. <p>Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. This accounts for just under 50% of the total collection budget with the remaining purchases funded by supplemental gifts (Friends, Foundation, Lawson, etc.). With the collection, orders placed often run significantly ahead of invoices received. \$36,000 has been ordered with \$12,897 in invoices paid.</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> \$3,653 was pre-paid in 2023 to Ebsco Publishing for the purchase of 2024 magazine and newspaper subscriptions. Finance will transfer \$3,000 to periodicals (230-4230-2403-0000) and \$653 to subscriptions (230-4230-4001-0000). <p>Technology: The library budgeted \$66,000 for technology-related expenditures of IT equipment (\$29,100); selfcheck and sorter maintenance agreements (\$21,000); tech apps and support (\$9,500); and the circulation system (\$6,400). \$2,557 expended to date.</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> \$9,154 was pre-paid in 2023 to Bibliotheca for the 2024 selfcheck maintenance agreement. Finance will transfer to 230-4230-3713-0000. 	

- *Pending Journal Entry:* \$468 was pre-paid in 2023 to SurveyMonkey for a 2024 subscription. Finance will transfer to 230-4230-3098-0000.

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. \$7,969 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$131,195. \$29,171 expended to date through the 3/23/24 pay period. Payroll figures for April are pending and have not been included.

- *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. \$2,457 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). \$30,043 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 through the 3/23/24 pay period. Payroll figures for April are pending and have not been included.

227 Government Gifts: \$5,000 unrestricted donation received from Stillwater Township.

229 Friends:

- Donations: \$15,000 donation received for materials and programs.
- Materials: \$90 expended to date for materials.
- Programs: \$2,536 expended to date for programs.

232 Foundation:

- Materials: \$463 expended to date.
- Minor Equipment: \$65 expended to date.

- Programs: \$9,778 expended to date.
- Misc: \$2,027 expended to date.

235 Library Donations:

- Donations: \$900 received to date.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024 Library Budget Status Report (Through 4/24)

2024 Supplemental Report (Through 4/24)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

Library Budget Status

End.GLPeriod 424 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{-}2300000000000000{-}2309999999999999 ANI
[Report].AccountType {Contains}Revenue{,}Expenditure

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Segment4230 - LIBRARY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	820,000.00	.00	820,000.00	0.00%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
Expenditure		820,000.00	.00	820,000.00	
Segment4230 - LIBRARY		820,000.00	.00	820,000.00	
Segment4231 - LIBRARY PLANT					
Expenditure					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
Expenditure		.00	.00	.00	
Segment4231 - LIBRARY		.00	.00	.00	
Fund120 - CAPITAL		820,000.00	.00	820,000.00	
Fund230 - LIBRARY FUND					
Segment - Revenue					
230-0000-1010-0400	P & I - Taxes and S/A(R)	.00	.00	.00	100.00%
230-0000-1030-0100	Refunds and Reimbursements(R)	.00	.00	.00	100.00%
230-0000-1100-0312	Transfer In-\$6355 GO 2012A(R)	.00	.00	.00	100.00%
230-0000-1110-0512	Transfer In-Escrow 2012A Bonds(R)	.00	.00	.00	100.00%
230-0000-1300-0100	Bond Proceeds(R)	.00	.00	.00	100.00%
230-0000-2030-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-2032-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-2600-0100	Bond Proceeds(R)	.00	.00	.00	100.00%
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-2,000.00	-1,778.50	-221.50	88.92%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-1,388.15	-2,111.85	39.66%
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	-451.03	-1,548.97	22.55%
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	-.66	.66	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-10.00	-190.00	5.00%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
Revenue		-1,593,783.00	-265,555.67	-1,328,227.33	

Expenditure

230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
Expenditure		.00	.00	.00	

Segment -

-1,593,783.00 -265,555.67 -1,328,227.33

Segment4230 - LIBRARY OPERATIONS

Revenue

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

Expenditure

230-4230-1000-0000	Full Time Salaries(E)	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	17,962.23	70,342.17	20.34%
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	716.03	2,283.97	23.86%
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	4,803.75	9,696.25	33.12%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	1,977.05	13,522.95	12.75%
230-4230-2402-0000	Audio(E)	1,900.00	1,003.01	896.99	52.79%
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	3,473.36	7,226.64	32.46%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	348.01	3,151.99	9.94%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	1,300.96	4,199.04	23.65%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	.00	5,500.00	0.00%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-3098-0000	Technology Support(E)	9,500.00	2,557.79	6,942.21	26.92%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	3,340.24	1,659.76	66.80%
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	2.88	497.12	0.57%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	1,766.89	9,233.11	16.06%
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	606.44	2,393.56	20.21%
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	92.96	107.04	46.48%
230-4230-4000-0000	Memberships and Dues(E)	500.00	230.00	270.00	46.00%
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	756.85	1,243.15	37.84%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
Expenditure		1,323,985.20	273,504.82	1,050,480.38	
Segment4230 - LIBRARY		1,323,985.20	273,504.82	1,050,480.38	

Segment4231 - LIBRARY PLANT

Revenue

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

Expenditure

230-4231-1000-0000	Full Time Salaries(E)	74,174.00	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	2,308.12	1,691.88	57.70%
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	149.86	650.14	18.73%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-3600-0000	Electricity(E)	50,000.00	9,964.99	40,035.01	19.92%
230-4231-3601-0000	Natural Gas(E)	30,000.00	6,411.54	23,588.46	21.37%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	6,766.69	2,233.31	75.18%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	5,647.65	5,352.35	51.34%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	955.84	2,044.16	31.86%
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)	.00	.00	.00	100.00%
Expenditure		285,395.72	61,673.55	223,722.17	
Segment4231 - LIBRARY		285,395.72	61,673.55	223,722.17	
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Segment4900 - IMPROVEMENT PROJECTS					
Expenditure					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Expenditure		.00	.00	.00	
Segment4900 -		.00	.00	.00	
<hr/>					
Fund230 - LIBRARY FUND		15,597.92	69,622.70	-54,024.78	
Total:		835,597.92	69,622.70	765,975.22	

CITY OF STILLWATER
Library Supplemental

End.GLPeriod 424 AND [Account].AccountNumber 2200000000000000{-}2299999999999999{,}2310000000000000{-}2369999999999999 /
[Report].AccountType {Contains}Revenue{,}Expenditure AND [Report].Amount {<>}0

Account Number	Account Title	YTD
Fund223 - PERSONNEL GRANT		
Expenditure		
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
Expenditure		<u>12,624.32</u>

Fund227 - GOVERNMENT GIFTS		
Revenue		
227-0000-3820-0100	Donations(R)	-5,000.00
Revenue		<u>-5,000.00</u>

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

Fund229 - FRIENDS OF STILLWATER LIBRARY		
Expenditure		
229-4229-2113-0000	Materials(E)	90.39
229-4229-2407-0000	Programs(E)	2,536.54
Expenditure		<u>2,626.93</u>

Fund232 - STILLWATER LIBRARY FOUNDATION		
Expenditure		
232-4232-2113-0000	Materials(E)	463.73
232-4232-2302-0000	Other Minor Equipment(E)	65.81
232-4232-2407-0000	Programs(E)	9,778.45
232-4232-4099-0000	Miscellaneous Charges(E)	2,027.70
Expenditure		<u>12,335.69</u>

Fund235 - LIBRARY DONATIONS FUND		
Revenue		
235-0000-3820-0100	Donations(R)	-900.00
Revenue		<u>-900.00</u>

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Update	
OWNER: Hansen, Simon	PRESENTER: Hansen, Simon
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>May 21 City Council Presentation: At the May board meeting, Trustee Simon and Foundation Executive Director Howe will deliver a trial run of the Advocacy Committee's proposed presentation in preparation for the City Council meeting on May 21. A draft of the slide deck is attached. Following the delivery of the proposed presentation, trustees will have the opportunity to discuss and provide feedback.</p> <p>Library Advocacy Update: <i>Committee Background</i> The Library Advocacy Committee is a newer committee of the board. In the summer of 2022, the Stillwater Public Library Board of Trustees held an Advocacy Workshop. That workshop generated a considerable body of information and recommendations regarding enhancing library advocacy. One outcome was the creation of the Advocacy Task Force. The purpose of the task force was to analyze the results of the workshop and put forward actionable recommendations to the Board of Trustees. A key recommendation of the Advocacy Task Force was the creation of a standing Library Advocacy Committee with representatives from the Board, the Foundation, the Friends, and staff.</p> <p>In September 2023, the Board of Trustees approved the creation of the Library Advocacy Committee. The purpose of the group is to provide coordination, implementation, and oversight of library advocacy efforts. Its major duties include: focus on maintaining open communication between SPLF, Friends, and Library Board; work to ensure mutual messaging between groups with focus on key audiences; develop actionable plans for advocacy efforts and prepare a proposed budget for such actions; present plans and budgets to the Board for approval; and focus on use of volunteers where feasible.</p> <p><i>Advocacy Progress to Date</i> The Library Advocacy Committee began meeting in November 2023 and meets monthly. In addition to receiving monthly minutes from the Library Advocacy Committee as part of the board packets, the Board of Trustees also requested that the Library Advocacy Committee report back on its progress to date at the May 2024 board meeting. Attached is a RACI (responsible-accountable-consulted-informed) project management chart from the Library Advocacy Committee that depicts the committee's progress on its initial initiatives.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 1. City Council Presentation 2. RACI Chart	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public 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



Overview

- **Accomplishments**
- **Impact**
 - **Connection & Civic Engagement**
 - **Education & Lifelong Learning**
 - **Programs & Services for All**
- **Community Support**
- **The Future**
- **Questions & Thank You**



2023 Year in Review



353,354
physical items
checked out



79,491
e-materials borrowed



126,369
library visits

An average of 376 visitors each day!



1,514
NEW cardholders



97,110 website visits



24,037
Wi-Fi users

Highlights

- ▶ Received Stillwater Heritage Preservation Commission Award
- ▶ Nominated for a Stillwater Human Rights award for work in the children's area
- ▶ Digitized over 77,000 pages of local newspapers from 1870-1926
- ▶ Hosted We Are Water MN exhibit on the science, history, and culture of water

287

programs & activities

18,861

participating adults,
teens, and children



6,930

new items added to
physical collection

81%

of circulation is from
physical items

2,541 volunteer hours



A Stillwater Asset



Connection & Civic Engagement

Stillwater Public Library is a community hub to meet, work, and play – fostering social connections and civic participation that are essential to a thriving local economy.

2023 Highlights:

- 160 groups held over 500 meetings at the library
- 60 adult & teen volunteers gave 2,500 hours of time



Judy's Story



**For Judy,
the library isn't just a
place to borrow books;
it's a sanctuary—a
refuge from solitude.**

Education & Lifelong Learning

Stillwater Public Library supports early learning and lifelong education with books, classes, technology and more. Enhanced job skills and resources contribute to building a skilled workforce.



Olivia's Story

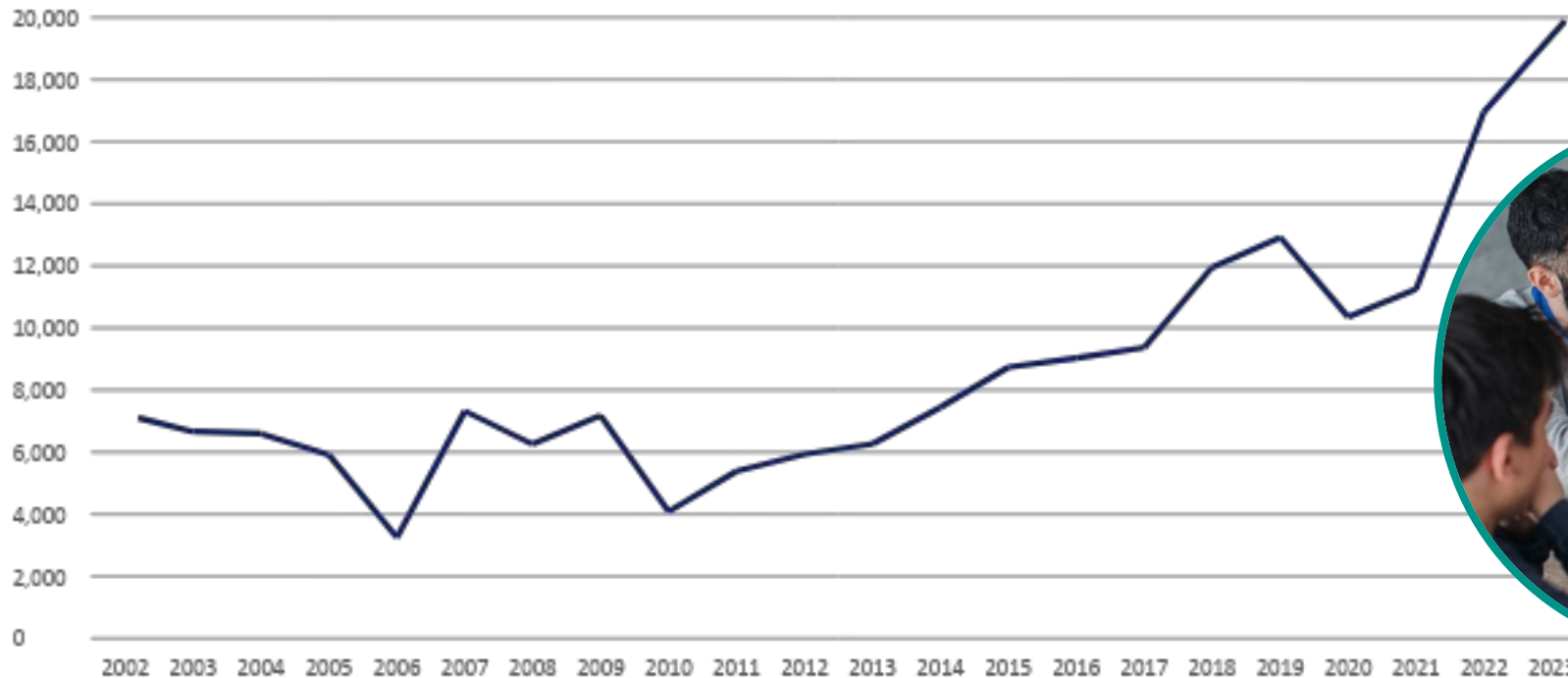


Blossoming into a confident and prepared young learner

Programs & Services for All

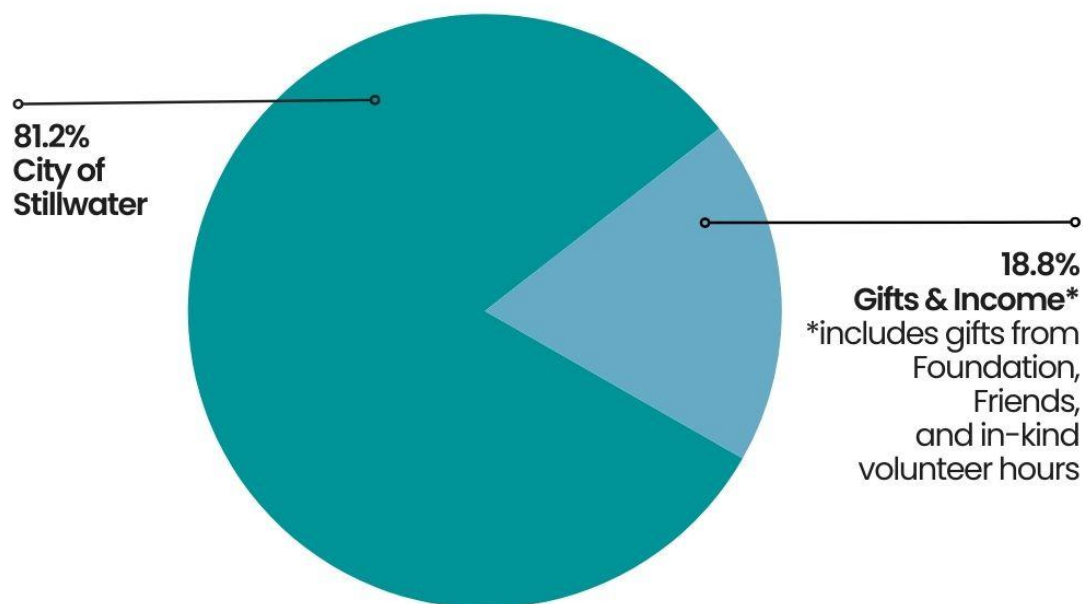
Stillwater Public Library programs and services enhance the community by providing cultural enrichment, nurturing social connections, and attracting visitors who often support local businesses.

Program Participation (2002-2023)



Community-Supported

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 (20 hrs/week)
- Youth Summer Reading Program
- Programs and activities for all ages
- Discovery Room
- Staff training
- Digitization of historical newspapers

What's Next?



Expand the library's community reach

- Mailing to new Stillwater residents
- Summer Tuesdays
- Monthly visits to the Estates of Greeley

Broaden learning opportunities

- New Naturalist-in-Residence
- Adult wellness classes
- All-ages chess club

Preserve the building and local history

- Terrace underlayment and pavers
- Continued collaboration with Stillwater Heritage Preservation Commission to digitize local historical newspapers

Strengthen the Foundation's legacy of support

A Beloved Library



Top fan

Paula Burnett
Love this library



Shelly Reeves Christensen
You are a treasure. Thank you.



James Pesce

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

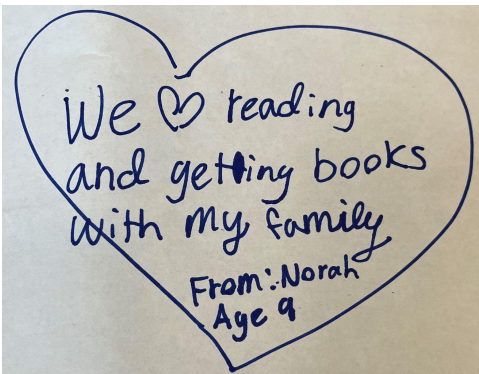
5 w Like Reply



Top fan

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 🍷👏



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



Melissa J May
The library is the heart of the city

2 w Like Reply



Susan Sedro
It is a gem.



Kristin Kadidlo Ammerman
And 1 fabulous staff!

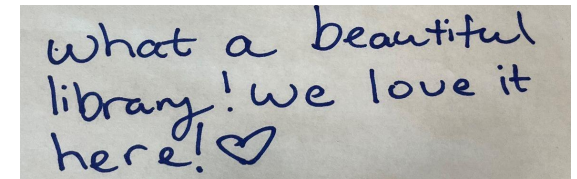
3 w Like Reply



Top fan

Monika Yde Sheffer
Love our Stillwater Public Library

3 w Like Reply



Top fan

Karen A. Monsen

I just discovered that we can check out magazines on Libby!!! Yay!!!





Thank you!

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

Questions?

Stillwater

Public Library

Stillwater Public Library
224 3rd ST N
Stillwater, MN 55082
651-275-4338
library.stillwatermn.gov
splinfo@stillwatermn.gov

Stillwater Public Library		Advocacy Committee: RACI & Proj. Tracker - 2024 Priorities							5/9/2024
Item	Who Are We Talking To?	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Timing	Budget Needed?	Status
Build Committee Foundation									
Re-launch Library Instagram account	Stillwater Community	I	C	I	I	R	2023	No	Complete
Review recommendations, timeline, and roles/responsibilities for advocacy plan. Modify as needed.	n/a	R	C	I	I	I	2023	No	Complete
Create Committee Sub-committees/roles/tasks	Advocacy Committee	A	R	R	R	R	2024	No	In progress
Build out shared calendar (Friends, Foundation, Library, external moments, etc.)	Advocacy Committee	R	R	R	R	R	2024	No	In progress
Identify budget requests and submit to Board.	Library Board	R	C	I	I	I	2024	Yes	2024 - Complete 2025 - In progress
Determine key performance indicators and metrics.	Library Board	A	R	C	C	C	2024	No	Not started
Make needed revisions to Polco surveys (June and/or November) to help track and measure longitudinal changes in perception of library.	Library patrons on the email list	C	R	I	I	R	2024	No	Not started
Strengthen library advocacy knowledge and skills. Attend Library Advocacy and Funding Conference.	Advocacy Committee	I	R	I	I	I	July 2024	Yes; Funded at \$275 for 2024.	In progress
Inform & Engage									
Connect with patrons and recruit to send postcards to council members.	Stillwater Community & City Council	I	C	I	I	R	2023	No	Re-evaluating

Item	Who Are We Talking To?	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Timing	Budget Needed?	Status
Create and order library brand presence promotional items (ex: "I love the library" swag, such as mugs, t-shirts, yard signs). Consider using this messaging for a selfie corner or props to encourage social media posts. Must be supplementally funded.	Stillwater Community	A	R	C	C	C	2024	Yes; Funded at \$800 for 2024.	In Progress
Develop a framework/model for library ambassador program. Determine roles, responsibilities, needs, etc.	Advocacy Committee Library Board	A	R	R	R	R	2024	Yes	Not started
Identify events, meetings and opportunities for advocacy and library ambassadors. (Possible events to consider include continuing attendance at DaVinci Fest and Farmer's Market. Having a volunteer presence at Summer Tuesdays and Literature Lover's Night Out. Enter a float in Lumberjack Day's parade staffed by library ambassadors.)	Stillwater Community	I	R	I	I	C	2024	Yes?	In Progress
Create speaking materials, handouts, and training plan for library ambassadors.	Library ambassadors	A	R	C	C	C	2024	Yes?	In Progress
Recruit and train volunteers to be library ambassadors to represent library to community groups and at community events.	Library ambassadors	A	R	C	C	C	2025	Yes?	Not started
Library ambassadors actively attend events, meetings, and other opportunities.	Stillwater Community	A	R	C	C	C	2024	Yes; Funded \$200 for two Summer Tuesdays - July 23 and August 14.	In Progress
Develop Legacy Planning & Fundraising Resources									

Item	Who Are We Talking To?	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Timing	Budget Needed?	Status
Create fundraising brochures highlighting library services and how to donate, including legacy gifts. Consider a general version and tailored versions for different audiences/generations.	Stillwater Community	I	C	R	C	R	2024	Yes	Not started
Foundation & Library year-end report alignment/collaboration	Stillwater Community	I	I	R	I	R	2024	No	In progress
Build One-to-One Relationships									
Offer a "Welcome to the library" pack to new card registrants, possibly including library brochure of services, calendar of events, choice of 1 free book from Friends Book Sale, Foundation bookmark, etc. Follow us on social.	Stillwater Community	A	R	C	C	R	Sept 2024	Yes	Not started
Host a city event at the library. Work with the city to organize and give council members a small tour while here. 2025: Ask city if Boards & Commissions picnic could be held on library terrace.	Stillwater Community & City Council	A	R	C	C	C	Summer 2025	Yes	Not started
Purchase a new resident list and send out library mailers or send out handwritten welcome notes	New Stillwater Community Members	A	R	C	C	R	July/August 2024	Yes; Funded at \$2,200 for one-time list of those new to Stillwater in past year.	In Progress
Align with Chamber of Commerce or realtors to add library to welcome residential materials.	Stillwater Community	A	R	C	C	R	2025	Yes?	Not started

Item	Who Are We Talking To?	Board of Trustees	Advocacy Committee	Library Foundation	Friends of the Library	Library Staff	Timing	Budget Needed?	Status
Have library-related representative attend Leadership in the Valley.	Stillwater Community	I	C	R	I	I	2024	Yes; Funded at \$1,425 - Howe applying.	In Progress
Share Library Stories									
Make a board/location asking people to write down and share their library stories. Ask on social media.	Stillwater Community	A	R	C	C	R	2024	No	In Progress
Pages of Impact - Capturing Stillwater Public Library Stories Project: Collect, document, and share inspiring stories from Stillwater Public Library. Compile stories, photos, and videos in various formats to engage wide audience.	Stillwater Community	A	R	C	C	R	2025	Yes; Estimate project at \$10,000; Didn't receive Rotary Grant. Add as a 2025 budget request.	In Progress

Item Color Code: Sustainability Messaging Outreach

Role Code: R = Responsible, A = Accountable, C = Consulted, I = Informed

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On 4/29/2024, Troendle sent an email on behalf of Panciera with an article from The Christian Science Monitor titled "In Kentucky, the oldest Black independent library is still making history."</p> <p>On 5/1/2024, Troendle sent an email on behalf of Burns with an article from the Star Tribune titled "State Wisely Mulls Banning Book Bans."</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
<p>BOARD NORMS:</p> <ul style="list-style-type: none"> • Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice. • We follow open meeting law. • We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share. • We follow Robert's Rules of Order and stick to the agenda. • We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board. • We respect each other's time. We start meetings on time and move through meetings efficiently. • We attend meetings regularly and provide notice if absent. 	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Staff Directory	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>As a follow-up to the earlier board discussions on getting better acquainted with staff, the Executive Committee reviewed the March proposal to create a directory of trustees and staff. The earlier proposal was to have trustees provide photos and responses to some questions with information about themselves. The information and photos were to be posted on the Stillwater Public Library web page.</p> <p>Staff informed the committee that there would be a staff and volunteer directory whether or not the trustees create an online directory. Staff said there is interest in identifying all trustees as well as volunteers and co-workers.</p> <p>The committee discussed the purpose of the directory, privacy issues and the amount of work involved in creating and maintaining the directory.</p> <p>The Executive Committee recommends creating an internal directory including staff, volunteers and trustees. When the directory is being created, staff will request an individual photo and information trustees would like to share with staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Fee Schedule	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve revisions to the Library Fee Schedule	
<p>BACKGROUND/CONTEXT:</p> <p>Following this cover sheet is a revised fee schedule. The following changes are proposed:</p> <p><i>Meeting Rooms</i></p> <ul style="list-style-type: none"> • Increase the room set-up fee from \$25 to \$30 for custom room configurations. • Increase cancellation notice required from one business day to two business days to avoid a no-show fee. • For non-profit, government and community groups canceling space without proper notice, decrease the no-show fee to \$30. This correlates with one hour of paid room rental. • For for-profit organizations canceling space without proper notice, the no-show fee will be equal to the rental and set-up fees for the scheduled meeting time <p><i>Convenience Fees</i></p> <p>A standard convenience fee is now applicable for all credit card or EFT charges processed through the City of Stillwater. For the library, this tends to pertain to meeting room payments. This does not apply to credit card payments made online for lost or damaged materials through the shared circulation system with Washington County Library.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Proposed Fee Schedule	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Title: Fee Schedule
Date adopted: 1/11/2022
Date amended: 5/14/2024
Date last reviewed: 5/14/2024, 1/11/2022

Purpose

The purpose of this fee schedule is to provide a comprehensive listing of fees charged by Stillwater Public Library.

Library Cards and Borrowing:

Type	Fee	Additional Information
Library Card – Resident	\$0	<p>Anyone who lives in or pays property taxes in the city of Stillwater or Washington County is eligible for a free library card, accepted at Stillwater Public Library, Bayport Public Library, and Washington County Library branches. The card allows patrons to borrow circulating materials and access digital resources (for free) from Stillwater Public Library, Bayport Public Library, and Washington County Library.</p> <p>Minnesota residents who hold valid library cards at another city or county system covered by the Statewide Borrowers Compact may register their card at Stillwater Public Library to borrow materials and access digital resources from Stillwater Public Library, Bayport Public Library, and Washington County Library.</p>
Library Card – Nonresident	\$60.00	<p>An annual fee-based library card may be issued to anyone who does not live or pay property taxes in the city of Stillwater or Washington County, including out-of-state patrons. The library card may be used to borrow print library materials only. It is not valid for access to the library's digital resources. The card is only valid for checking out materials from libraries in Washington County. It cannot be used to borrow materials at other Minnesota libraries but can be used to request materials from other libraries to be sent to Stillwater Public Library, Bayport Public Library, or Washington County Library branches for checkout. Cards expire 12 months after issuance.</p> <p>Minnesota residents who do not reside in Washington County and are interested in a free library card may request a card from their local library system. If the library is covered by the Statewide Borrowers Compact, the card may be used at Stillwater Public Library to borrow materials and access digital resources.</p>

Library Card – Institutional	\$0	<p>Nonprofit organizations or institutions, governmental units, civic organizations, or businesses located within the city of Stillwater may register for an institutional library card. Cards allow free access to the circulating materials and digital resources of Stillwater Public Library, Bayport Public Library, and Washington County Library.</p> <p>Library cards are issued by Stillwater Public Library to the chief executive officer or designated representative of an organization. In order to obtain an institutional library card, a letter of request is to be written on the organization's letterhead stationery and signed by the chief executive office or designated representative. The card is valid for one year.</p> <p>Minnesota organizations that are not located in the city of Stillwater may apply for an institutional card at the library in the county or city where the organization is located. The issued card may then be registered at Stillwater Public Library for use. The card must be renewed yearly.</p>
Overdue Fees	\$0	The library does not charge overdue fees.
Lost/Damaged Fees	Varies by items	Fees are charged for lost or damaged items in accordance with the schedule under <i>Replacement and Repair Charges</i> .
Interlibrary Loans	Determined by the lending institution	Items not owned by Stillwater Public Library, Bayport Public Library, or Washington County Library may be requested by interlibrary loan. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the patron.

Replacement and Repair Charges:

All replacements for lost or damaged materials will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the library will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines.

Patrons will be charged for lost or damaged items according to the following process:

1. The purchase price is listed in the circulation system database.
2. If no purchase price is listed in the database or if a piece of a multi-part set can be replaced individually, patrons will be charged the replacement list price as set by the appropriate vendor.
3. If no purchase price is recorded in the places listed above, patrons will be charged according to the standard list below.

Material Type	Fee
Group 1: magazines	\$4.00/item
Group 2: music CDs; kits	\$15.00/item
Group 3: books	\$20.00/item
Group 4: DVDs	\$25.00/item
Group 5: audiobooks	\$50.00/item
Group 6: reference, professional collection	\$75.00/item
Group 7: book club kit (10+ books, plus reading guides); memory minder kit	\$150.00/kit
Group 8: St. Croix Collection materials	List/appraised price (default \$100 in lieu of list/appraised price)
Group 9: telescope kits; hotspots; laptops; tech devices and other hardware	Current replacement value as determined by Stillwater Public Library
Group 10: interlibrary loan item	Determined by lending institution

Patrons with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Unpaid replacement and repair charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent.

If reasonable cause is shown, replacement and repair charges for Stillwater Public Library items may be upheld, reduced, or canceled at the discretion of Stillwater Public Library staff. Library Assistants may reduce or waive charges up to \$25. The Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or Library Director must be consulted and approve any reduction greater than \$50.

Meeting Room Fees:

Room	Room Rental Fees			Room Set-Up Fees
	Non-profits, Government, Community Groups		For-Profit Organizations	
	Library Open	Library Closed*	All Times	
Conference Room	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: Not Available
Margaret Rivers A	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: Not Available
Margaret Rivers B	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: \$25.00 \$30.00
Margaret Rivers A&B	\$0/hour	\$60.00 per hour	\$60.00 per hour	Standard: \$0 Custom: \$25.00 \$30.00
*Closed Rate Exemption: The <i>Library Closed</i> rate is waived for the City of Stillwater, Friends of Stillwater Public Library, and Stillwater Public Library Foundation.				
No-show Fees	\$40	<p>A no-show fee will be charged unless a cancellation has been verified two the business days (Monday – Friday) prior to the reserved date. Any outstanding no-show fees must be paid before a new reservation is made.</p> <p>Non-profit, government, and community groups will be charged a \$30 no-show fee.</p> <p>For-profit organizations will be charged a no-show fee equal to the room rental and set-up fees for the scheduled meeting time.</p>		

Miscellaneous Fees:

Type	Fee	Additional Information
Print/Copy – Black & White	\$0.10	
Print/Copy – Color	\$0.25	
Earbuds	\$2.00	
Headphones	\$5.00	
Flashdrives	\$3.00	
MN Driver's Manual	\$2.00	
Photography	\$0	Photography is allowed at the library at no fee. All photography must occur in accordance with the <i>Public Conduct in the Library Policy</i> . Staff may terminate any photo session that appears to compromise public safety

		<p>or security or violates a library policy. The use of additional equipment, such as tripods and lighting, is not permitted.</p> <p>Library users should not be captured in photographs without their permission. People photographing on library premises have the sole responsibility for gaining all necessary releases and permissions from those who are photographed.</p>
Debt Collection	\$15.00	<p>A debt collection fee is charged to any account sent to Washington County Financial Services for unpaid charges of more than \$50 thirty days after the billing notice is sent.</p> <p>Balances with debt collection must be settled with Washington County. Credit card payments may be made online or via phone. Check payments may be mailed to Washington County.</p>
Non-Sufficient Funds	Maximum allowed by law	<p>All library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the maximum amount allowed by law, and this fee will be manually added to the account of the person who wrote the NSF check. In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.</p>
Convenience Fees	Set by City of Stillwater at merchant processing cost	<p>Convenience fees apply to payments processed by Stillwater Public Library or the City of Stillwater and are set at the merchant processing cost. Future fee adjustments by the City will be applicable and supersede the rates below:</p> <p>Pursuant to City of Stillwater Resolution 2023-153: A convenience fee of \$1.00 will be applied to all EFT payments. A convenience fee of 2.9% of the total charge plus \$0.30 will be applied to all credit/debit card payments.</p> <p>City of Stillwater convenience fees are not applicable for payments made online through the circulation system shared with Washington County. Convenience fees through the shared system are determined by Washington County.</p>

Associated Policies

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Public Conduct in the Library Policy
- Stillwater Public Library: Study Rooms, Meeting and Event Policy

The most current fee schedule supersedes any and all previous fee schedules or policies issued relative to this subject.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Event Planning Task Force Recommendation	
OWNER: Library Event Planning Task Force	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the Library Event Planning Task Force recommendation for a library event on Friday, June 21.	
<p>DESCRIPTION:</p> <p>In the March board meeting, development of a Library Event Planning Task Force was approved by the Board with the following charge:</p> <p>Address the following issues to develop a plan to launch a social event in 2024 which could be sustained in the coming years. Bring recommended plan to the May 14 Board meeting.</p> <ul style="list-style-type: none"> • What type of event to hold • Determine whether or not to include entertainment/games/activities • Decide where the event should be held • Propose a date for the event (if held at the Library, must happen by end of June or after October to accommodate the terrace re-roofing project) • Suggest a budget estimate not to exceed \$2,000.00 of 235 Fund (Unrestricted Donor Funds) • Outline the set-up and staging of event — who will handle this and what will be involved <p>The Task Force (trustees Ellison and Lockyear and staff Houston and Foslien) met three times. Different options were discussed with two options selected as possibilities, a Sunday afternoon ice cream social or a Friday morning breakfast. Staff preference for location was the library terrace with the Margaret Rivers room as back up in case of poor weather. Foslien conducted a survey of staff presenting the two options. There was a slight preference for the Friday morning breakfast. Based on the survey results and consideration of timing with regard to the terrace availability, the Task Force recommends the following event.</p> <ul style="list-style-type: none"> • Hold a Friday morning breakfast catered by Lake Elmo Inn on June 21 between 8:00-9:30 am on the library terrace or in the Margaret Rivers room in the event of bad weather. • Menu to include caramel rolls, fruit, yogurt with granola toppings and beverages. • A budget estimate of \$1751 - \$1900 including catering, postage and invitation/activities supplies. • Invitations will be mailed using USPS and email to all staff, volunteers, trustees, Stillwater Public Library Foundation and Friends members. • One activity is recommended to encourage interactions. • Staging of the event would involve some staff time to arrange tables for caterer either on the terrace or in Margaret Rivers Room. Caterer would handle all other set-up and clean-up. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS Lake Elmo Inn Catering bid	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Client/Organization Stillwater Public Library - Board of Trustees
 Address 224 3rd St N, Stillwater, MN 55082
 Telephone
 Email
 Guests 100 (Pln)
 Sales Rep Cheryl Wortman

DOE Contact # () -

MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN 72 HOURS OF EVENT. IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. WE WILL DO OUR BEST TO ACCOMMODATE AN INCREASE IN ATTENDANCE AFTER FINAL COUNT IS GIVEN.

Site Locations

Site Name	Site Address	Site Telephone
Stillwater Public Library	224 3rd St N, Stillwater, MN 55082	

Event Timing

Start	End	Delivery	Staff Start EC	Arrival Onsite	Guest Arrival	Serving	Banquet Room
7:00 am	11:00 am	NA	NA	NA	NA	NA	Off-Site

Food/Service Items

Food/Service Items	Price	Qty	Total
OFF SITE - Set up and Serve			
Tentative Proposal: 4/19 cw			
<u>BREAKFAST BUFFET</u>			
Customized Breakfast Buffet	11.00	100	1,100.00

Fresh Fruit
Yogurt
Granola
Caramel Rolls - 1/4 with no nuts
Regular Coffee
Decaf Coffee
Hot Tea - assorted
Orange Juice

MISC DETAILS

Table Linens for Serving Area

Disposable plates, napkins, flatware, etc.

Staffing Requirements (Estimate)

Shift Requirement	Start	End	Hours	Required	Total	Price	Total
Service Lead	7:00 am	11:00 am	4	1	4	30.00	120.00

Subtotal	1,220.00	Paid	0.00	Pay Method	Card Number
Tax	122.61	Balance	1,751.61	Card Type	Expires
Production Fee	244.00			Card Holder	
Gratuity	165.00			Signature	

PRODUCTION FEE AND/OR DELIVERY CHARGE IS NOT A GRATUITY

The Lake Elmo Inn does not automatically assess a gratuity fee. Paying a gratuity is completely up to the customer's discretion. We hope, however, that the level of service offered by our staff will merit a show of appreciation. The industry standard is 15 - 18%

Cancellation fees will be incurred as outlined on the attached policy page. Additional fees can apply due to additional labor, increases in guest count and rental charges on unforeseen services or equipment prior to the event date. I have read the above contract and the Lake Elmo Inn policies outlined in the menu booklet and agree to the terms and conditions provided..

Client: _____

Date: _____

Sales Rep: _____

Date: _____

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Terrace Sculpture Relocation Project	
OWNER: Facilities Committee	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ol style="list-style-type: none"> 1. Motion to approve concept of gifting art pieces to a museum, if possible. 2. Approve Abrahamson's proposal with modifications should we be able to gift the sculptures. 	
<p>BACKGROUND/CONTEXT:</p> <p>Since the last Facilities Committee meeting, new information has been uncovered regarding the terrace sculptures. Coldspring, the company that quarried and sold the granite for the sculptures, researched their records and provided the specifications below for the pieces, which are heavier than what we previously believed based on incomplete internal documentation.</p> <p>Specifications: The Rockville White table is 5' x 3'-9" x 2" +/- 600 lbs; and the bases are +/- 700 lbs. The Mesabi Black table is 8' x 6' x 3" +/- 2,000 lbs; and the bases are +/- 1,7000 lbs. Not including the boulders used as chairs, the pieces above total approximately 5,000 lbs.</p> <p>The tables were installed in 2013. Within four or five years, two cast bronze pieces resembling small branches somehow detached from the larger table, which the library kept. Other components, such as smaller rocks at the base of the boulders and a bronze leaf, have also been in storage since becoming detached. Otherwise, the tables are in excellent condition.</p> <p>In order to safely move the sculptures, custom pallets will need to be constructed and the pieces will need to lie flat. During the Facilities Committee meeting with a consultant from The Garland Company, the consultant indicated the library would be responsible for any needed bracing or custom crating. This same consultant indicated we may also need a concrete footing down to the frost line. After that meeting, a museum was contacted, and we learned they hire structural engineers to determine the type of foundation needed to support art. The museum staff were perplexed to learn that these weighty pieces are housed on our terrace and understood the need to relocate the pieces; however, they believe that even the minimum level of support needed on the Fourth Street lawn would likely kill the apple trees.</p> <p>The challenges now faced if we proceed with the original relocation plan include: Additional fees will be needed for custom bracing and crating, it's been recommended we hire a structural engineer (estimated cost of \$2,000) to determine the appropriate foundation for the artwork, it's believed a poured concrete or helical piles foundation will kill the apple trees, the artist has requested consultation fees for future meetings, and an art specialist will have to be hired to reattach the detached components.</p> <p>Besides a poured concrete foundation, another possible option mentioned by an engineering firm we contacted and have used before is a helical piles anchoring system with steel rods that would be drilled 7'-10' deep with a cement pad placed on top of metal plates that would be at ground level. The plates act as anchors and are connected to the steel rods. Each helical pile costs approximately \$1,000 to \$3,000 depending on how deep they go. We would need 6-8 anchors. The cost range of this option</p>	

would be between \$6,000 to \$24,000. Both this and a poured concrete foundation are costly and are believed to be damaging to the trees, if implemented.

It's even more clear now that the sculptures should not return to the terrace upon completion of the reroofing. The only logical place to relocate the artwork on library grounds is problematic due to the extra cost and, more importantly, the likely loss of the trees if either of the foundations described above were used. Therefore, a new option will now be presented.

All along, one of the primary goals, stated even in the grant request to fund the site work, has been to preserve the integrity of the sculptures by only moving the pieces once. What if the sculptures were gifted to a museum in Minnesota? The benefits of this approach include: A museum would provide the expertise and be asked to pay for the cost of carting and transporting the artwork; a museum will be more appropriately able to take care of the art and reattach the detached pieces; a museum will make Richard Huelsmann's legacy known to a wider audience (the sculptures were commissioned by the Huelsmann Foundation to honor and remember Dick Huelsmann), plus it could give the library, city, and the foundation added visibility; the art will be in a more secure location and more likely to be kept safe for future generations; the library's trees won't be harmed; the library will incur fewer costs now; and the library won't be responsible for future repairs.

Exploration of this alternative has begun in order to provide the board with additional information when it's available. The grant received was to clean up and prepare the garden area of the lawn to house the sculptures. That area still needs to be revamped, and it's recommended we proceed with doing so. Originally, the sculptures were envisioned to provide a seating area under the shade of the apple trees, and we can still provide more seating by moving benches to that area after the improvements.

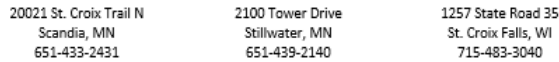
However, if the preferred approach is to retain the art or if a suitable museum is not interested in acquiring the art, the recommendation is to hire a structural engineer to assess whether a crushed gravel base topped with terrace tiles would suffice as a foundation. This is an option Abrahamson's suggested earlier, but that was when we believed the art was not as weighty as the pieces actually are. If the foundation is not sufficient, then frost heave could cause the tables to shift or get out of level, which will place stress on the art. If this is the path taken, the library will incur other additional costs as noted in this cover sheet too.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

Abrahamson's proposal

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



Name:	STILLWATER LIBRARY	Phone:	
Street:	224 3RD ST. N.	Email:	
City, State, Zip:	STILLWATER	Email:	
Date:	5/2/24	Designer:	ANDY CARLSON

We Propose hereby to furnish material - complete in accordance with specifications below, for the sum of:

[illegible]

PROJECT TOTAL: \$18,666.96

PLEASE NOTE:
A) All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. B) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. C) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice. D) Payment to be made in full upon completion of work. Plant guarantee is void if payment is not made in full within 30 days of completion of work.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Client Signature: _____ Designer Signature: _____

Date Accepted: _____

Major Accomplishments

- Drafted and sent a letter to MELSA certifying the city's level of financial support for the 2023 calendar year. Library systems then provide this documentation on behalf of their respective libraries to the Minnesota Department of Education to verify that funding entities meet maintenance of effort requirements under state statute.
- Youth Services Supervisor Angie Petrie and Mark collaborated on the Naturalist-in-Residence recruitment wording and process. Staff at Madison Public Library were helpful in answering various questions because they have a similar program. The search formally began on April 9.
- Mark completed a draft of a Library Construction Improvement Grant opportunity through the Minnesota Department of Education. The draft is being reviewed by the City Administrator and Public Works Director so that it can be submitted by May 17. If successful, the grant would fund up to half of the terrace roof project.
- The Stillwater Public Library Foundation has hired Annette Look as its part-time Administrative Coordinator. Annette brings significant nonprofit experience and a passion for the mission of the library. Her role will be to support the work of the Foundation Board and its Executive Director.
- Mark invited the Library Foundation's Executive Director to the April meeting of the St. Croix Valley Optimist Club to network.
- Mark completed HR and Payroll onboarding paperwork for a Library Associate position and a Substitute Associate position.
- The city's new IT Manager chaired his first interdepartmental IT Committee meeting and discussed multi-factor authentication, a change to the process of password requirements, and the forthcoming Windows 11 upgrade.
- On a lighter note, a larger library in Wisconsin was seeking input on stackable meeting room chairs, and Mark was able to share his experience as to what he's found helpful.
- Four Library Corner articles were written and published in April.
- The April issue of ShelfLife was published on April 9. The lead article was a look back at 2023, with a link to the library's Progress Report.
- The city's quarterly print newsletter mailed to city residents in April included a two-page library insert.

Heads-Up

- The winner of the Stillwater Area Community Foundation's Great Idea competition was the Stillwater Area History Spots project, which is led by Matt Thueson. Matt and Mark have talked about the project, and Stillwater Public Library will be one of approximately 70 locations featured. At each selected location, signage will invite residents and visitors to scan QR codes with their mobile devices, to access stories and photos about the specific location where they're standing. The QR codes will be on window clings that will be placed at each of our three entrances.
- After the April board meeting, the color choice approved by trustees for the terrace pavers was relayed to the city's Facilities Manager so that the roofing company could place an order with Wausau Tile.
- 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). 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. Mark has been helping the Foundation with aspects of planning.

April Adult Programs and Activities

Book Clubs

- **Mystery Book Club:** 9 participants celebrated the end of winter by discussing [mysteries featuring a lot of snow and ice](#) on April 17.
- **Romance Book Club:** 6 participants discussed [romances featuring time travel](#) on April 9.
- **Valley Reads Discussion:** 7 participants discussed [The House of Broken Angels by Luis Alberto Urrea](#) with library staff on April 12. This was just one of the events held in the community for Valley Reads 2024, which was coordinated by [ArtReach St. Croix](#).

Art & Lifelong Learning

- **Container Gardening with Washington County Master Gardeners:** 20 participants were impressed with the succinct, in-depth information and beautiful images presented by master gardeners on April 29.
- **Genealogy Help:** A monthly 1:1 appointment took place on April 20 with a genealogy volunteer. In addition to having 1 attendee, there were 4 people on the waitlist in April.
- **Monday Meditation:** On four Monday afternoons in April, instructor Tom Charland guided participants through a meditation sequence. There was an average of 10 attendees each week, and a total of 39 participants throughout the month. Comment from surveys:
 - *"Thank you for providing a variety of fine programs. It really helps to get exposed to a topic and be able to further research them right at the library."*
- **Tai Chi:** 11 participants followed instructor Rick Lorenzen through a Tai Chi flow on April 18.
- **Tech Help:** 4 tech help sessions were filled on Friday afternoons in April. Staff helped attendees navigate email, tablet interfaces, and various smartphones.
- **Terracotta Vase in Acrylics with Karen Chan:** 22 participants painted a terracotta vase with instructor Karen Chan on April 18. Comments from surveys:
 - *"Thank you so much--the library for hosting and Karen for your step by step artistic guidance."*
 - *"Karen's classes are so enjoyable. I hope you increase the number of classes because they always fill up. Great class. Thank you for offering them."*

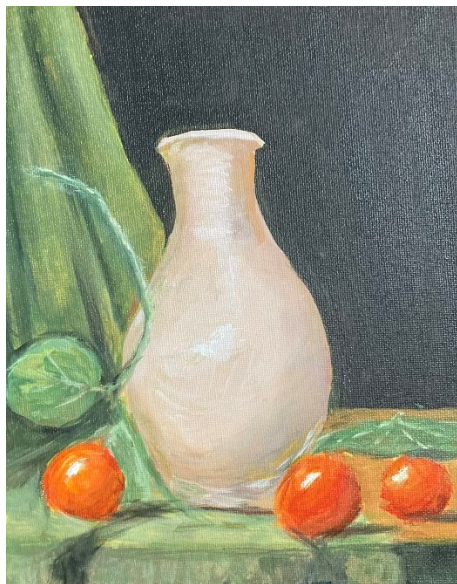
Collection and Displays

- Adult Book Displays in April featured Earth Day materials and Graphic Novels.
- Approximately 22 people signed into the St. Croix Collection during the month of April to explore various resources including the yearbook collection, plat books and maps, house histories, and more.

Outreach and Personnel

- **The Estates at Greeley:** Information staff delivered books to 5 residents at The Estates at Greeley. Residents picked from a mix of fiction and non-fiction, and several residents specifically requested travel photography.
- New Associate Librarian Karen Karason started on April 8. Karen brings experience from Dakota County Library, South St. Paul Public Library, and Ramsey County Workforce.

Patron submissions from the Karen Chan Terracotta Vase in Acrylics class on April 18:



April Programs and Activities

Early Literacy (0-5)

- Two Preschool Special Guest Music & Movement: Music Together in the Valley (147)
- Petite Concert (50)
- Six Preschool Storytimes (345)
- One Second Saturday Family Storytime (37)
- Two Baby & Toddler Storytimes (128) - Most families stay afterward for socializing and playtime

School-aged (6-12)

- Chess Club – For all ages but many are kids ages 8-12 and their dads (16)
- Creating Magical Worlds - Loft Writing Class for Kids 8-12 (26)
- Maker Monday (0)
- LEGO Club (24)

Children's Drop-in Activities

- INSECTS Scavenger Hunt (244)
- April Discovery Room Feedback:
 - A wonderful library! My daughter pleaded for me to bring her to the library.
 - 100% of those who responded said their child practiced social skills like sharing, helping, cooperating, learned something new, and that they felt comfortable playing with their child in the Discovery Room. 50% said their child talked about the Discovery Room after visiting.

Teen Drop-in Activities

- Flower Button Bouquet Teen Make and Take (7)
- Collaborative Coloring Poster (ongoing)

Collection, Displays, and Booklists

- An updated list of [Teen Graphic Novels](#) can be found on the website.
- The Juvenile Fiction and Teen Fiction shifting project continues to better accommodate collection size and appearance.
- An expansion of the decodable books collection is underway.
- Additional Playaway (digital audio devices), VOX and Wonderbooks (books with built-in audio players) have been ordered!

Outreach

- River Grove Kindergarteners visited on Thursday, April 25. In addition to learning about the library and being treated to a story by Ms. Erin, they received Special VIP Access to see the sorter in action!
- Librarian summer promo visits, including to ECFC and area elementary schools are being finalized. A sure sign Summer Explorers is very near!

Upcoming Programs

- [\(NEW\) Chess Club](#) – all ages – 1st and 3rd Tuesdays
- [Young Explorers](#) – Optical Illusions – Thursday, May 2
- [May the 4th Be With You](#) – Saturday, May 4
- [Mystery Night Pajama Storytime](#) (May is National MYSTERY Month) – Tuesday, May 7
- [LEGO Club](#) – Thursday, May 16
- Summer OCEAN Explorers starts Saturday, June 1

RIVER GROVE KINDERGARTEN ON A LIBRARY ADVENTURE



PRESCHOOL STORYTIME IN THE MAGAZINE AREA (DURING THE FRIENDS BOOK SALE)



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Executive Date: Monday, May 6, 2024, 3:30 PM Location: Conference Room, Stillwater Public Library Present: Pat Lockyear, Craig Hansen, Dana Weigman, Mark Troendle Absent: None</p> <ol style="list-style-type: none"> 1) Revisit Staff-Trustee Directory <ol style="list-style-type: none"> a) The Trustee Directory will be most effective and reach the intended audience if available as an internal document. b) Staff are already creating a directory of staff and volunteers, so the Trustee portion will exist within that document. c) An updated group photo of trustees will be taken at an upcoming meeting or at the social gathering in June. <ul style="list-style-type: none"> ✓ Action Items: Staff to gather information from trustees when ready to create directory. ✓ Staff alert Trustees when a group photo will be taken. ✓ Create action item for the May meeting of Trustees. 2) Finance Presentation to City Council in August <ol style="list-style-type: none"> a) Will be developed initially by the Finance Committee, who are meeting soon. b) Presenters TBD c) Points to consider adding to the presentation <ol style="list-style-type: none"> i) Economic benefit or return on investment for Stillwater residents from the library. ii) How the library budget differs from other city departments. iii) Growth in users and supporters of library. iv) Personal stories to highlight memorable library impacts. 3) Social Gathering Task Force Recommendations <ol style="list-style-type: none"> a) Friday, June 21st breakfast gathering on the terrace, weather permitting. b) Consider an event to include families in upcoming years. c) Food will be catered, and an ice breaker will be shared. <ul style="list-style-type: none"> ✓ Action Item: Create action item for May meeting of Trustees. <p>Upcoming meetings (If needed) June 3rd at 3:30. Note that September committee meeting will fall on Labor Day and would need to take place August 26th if needed.</p> <p>Respectfully submitted, Dana Weigman</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Facilities Date: Tuesday, April 16, 2024, 4:30 PM Location: Conference Room, Stillwater Public Library Present: O'Brien, Lockyear, Ellison, Troendle Absent: Hemer</p> <p>Grant Update: Sculpture reinstallation, additional improvements:</p> <p>Troendle informed committee that he has arranged with Kinji Akagawa, the sculptor of the granite tables on the terrace, to meet on May 3 at 2:00 pm to discuss moving the sculptures and preparing the site for their placement. He said Mick Greiner, Shain and possibly Troy of Garland Roofing may also attend the meeting. He asked if committee members could also attend this meeting to help in making decisions about site preparations.</p> <p>O'Brien said she would call a special meeting for May 3 to ensure trustees may attend. Troendle said he would post the notice for that meeting.</p> <p>Troendle updated committee on the estimate for preparation of the 4th street area where sculptures are to be relocated stating it is now \$9,000.00. He has requested an itemized bid from Greiner to help clarify what is and is not included in the bid. Items in question are:</p> <ul style="list-style-type: none"> • Cost of decorative edging for the area • Replacement of dying apple tree • Base fill of decomposed granite or other material <p>He also outlined some addition issues needing resolution which could be funded with the balance of the grant if not currently included with the estimate:</p> <ul style="list-style-type: none"> • Further expanding the footprint • Moving sprinkler system as it is along current edge • Moving boulders from foundation areas to act a parking barriers <ul style="list-style-type: none"> • Would boulders interfere with snow removal? • Placing a plaque about the sculptures in the new site • Possible artist consultant fee <p>There was a brief discussion about the remaining sculptural leaves that are adhered to the capstones on the terrace. Committee agreed it would be best to leave them in place.</p> <p>Troendle also described other projects - not part of site preparation which could be funded by balance of the grant:</p> <ul style="list-style-type: none"> • Foundation plantings along 4th street entrance - involves weed removal, soil preparation, purchasing new plants (preferably natives) and planting with decorative edging to match sculpture site. 	

Lockyear reported that Abrahamson's Landscape designer, Andy, is willing to consult on plantings and Ivy Club has offered to provide suggestions for plants as well.

Lockyear will follow up with Andy and Ivy Club.

- Repairing handicap access from 4th Street parking area (\$4,750 estimate)

Committee discussed this item in relation to City's ADA assessment occurring sometime this summer and agreed doing this repair is essential but may benefit from ADA consultant's recommendations. All agreed waiting to complete this repair until the ADA review is complete made sense.

- New pots for terrace and 4th street entrance

Lockyear reported that Abrahamson's purchaser, Anna, is willing to help in selecting pots. She shared photos of pots from Crescent Gardens web site recommended by Rose Floral. Members agreed it would be helpful to have Anna visit the terrace to help in determining size and number of pots. Lockyear will follow-up with Anna.

There was a discussion about what decisions could be made at the May 3 meeting and which questions to ask Kinji about moving the sculptures. O'Brien clarified that many of the questions could be clarified if the bid is itemized for the committee. Some of the questions to ask Kinji were identified :

How will the crack affect moving the large table?

What type of foundation structure is needed for placement on soil?

How should the tables be placed?

How far out should the footprint be to accommodate the tables?

Are boulders as a parking protection okay?

Where to place a descriptive plaque?

Troendle also reported that he had informed Greiner of the timing of summer programming on the 4th street lawn to reduce interruptions. This programming starts Wednesday, June 5. He also informed the committee he is working on additional questions that may arise regarding the moving of the sculptures and terrace roof replacement.

Capital Improvements Budget:

Committee was reminded the CIP must be completed by July to present to the full board. It was agreed that this item could be tabled to a future meeting. There was a brief discussion on monitor signage with the impact on staff time being noted. This too was tabled for further discussion.

Troendle shared the current CIP and reviewed other facilities projects that are underway:

- Stage II of Signage project to be followed by the final stage of enhancing the entryway from the parking ramp.
- Final stage of masonry repairs, timing TBD
- Unexpected maintenance work - including HVAC repair, ramp sprinkler system repair and elevator lights repair. This final repair project has a bid from Otis of \$3,400 which brings the total of maintenance repair costs approximately \$1,200 over the budgeted \$9,000 in the first four months of the year. Additional money will need to be found by year end to cover possible overage.

Next Meeting: May 3, 2024 2:00 pm - Terrace, 4th Street Lawn and Conference Room

<<<<<<<<<<<< A second report begins on the next page >>>>>>>>>>>>>>>>

Committee: Facilities

Date: Friday, May 3, 2024, 2 PM

Location: Conference Room, Terrace, 4th ST lawn

Present: Troendle, Garland Project Supervisor Troy Thompson, Hemer, Lockyear, Artist Kinji Akagawa

Absent: Ellison and O'Brien

All present gathered on the terrace to discuss and view the largest of the two granite tables. The process of moving the tables was discussed. Kinji assured everyone that the line in the large table was present at the time of installation and is not a crack. Troy suggested consulting with Coldspring Granite, the source of the granite tables, to determine the best process for securing the granite pieces for transfer to the 4th Street area. He stated Peterson Bros. would be responsible for the move but not for breakage and therefore it is important to determine the best type of encasing structure to secure the tables.

The type of foundation needed to support and protect the tables was discussed as well. Kinji said he thought a poured concrete foundation would be needed.

The group moved to the 4th Street area where tables are to be relocated. Kinji agreed the space was appropriate and made some suggestions about what he would prefer to see regarding crushed rock around the tables. Troy discussed the difficulties of lowering and setting the tables in the proper place on the blocks of granite that form the legs of the tables. The impact on the apples trees was also discussed.

Troy suggested he return to the site after more information is obtained regarding proper method for encasing the tables for transfer and weight specifications. He said he would try to have the Peterson Bros. project manager accompany him to the site to discuss logistics of the transfer. Troy left the meeting at this time.

Meeting reconvened in the conference room. Kinji provided the contact information for staff he worked with at Coldspring Granite when the tables were created in 2012. He also shared some information from the initial installation and his views about the art pieces. Kinji expressed preference for white crushed marble and steel edging. He accepted that decomposed granite would be acceptable in a white/grey color. He agreed that pieces that have come unglued over the years could be reattached after installation. He asked that a museum style plaque be installed after the tables are in place. Kinji left the meeting at this point.

Discussion continued to address concerns about cement foundation, edging, color of crushed rock, and replacement of parts that have come off over the years. Hemer suggested that a simpler base of compacted crushed rock to a depth of 12-18" and tiles would suffice. She cited use of this type of foundation for hot tubs on terraces.

Lockyear shared the bid from Abrahamson's for the work of site preparation and foundation plantings. Discussion of the bid followed. Troendle reported that Greiner had still not heard back from A&K Construction regarding site preparation bid. Timing and completion of site preparation by July 4 was noted.

There was a brief discussion of replacement pots for the terrace and 4th Street entrance. Lockyear reported she had reached out to Gertens Garden Center as they handle Crescent Garden products and may be able to help in procuring a sample. She will continue to pursue ways to obtain a sample pot.

Questions requiring further investigation and Follow-up assignments:

- Troendle will contact Coldspring Granite to determine what type of structure is needed to safely move the 12 pieces of granite. He will also obtain the precise weights of the pieces to ensure the right type of moving equipment is used.
- Troendle will confirm with Greiner that Historic Preservation Commission approval is not needed with regard to color of crushed rock.
- Lockyear will follow-up with Abrahamson's Nursery to enquire about construction of a poured cement foundation and how apple trees might be affected.
- Lockyear will also discuss steel edging material with Abrahamson's.

Next Meeting:

Regularly scheduled meeting — May 21 to discuss 2025 CIP and current projects

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Advocacy Date: Wednesday, May 1, 2024, 3 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hansen, Hullander, Howe, Simon Absent: None</p> <p>Agenda Item 1: Updates from Trustees, Friends, Foundation, Staff</p> <ul style="list-style-type: none"> • Trustees: Simon discussed that it was Library Appreciation Week in April, and trustees brought in treats for staff. Facilities presented a 101 in April, and the state annual report was submitted. • Friends: The book sale was last week. It was very busy, and initial reports look like the sales will be at or equal to last fall's record sale. • Foundation: Foundation hired a new administrative coordinator, Annette Look. She will start Tuesday, May 7. The For the Love of the Library event is coming up on May 17. They have sold 80 tickets, and they are hoping to sell 20 more and sell out. Light a Spark tickets went on sale today. • Going forward, include the story archive as part of the update section on agenda. Select a patron story to share with trustees as part of a monthly advocacy update. <p>Agenda Item 2: April Meeting Minutes No changes.</p> <p>Agenda Item 3: 2024 Budget & RACI Committee reviewed the funded budgetary items and progress to date.</p> <ul style="list-style-type: none"> • Welcome mailing to new residents: Goeltl. Goal is to start mailing in late July/early August. • Library promotional items: Simon. Goeltl to send logos to Simon. • Advertising in Stillwater Public Schools Community Education Brochure: Goeltl. August ad is due in early June. • Summer Tuesdays: Hullander. Selected dates are July 23 and August 13. Goeltl will submit application and mail payment. Howe will discuss coordinating volunteers with Susie Danielson. Hullander and Danielson will connect. • Rotary: Grant request was not funded. Will move into the 2025 budget request. • Library Advocacy and Funding Conference: Registered and conference room booked. Goeltl will bring list of sessions to the next meeting. • Leadership in the Valley: Howe. Howe is working on letters of recommendation and application. 	

Agenda Item 4: 2025 Budget

The general strategy for the 2025 budget is to ask for continued funding for the items requested in 2024 so they can be continued in 2025. In addition, request funding for the library story initiative (\$10,000) and funding for Lumberjack Days Parade. For the June meeting, discuss a possible library ambassador program and model and identify related funding needs for 2025.

Agenda Item 5: May Advocacy Update to Board

Committee discussed that the RACI will be the focus of the May advocacy update to the board.

Agenda Item 6: May 21 City Council Presentation

- Simon and Howe will run through the presentation with trustees at the board meeting on May 14 at 5:30 PM. Ask to be at the top of the agenda.
- Committee discussed the presentation and clarified that focus should be on usage statistics, impact, and library stories. Financials are not the focus and will be covered in the August meeting. Simon and Howe will continue to refine presentation and talking points.
- Simon and Howe will review FAQs.

Next Meeting:

The group will meet monthly on the first Wednesday of the month at 3 PM. The next committee meeting is on Wednesday, June 5 at 3 PM. An item for the agenda is the Polco Survey.

Meeting adjourned at 4:55 PM.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Event Planning Task Force Report	
OWNER: Library Event Planning Task Force	PRESENTER: Library Event Planning Task Force
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Library Event Planning Task Force Meeting Date and Time: April 17, 2024 — 4:15 pm Present: Sarah Foslien, Steve Ellison, Pat Lockyear Absent: Lori Houston</p> <p>Sarah reported on staff opinions survey regarding preference for ice cream social or breakfast. 23 responded to the survey with 43.5% stating no preference, 26.1% preferring ice cream social and 30.4% preferring breakfast. The task force discussed the results and the pros and cons of each option. The catering options were discussed with Lake Elmo Inn bid at ~ \$1606 and Nelson's Ice Cream at ~ \$675. Benefits of each catering option were reviewed.</p> <p>All members agreed that the Friday morning breakfast would be the better choice for this first gathering for several reasons:</p> <ul style="list-style-type: none"> • Lake Elmo catering makes it feel special. • Breakfast is more amenable to moving indoors if weather is bad. • It will result in less work for staff/volunteers in setting up and cleaning up. <p>All agreed that June 21 would be the best option for a Friday breakfast as the 28th conflicts with a Foundation Board meeting and the other dates give less time for planning. Everyone agreed that the best time frame would be between 8:00 and 9:30 am with clean-up completed on or around 10:00 am.</p> <p>The menu for the breakfast was discussed. Pat suggested that a nut free caramel roll and granola toppings be added to the menu. Sarah suggested decaf coffee and tea also be added. Pat offered to ask Lori to request these items and update the bid from Lake Elmo Inn.</p> <p>Possible activities to facilitate interactions and introductions were discussed. The group decided on including a Book on Your Back activity where attendees have a classic book cover on their back and must guess the title and author by asking questions of others. Ellison and Lockyear agreed to provide titles to Foslien in order to print book covers.</p> <p>A second activity of creating a book tower was discussed. The book tower of unwanted books could be created by each individual putting a book on the established base as they leave the event. The tower would need to be completed later over time. Sarah and Steve expressed support for the idea as it would be something everyone could contribute to and would leave an object to be admired and appreciated. Pat offered to discuss this idea with Troendle to see if it would create problems for maintenance and discuss the logistics of such a project.</p> <p>Sarah volunteered to create an invitation to be mailed via USPS with back-up of email. She will provide the Task Force with a sample invitation before the May board meeting. Ideas for a theme/title for the event were discussed. Breakfast for Book Lovers was suggested.</p>	

Assignments to be completed by May 14:

Sarah will create invitation samples

Pat and Steve will send classic adult and children book titles to Sarah to print book covers Lori will update menu and bid with Lake Elmo Inn

Pat will consult Mark re: second activity of building book tower

Next Meeting:

TBD if necessary to finalize details of activities/invitation

The following recommendations will be brought before the Board of Trustees in May for approval.

- Hold a Friday morning breakfast catered by Lake Elmo Inn on June 21 between 8:00-9:30 am on the library terrace or in the Margaret Rivers room in the event of bad weather.
- Menu to include caramel rolls, fruit, yogurt with granola toppings and beverages.
- A budget estimate of between \$1600 - \$1800 including catering, postage and invitation/activities supplies.
- One activity is recommended with a possibility of a second activity to encourage interactions.
- Staging of the event would involve some staff time to arrange tables for caterer either on the terrace or in Margaret Rivers Room. Caterer would handle all other set-up and clean-up.

Task Force Charge

Address the following issues to develop a plan to launch a social event in 2024 which could be sustained in the coming years. Bring recommended plan to the May 14 Board meeting.

- What type of event to hold
- Determine whether or not to include entertainment/games/activities
- Decide where the event should be held
- Propose a date for the event (if held at the Library, must happen by end of June or after October to accommodate the terrace re-roofing project)
- Suggest a budget estimate not to exceed \$2,000.00 of 235 Fund (Unrestricted Donor Funds)
- Outline the set-up and staging of event — who will handle this and what will be involved

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation
Board Meeting – March Meeting – Held 3/22/24
IN PERSON & VIRTUAL

Members Present: Elsbeth, Summer, Ryan, Shawn, Sandie, Roger, Mark

Remote: Kevin, Dustin, Jeanne, Erin, Drew

WELCOME: President Summer called the meeting to order at 8:30 and welcomed everyone present

February Minutes approved (Ryan and Shawn)

Reports for the monthly meeting:

President's Report:

- Attendance of the Friends of the Library March meeting by Summer (2nd Monday of the month. They are trying to get their membership to 100 and Summer passed out registration pamphlets for board members (\$20 membership annually). Mark noted the Friends are purchasing two new AED's for the library. They are a valuable (but different from us) source of volunteers and financial support for the library.
- Summer and Elsbeth attended the last ½ day SCVF class and got some great ideas on board engagement/fundraising. Instructor Gary Kelsey discussed the steps of developing a planned, soft approach to donors: Identification, Cultivation, Education, Solicitation, Appreciation; noting that we're not 'selling' as much as developing relationships with donors who want to support the SPLF. He noted that all board members need to be involved with this aspect of a non-profit and there are many ways to engage that aren't a straight ask for a donation. More below.

Library Director's Report:

- Library Director's packet on Google Drive highlighting a record year for circulation, program attendance, and library use.
- Cyber Security has been updated – online timesheets now in use.

Treasurer's Report:

- Review of Balance Sheet and continued emphasis of cleanup of restricted funds. Working with Mark and Keri to closeout some of the smaller categories
- Review of P&L statement
- Elsbeth presented a Gift Acceptance Policy. A draft proposal was sent out with this month's meeting announcement. Kevin had made some minor recommendations. After some discussion, a motion was made to accept the policy and was passed (Shawn, Sandie)

Marketing Report:

- Light a Spark will be reviewed in more detail at next month's meeting.
- FLL:

- Postcards mailed yesterday. Additional postcards were available at the meeting and additional ones available in Elsbeth's office.
- Chamber of Commerce to post on their site.
- Alcohol permit obtained.
- The Grand will provide food, but the menu has not yet been decided.
- Valley Bookseller will provide books that the author/presenter will sign.
- We will be having a Board get-together at Drew's home May 10. Significant others are encouraged to attend. Please bring something to share. Beverages will be provided. An electronic invitation will be forthcoming.
- Townie Tuesday at Lift Bridge will be on Sept 10 from 5:30 – 7:30. This event is to promote the SPLF and the library. All board members are encouraged to participate. An invitation to the mayor will be sent. Lift Bridge donates \$1 for all beverages and more for growlers sold that day. Suggestions for a raffle at the event to encourage donations will be discussed at future marketing committee meetings.
- April 7 – 13th is National Library week and activities are being planned at the library.
- The SPLF logo is being reviewed by the marketing committee. Changes were recommended and forwarded to the printer.

Director's Report:

- Elsbeth will be attending an International Library conference in early June.
- Administrative assistance applicants are being screened by Elsbeth, Erin, and Roger. Over 20 applicant resumes have been submitted. There are multiple "excellent" candidates. Phone interviews followed by in-person interviews will begin next month.
- Boomerang DB should be "live" next week. On-line giving is on pause for the time being. It should be available prior to LAS.

Old Business:

- Susie Danielson is now an employee of the library reporting to Elsbeth. She was previously a contract employee.

Action Items:

- Budget request was proposed by Elsbeth regarding a recommendation by the Library Advocacy committee she is on. The request centered around information being sent to new families regarding the programs/facilities available at our library (handout provided). The request was for \$6,500. After discussion, the motion to approve the proposal was passed (Shawm/Ryan).
- Approved a request to submit for a \$10,000 grant to Stillwater Sunrise Rotary.

Board Training:

Elsbeth led a discussion outlining Engaging the Board in Fundraising based on the SCVF seminar she and Summer attended. . Instructor Gary Kelsey discussed the steps of developing a planned, soft approach to donors; noting that we're not 'selling' as much as developing relationships with donors who want to support the SPLF. He noted that all board members need to be involved with this aspect of a non-profit and there are many ways to engage that aren't a straight ask for a donation.

Regardless of your comfort level around this topic, there is more than one way to approach the topic. The 5-step approach was:

- Identification – who are our donors-who do each of us know?
- Cultivation – participate in events, discuss impact of the SPLF, etc.
- Education – enable board members to discuss with donors what we do/how the foundation supports the library
- Solicitation – board members working with donors to develop/increase
- Appreciation – recognize and support our donors – always thanking them

Code of Ethics policy discussed and passed (Jeannie/Drew)

Other Business:

- February donor list presented, discussion regarding discontinuation in the future, we're looking for a better way to utilize this information-Bloomerang should help.
- All donors HAVE BEEN getting appreciation letters; this will continue with Bloomerang.

Moved for meeting adjournment at 10:05. Moved and seconded (Roger/Shawn)

Friends of the Stillwater Public Library



March 11, 2024 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Mary Ann Sandeen
Facilitator	Mary Ann Sandeen
Secretary	Tracy Salvati

Attendees:

Mary Ann Sandeen, Jan Kilkelly,
Tracy Salvati, Gemma Lockrem,
Lyndon Lockrem, Karah Hullander,
Mark Troendle, Mary Glennon,
Summer Seidenkranz, Laurie Burns

Agenda

Friends of the Stillwater Public Library Agenda

Monday, March 11, 2024 at 6:30 pm

Conference Room

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Thank you, Co-op! Next Round Up is October
- Spring 2024 Booksale: Susie set up Signup Genius and it looks good, Susie will be at our April Meeting
6. Update: Mark Troendle
7. Adjourn: All

Meeting called to order by Mary Ann Sandeen

- Minutes distributed from Monday, Nov. 13, 2023 for review
 - Minutes approved as amended.
- Correction:
 - Decision was made to change Booksale closing time from 7:30pm to 7:00pm on Wed. and Thurs. for all FRIENDS Booksale events moving forward.

The minutes from Nov. 13, 2023 stating the 7:00pm CT 'Booksale closing time change' was worded incorrectly. Correction noted above.

Treasurer's report Jan Kilkelly

11/1/2023 – 11/30/2023

Opening Balance: \$60,809.34

Total Receipts: \$6,933.00

Total Disbursements: \$21.00

Ending Balance: \$67,721.34

12/1/2023 – 12/31/2023

Opening Balance: \$67,721.34

Total Receipts: \$881.00

Total Disbursements: \$0

Ending Balance: \$68,602.34

1/1/2024 – 1/31/2024

Opening Balance: \$68,602.34

Total Receipts: \$605.50

Total Disbursements: \$1,176.00

Ending Balance: \$68,031.84

2/1/2024 – 2/29/2024

Opening Balance: \$68,031.84

Total Receipts: \$2,595.44

Total Disbursements: \$110.82

Ending Balance: \$70,516.46

Membership report Gemma Lockrem

98 memberships

Topics:

Fall 2023 Booksale:

- **Fall Booksale: Wed. Nov 1 – Sat. Nov. 4**
 - Everything went very well

Spring 2024 Book sale:

- **Spring 2024 Booksale: Wed. April 24 – Sat. April 27**
- **Donor Collection: Sat. April 20**
- **Preview: Wed. April 24 (new end time 7 pm)**
- **Sale: Thurs. April 25 10:15 am – 7:00 pm (new end time 7 pm)**
 - **Friday, April 26 10:15 – 4:30pm**
 - **Saturday, April 27 bag sale 10:15 am – 4:30 pm**
- **Clear Out: Sunday, April 28 (STS)**

Susie set up signup genius for the April Booksale

Dec. 2023 Coop roundup total

- **\$2,113.44**

Our next Coop roundup is Oct. 2024

Co-op will provide a table if FRIENDS would like to greet visitors and provide information to patrons at the Co-op. We need to reach out to the Co-op on date and time if we would like the table setup.

FRIENDS would like to set up a tip jar at the next Booksale. Many patrons want to donate a few extra dollars when purchasing books. Suggestion was to put some sort of tip jar out for that purpose.

FRIENDS bought a new cash box.

SCANNERS at the Booksale: We are WORKING ON a new process for managing people with SCANNERS

New scanner registration sign up ideas:

- Write up a SALE Receipt, asking them to bring this receipt if they return a different day during that sale. New purchase is needed for each Spring and Fall Booksale's.
- FRIENDS member at checkout start a Master list of customers who have paid SCANNER FEE of \$35.00
- Stamp their hand (ink) hoping it may be visible when they return if they do return and forget their receipt.

Summer Seidenkranz (Foundation) update:

5th Annual "For the Love of the Library"

Friday, May 17, 2024 | 5:30 PM - 7:00 PM

Event Overview:

For the Love of the Library fuels funding for materials, programs, services, and historic preservation for the Stillwater Public Library. Your support provides opportunities that would otherwise not be possible at the Library. This year's signature event, with presenting sponsor Valley Bookseller, features NYT Bestselling Author, Angie Kim, whose best selling novels *Miracle Creek* and *Happiness Falls* have garnered critical acclaim.

****Valley Bookseller is a sponsor for the event and will be selling books during the event.**

Event Schedule:

5:30 PM - 6:00 PM: Refreshments served on the library terrace

6:00 PM - 7:00 PM: Presentation by Angie Kim in the Margaret Rivers Room

7:00 PM - 7:30 PM: Ms. Kim will take questions, and is available to sign copies of her books

Tickets are available on the Stillwater Public Library Foundation website

Mark Troendle update:

- A request was made and approved for a \$15,000 grant to support 2024 programming and collections.
 - **Friends voted unanimously to approve funds requested. \$15,000.00 grant to support 2024 programming and collections.**
 - **Jan Kilkelly wrote Mark Troendle a check from the FRIENDS.**

Friends of the SPL board meeting 03-11-2024

- National Library Week is April 7-13. Coffee and tea for patrons will be available throughout the week. Flip charts will be stationed at two spots in the library for patrons to share their stories. Social media posts will also ask for patron stories.
- Mark is talking with the fire department about recommendations for an automated external defibrillator (AED). The Friends generously offered to fund replacements. Mary Ann and Mark talked about replacing an AED on the lower level and adding one in the gallery.

- Library board president Pat Lockyear and Mark were invited to speak at Stillwater Township's annual meeting tomorrow night.
- 2023 was another record year for borrowing at this library. More information will be shared next month.
- The two new trustees who joined the library board in January are Bevin O'Brien and Steve Ellison. Bevin is an elementary media specialist and has a teaching background. Steve is a lawyer. Both are great additions to the board.
- 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 – 7 p.m. The author will be Angie Kim (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.
- Internally, since the last Friends meeting, the city switched over to a new financial management system. It was a lot of work, and because of that, the actual transition was fairly seamless.
- Much progress has been made on the signage project to improve wayfinding and replace outdated signage. It's 50% complete.
- The Library Foundation is now in the process of seeking applicants for a 15-20 hour per week Administrative Coordinator to assist Elsbeth, the Executive Director.
- The terrace reroofing project will occur sometime after July 4 and will need to be completed by the end of October.

Meeting Adjourned at 7:00 pm

Next meeting will be on: Monday, April 8, 2024

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

Period:	3/1/24 3/31/2024	Year-to-Date 3/31/2024
Opening Balance	\$ 70,516.46	\$ 68,602.34
Receipts:		
Memberships	\$ 40.00	\$ 365.00
Donations	\$ 97.02	\$ 2,210.46
Ongoing Book Sales	\$ 460.00	\$ 1,207.50
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales		\$ 15.00
Total Receipts	\$ 597.02	\$ 3,797.96
Disbursements:		
Grants to Library	\$ 15,000.00	\$ 15,000.00
Sponsorships		\$ -
Memberships		\$ 35.00
Postage	\$ 121.00	\$ 121.00
Printing & Supplies		\$ 75.82
Sales Tax		\$ 1,176.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 15,121.00	\$ 16,407.82
Ending Balance	\$ 55,992.48	\$ 55,992.48

Outstanding Grants Due to Library:

Book Sale Nov. 2021	-
Book Sale Nov. 2022	-
Book Sale Nov. 2023	-
	<hr/>
	\$0.00

Other:

Book Sale Apr. 2018	\$768.42
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
	<hr/>
	\$15,390.92

Total	\$15,390.92
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Stillwater Public Library

2024 Calendar

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

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2024 LIBRARY BOARD

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