

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, August 6, 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 July 9, 2024 Minutes +
  - b) Acknowledgement of Bills Paid in July +
  - c) July 2024 Budget Status Report +

Informational/Discussion (35 minutes)

- |   |    |
|---|----|
| 4. Library Financial Presentation Preview                                   | D+ |
| 5. Trustee & Council Liaison Information Sharing                            | I+ |
| 6. Committee Assignment Update and Ad Hoc Committees                        | I+ |
| 7. Director Evaluation Process – September Annual Review & Goal Suggestions | I+ |
| 8. Naming Rights Policy Draft   | D+ |

Decisional (15 minutes)

- |                                       |    |
|---------------------------------------|----|
| 9. Request for Review Policy Revision | A+ |
| 10. Grant Requests                    | A+ |

Reports (20 minutes)

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

14. Public Commentary

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

15. Trustee Check-in/Topics For Future Discussion

- |                 |   |
|-----------------|---|
| 16. Adjournment | A |
|-----------------|---|

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

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

**ABSENT:** Hansen, O'Brien, Weigman

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Lockyear called meeting to order at 5:30 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

**AGENDA ITEM 3: Consent Calendar**

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

**AGENDA ITEM 4: Introduction of Mary Ann Sandeen, President of the Friends of the Stillwater Public Library**

Lockyear provided a brief introduction of Mary Ann Sandeen. Beginning in 1988, she sat on the Board of Trustees. In 1998, she was a founder of the Friends of the Stillwater Public Library. Twenty-six years later, she continues to serve as the president of the Friends. She was a leader during the library's renovation and became one of the founding directors of Stillwater Public Library Foundation.

Sandeen thanked all those who are supporters and members of the Friends of the Stillwater Public Library. The Friends appreciate all those who support and help us.

Sandeen then provided trustees with her story of the Friends. Way back when, when the library was much smaller, the Friends started. Library Director Bertalmio had repeatedly mentioned having a Friends organization, and Sandeen eventually decided to try to form a group. She started by putting up a poster or note about creating a Friends group, and three teachers stepped up – Nancy Prince, Ruth Ranum, and Debra Dzuik. They met in the former Margaret Rivers Room, now the location of the Administration Office, to begin forming their plans. After a couple of meetings, they decided that they needed money to get started. They wrote a check for \$50 (the four of them) and gave it to Debra. She became the treasurer. Then Debra worked on getting tax-free nonprofit status. The Friends had a few issues with the government not accepting the provided name, creating a few name variations throughout its history. It eventually became a 501c3 with the name of the Friends of the Stillwater Public Library.

The first book sale was held in the old Margaret Rivers Room, but there was nowhere to store the collected books prior to the sale. Books were stored all over town – in members' homes, garages, and with neighbors. Member John Baird let us store books in his silo. One year, the Friends had a storage space above the current location of Kari's Paint & Create Studio, which meant carrying the books up and

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down the steep flight of stairs. That year, Lumberjack Days was looking to increase the number of vendors at Lowell Park, and the Friends decided to have a book sale there. They brought all of the books from Chestnut Street down to the park. It was an exciting and loud sale – with the book sale located next to the strong man contest.

Books sales have also been held at the St. Croix Valley Recreation Center and at the shopping center when the library temporarily relocated there. Cub Foods has even helped with book sales, serving as a collection point for used books. The struggle over where to store used books received from the community continues today.

The first book sale raised about \$300. Today, the ongoing book sale on the lower level with selfpay raises about \$400 per month, and the twice a year, multi-day sales have been very successful – raising \$5,000. We invite book dealers to come, and they are charged a fee to use a scanner.

The Friends also have annual memberships to raise money. They currently have 108-110 members. Sandeen remembers a time when they were at 42 members and that was considered a large group by the Minnesota Association of Library Friends.

The Friends were also the first group selected by the River Market Co-op to be their round-up recipient. In January 2024, they received \$2,013.44. That is more than they received in a book sale at the beginning.

Sandeen thanked Mary Divine, Pioneer Press, for her coverage of the library and Friends over the years. She also noted that Matt McKinney, who now works for the Star Tribune, is a Stillwater native.

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

Lockyear noted the upcoming city boards and commissions picnic in August.

Lockyear reported that there will be two nominating committees formed – a committee for interviewing new trustee candidates and a committee for nominating officers. If interested in serving on either committee, contact Lockyear.

**AGENDA ITEM 6: Update on the Terrace Roof Project and Sculptures**

The timeline on the terrace roof project has been adjusted. The terrace project will begin around August 12. It is starting later due to rain delays affecting other projects.

The library was in conversation with external parties about gifting the sculpture. The parties either declined or were unable to provide decisions within the timeline. The City also has no place to display the art and no place to safely store the art. These factors coupled with new information from Greiner that the upgraded roof structure will safely support the sculptures means that the sculptures will remain on the terrace. There is no cost for us to retain them and move them around the terrace as work occurs.

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The terrace project should not affect the functioning of the library, other than the terrace itself being closed during the project. It will take approximately 5-8 weeks. The project must be finished by end of October or a financial penalty is incurred by contractor.

**AGENDA ITEM 7: Terrace Pots**

It is recommended that the pots, or planters, currently on the terrace be permanently removed as part of the terrace roofing project. Due to the size of the larger pots, they are not particularly functional because they require a significant amount of dirt and plants to fill them up. The arborvitae are gradually dying off, leaving difficult-to-remove root balls.

*Motion to approve removal of existing pots on terrace. Hemer moved. Burns second. Yes: Burns, Ellison, Hemer, Lockyear, Panciera, Simon; No: None.*

**AGENDA ITEM 8: 2025 Operating & Supplemental Budget Requests**

Troendle reviewed the operating request as presented in the cover sheet. He noted that many operating costs are built-in or fixed. The budget is basically flat, limited to contractual and inflationary increases.

When creating the budget, the Finance Committee reviewed three budget approaches for the transfer-in request of the city:

- 1) Took 2024 transfer in + COLA (wages/step increases) = 4.5% increase
- 2) Took 2024 transfer in + COLA + increase in plant (insurance, electricity, building repairs) = 4.9% increase
- 3) Took 2024 transfer in + COLA + plant + 2024 budget gap = 5.9% increase

The Finance Committee recommends the approval of the balanced budget approach, option 3, with a 5.9% increase.

In addition to city funding, the library is projecting an additional \$390,981 in funding from the Foundation, Friends, and other supplemental sources. The areas requiring supplemental funding are detailed on pages 33-34 of the board packet. The library is working with the Foundation to forecast future supplemental funding needs to help us plan and build predictability into the future.

Hemer commented that the city council presentation should include that the supplemental budget is almost \$400,000 for 2025.

*Motion to approve the 2025 operating and supplemental budget request as in the packet. Burns moved. Simon second. Yes: Burns, Ellison, Hemer, Lockyear, Panciera, Simon; No: None.*

**AGENDA ITEM 8: 2025-2029 Capital Improvement Plan**

Troendle reported that the capital requests for 2025 are \$50,000 for masonry, \$20,000 in ADA enhancements, \$20,000 in terrace enhancements, \$22,000 network switch, and \$12,000 for printer/copiers. This results in \$84,000 in city funding and \$40,000 in supplemental projects.

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Troendle also reviewed future CIP projects. He noted that part of what is included in the supplemental budget plan is hiring a designer as soon as next year to help look at design plans for the meeting room and children's room renovations. Design concepts will help with fundraising.

Burns noted the importance of responding to user needs and moving up the timeframe of the children's area renovations if feasible.

*Motion to approve 5-year CIP. Hemer moved. Simon second. Yes: Burns, Ellison, Hemer, Lockyear, Panciera, Simon; No: None.*

**AGENDA ITEM 9: Director and Other Staff Reports**

No other updates.

**AGENDA ITEM 10: Board Committee Reports**

- a) Executive Committee: Did not meet.
- b) Facilities Committee: In packet
- c) Finance Committee: In packet
- d) Library Advocacy: Did not meet.
- e) Library Events Task Force: Completed.

**AGENDA ITEM 11: Foundation & Friends Report**

None.

**AGENDA ITEM 12: Public Commentary**

The library received an invitation regarding the potential painting of the utility box along the brick alley on the 4<sup>th</sup> Street side of the building. The box is the property of Xcel Energy, and they have given special approval to allow the painting of the box. Utility boxes in downtown Stillwater have already been transformed by artwork. It would cost the library about \$800 to have this done, which includes the cost of supplies and commission to the artist. There is already a selection committee process in place to choose the artist and designs for the city utility boxes. The Facilities Committee and/or library administration could be consulted in this process. Trustees expressed interest in this project and agreed that it should go to Facilities.

**AGENDA ITEM 13: Trustee Check-in/Topics for Future Discussion**

None.

**AGENDA ITEM 14: Adjournment**

*Motion to adjourn meeting. Burns moved. Panciera second. Yes: Burns, Ellison, Hemer, Lockyear, Panciera, Simon; No: None.*

Meeting adjourned at 6:31 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in July 2024</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of July 2024 bills paid</b>				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of July:				
<b>July 2024 (2024 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 16,764.44	\$ 34,391.52	\$ 5,965.11	\$ 57,121.07
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 16,764.44</b>	<b>\$ 34,391.52</b>	<b>\$ 5,965.11</b>	<b>\$ 57,121.07</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: July 2, 2024 (\$46,106.93)</i></p> <ul style="list-style-type: none"> <li>• \$28, 211 was paid to MN Historical Society, the third of three payments for phase 1 of the newspaper digitization projects. This project is funded through the Foundation.</li> <li>• \$8,909 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$4,172 was paid to Xcel Energy for gas and electricity.</li> </ul> <p><i>Bill Resolution: July 16, 2024 (\$11,104.14)</i></p> <ul style="list-style-type: none"> <li>• \$4,725 was paid to Allina Health Systems for the purchase of two AEDs. The Friends will be reimbursing the library for this equipment.</li> <li>• \$1,320 was paid to Mobile Beacon for annual service for 11 hotspots. This cost is funded by the Foundation.</li> <li>• \$1,207 was paid to the University of Minnesota for the purchase of RFID tags for circulating materials.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>7/2/2024 Bill Resolution</b> <b>7/16/2024 Bill Resolution</b>				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2024 Bill Resolutions

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
<b>INVOICES PAYABLE</b>							
11KH-TKM1-RF47	6/13/2024	5115	Amazon Business	Equipment (Friends)	119.98	229-4229-2302-0000	Other Minor Equipment
1GYY-H4LY-6X3J	6/15/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	19.98	232-4232-2407-0000	Programs
1V6T-QH7W-3VK4	6/15/2024	5115	Amazon Business	Advocacy - Summer Tuesdays (SPLF)	45.08	232-4232-4099-0000	Miscellaneous Charges
13R7-QWJ9-NDXF	6/18/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	-6.64	232-4232-2407-0000	Programs
1MLN-JK6R-MCG3	6/18/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	-6.64	232-4232-2407-0000	Programs
1RW3-NCTX-177V	6/18/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	-6.64	232-4232-2407-0000	Programs
1VJN-6QRJ-16P7	6/18/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	-6.64	232-4232-2407-0000	Programs
1CJT-RCVM-C77Y	6/22/2024	5115	Amazon Business	Janitorial Supplies	113.85	230-4231-2102-0000	Janitorial Supplies
1HK9-6M7K-JV4R	6/24/2024	5115	Amazon Business	Janitorial Supplies	87.61	230-4231-2102-0000	Janitorial Supplies
1XRP-M1ML-CHDH	6/25/2024	5115	Amazon Business	Programs - Adult (Friends)	85.65	229-4229-2407-0000	Programs
2159876	6/21/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Friends)	252.76	229-4229-2113-0000	Materials
B6797412	5/30/2024	452	Brodart Co	Materials - Juv	99.75	230-4230-2400-0000	Childrens Books
B6797412	5/30/2024	452	Brodart Co	Materials - Adult Nonfiction	232.46	230-4230-2405-0000	Adult Books - Non Fiction
B6797412	5/30/2024	452	Brodart Co	Materials - Processing Fee	69.69	230-4230-3404-0000	Processing Fee
B6797545	5/30/2024	452	Brodart Co	Materials - Juv	268.23	230-4230-2400-0000	Childrens Books
B6797545	5/30/2024	452	Brodart Co	Materials - Processing Fee	15.39	230-4230-3404-0000	Processing Fee
B6798554	6/3/2024	452	Brodart Co	Materials - Juv	973.25	230-4230-2400-0000	Childrens Books
B6798554	6/3/2024	452	Brodart Co	Materials - Adult Fiction	156.06	230-4230-2401-0000	Adult Books - Fiction
B6798554	6/3/2024	452	Brodart Co	Materials - YA	177.09	230-4230-2406-0000	Teen Books - Materials
B6798554	6/3/2024	452	Brodart Co	Materials - Processing Fee	38.07	230-4230-3404-0000	Processing Fee
B6802911	6/12/2024	452	Brodart Co	Materials - Juv	194.41	230-4230-2400-0000	Childrens Books
B6802911	6/12/2024	452	Brodart Co	Materials - Adult Fiction	40.04	230-4230-2401-0000	Adult Books - Fiction
B6802911	6/12/2024	452	Brodart Co	Materials - Adult Nonfiction	292.28	230-4230-2405-0000	Adult Books - Non Fiction
B6802911	6/12/2024	452	Brodart Co	Materials - Processing Fee	15.39	230-4230-3404-0000	Processing Fee
B6802996	6/12/2024	452	Brodart Co	Materials - Juv	16.01	230-4230-2400-0000	Childrens Books
B6802996	6/12/2024	452	Brodart Co	Materials - Adult Fiction	272.76	230-4230-2401-0000	Adult Books - Fiction
B6802996	6/12/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6803003	6/12/2024	452	Brodart Co	Materials - Juv	160.72	230-4230-2400-0000	Childrens Books
B6803003	6/12/2024	452	Brodart Co	Materials - Adult Fiction	15.66	230-4230-2401-0000	Adult Books - Fiction
B6803003	6/12/2024	452	Brodart Co	Materials - Adult Nonfiction	20.46	230-4230-2405-0000	Adult Books - Non Fiction
B6803003	6/12/2024	452	Brodart Co	Materials - Processing Fee	8.91	230-4230-3404-0000	Processing Fee
B6805081	6/17/2024	452	Brodart Co	Materials - Juv	834.08	230-4230-2400-0000	Childrens Books
B6805081	6/17/2024	452	Brodart Co	Materials - Adult Fiction	556.19	230-4230-2401-0000	Adult Books - Fiction
B6805081	6/17/2024	452	Brodart Co	Materials - YA	307.36	230-4230-2406-0000	Teen Books - Materials
B6805081	6/17/2024	452	Brodart Co	Materials - Processing Fee	51.84	230-4230-3404-0000	Processing Fee
B6805081	6/17/2024	452	Brodart Co	Materials - Juv (SPLF)	326.89	232-4232-2113-0000	Materials
B6806741	6/19/2024	452	Brodart Co	Materials - Juv	88.43	230-4230-2400-0000	Childrens Books
B6806741	6/19/2024	452	Brodart Co	Materials - Adult Fiction	161.87	230-4230-2401-0000	Adult Books - Fiction
B6806741	6/19/2024	452	Brodart Co	Materials - Adult Nonfiction	41.02	230-4230-2405-0000	Adult Books - Non Fiction
B6806741	6/19/2024	452	Brodart Co	Materials - Processing Fee	57.57	230-4230-3404-0000	Processing Fee
B6807401	6/20/2024	452	Brodart Co	Materials - Juv	534.08	230-4230-2400-0000	Childrens Books
B6807401	6/20/2024	452	Brodart Co	Materials - Adult Fiction	331.58	230-4230-2401-0000	Adult Books - Fiction
B6807401	6/20/2024	452	Brodart Co	Materials - YA	212.63	230-4230-2406-0000	Teen Books - Materials
B6807401	6/20/2024	452	Brodart Co	Materials - Processing Fee	56.70	230-4230-3404-0000	Processing Fee
B6807401	6/20/2024	452	Brodart Co	Materials - Juv (SPLF)	64.87	232-4232-2113-0000	Materials
B6807401	6/20/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	16.19	290-4342-4099-0000	Miscellaneous Charges
B6807624	6/20/2024	452	Brodart Co	Materials - Juv	107.40	230-4230-2400-0000	Childrens Books
B6807624	6/20/2024	452	Brodart Co	Materials - Adult Fiction	52.47	230-4230-2401-0000	Adult Books - Fiction
B6807624	6/20/2024	452	Brodart Co	Materials - Adult Nonfiction	17.76	230-4230-2405-0000	Adult Books - Non Fiction
B6807624	6/20/2024	452	Brodart Co	Materials - YA	9.78	230-4230-2406-0000	Teen Books - Materials
B6807624	6/20/2024	452	Brodart Co	Materials - Processing Fee	3.24	230-4230-3404-0000	Processing Fee
B6807624	6/20/2024	452	Brodart Co	Materials - Juv (SPLF)	10.79	232-4232-2113-0000	Materials
B6808465	6/21/2024	452	Brodart Co	Materials - Juv	369.96	230-4230-2400-0000	Childrens Books
B6808465	6/21/2024	452	Brodart Co	Materials - Adult Fiction	495.71	230-4230-2401-0000	Adult Books - Fiction
B6808465	6/21/2024	452	Brodart Co	Materials - Adult Nonfiction	71.37	230-4230-2405-0000	Adult Books - Non Fiction
B6808465	6/21/2024	452	Brodart Co	Materials - Processing Fee	278.76	230-4230-3404-0000	Processing Fee
B6808465	6/21/2024	452	Brodart Co	Materials - Juv (SPLF)	354.49	232-4232-2113-0000	Materials
B6810225	6/25/2024	452	Brodart Co	Materials - Juv	4.85	230-4230-2400-0000	Childrens Books
B6810225	6/25/2024	452	Brodart Co	Materials - Adult Fiction	303.43	230-4230-2401-0000	Adult Books - Fiction
B6810225	6/25/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
54800010	6/25/2024	4765	Brodini Comedy Magic Show	Programs - JUV (SPLF HJA SRP)	300.00	232-4232-2407-0000	Programs
55062424	6/24/2024	5278	Chan, Karen	Program - Adult (Friends)	450.00	229-4229-2407-0000	Programs
21720	6/20/2024	5610	Clay Squared to Infinity	Programs - JUV (SPLF HJA SRP)	590.00	232-4232-2407-0000	Programs
203804349	6/1/2024	683	Comcast	Internet	188.27	230-4230-3098-0000	Technology Support
6182024	6/18/2024	1062	Faurot, Kimberly	Programs - Juv (SPLF HJA SRP) Staff Reimbursement	335.50	232-4232-2407-0000	Programs
20240618	6/18/2024	3857	Hedin, Susan R	Programs - Juv (SPLF HJA SRP)	300.00	232-4232-2407-0000	Programs
20325706	6/18/2024	5848	Huebsch Service	Towels & Rugs	245.01	230-4231-4099-0000	Miscellaneous Charges
4729875	6/24/2024	1958	Loffler Companies	Copier/Printer	1035.39	230-4230-3707-0000	Maintenance Agreements
505547370	5/30/2024	2175	Midwest Tape	Materials - Video (SAV)	50.98	230-4230-2408-0000	Film/Video
505547370	5/30/2024	2175	Midwest Tape	Materials - Processing Fee	20.94	230-4230-3404-0000	Processing Fee
505608073	6/11/2024	2175	Midwest Tape	Materials - Video (SAV)	221.16	230-4230-2408-0000	Film/Video
505608073	6/11/2024	2175	Midwest Tape	Materials - Processing Fee	40.00	230-4230-3404-0000	Processing Fee
31465	5/29/2024	2271	MN Historical Society	Newspaper Digitization Phase 1 (Pmt 3 of 3 - SPLF)	28211.00	232-4232-4099-0000	Miscellaneous Charges
W24050634	6/13/2024	2217	Office of MN IT Services	Phone - May	148.45	230-4231-3101-0000	Telephone
20240613	6/13/2024	5849	Wahoo Adventures	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Programs

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
			<b>INVOICES SUBTOTAL</b>		<b>\$ 41,844.19</b>		
<b>LIBRARY CREDIT CARD</b>							
			None				
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
51-7976594-1 8831479	6/25/2024	3808	Xcel Energy	Energy	4,068.20	230-4231-3600-0000	Electricity
51-7976594-1 8831479	6/25/2024	3808	Xcel Energy	Energy	104.54	230-4231-3601-0000	Natural Gas
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 4,172.74</b>		
<b>GRAND TOTAL</b>					<b>\$ 46,016.93</b>		

Key: Blue = Foundation Funds; Green = Other Gift Funds; Pink = Prepaid Expense for Next Year; Orange = Capital Expense



**2024 Bill Resolutions**

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
<b>INVOICES PAYABLE</b>							
745	7/8/2024	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
3798-241633	7/1/2024	41	Ace Hardware	Janitorial Supplies	35.16	230-4231-2102-0000	Janitorial Supplies
CI00053156	6/30/2024	6248	Allina Health Systems	AEDs (Friends)	4725.00	229-4229-2302-0000	Other Minor Equipment
1W97-FN69-TCNN	6/28/2024	5115	Amazon Business	Supplies	118.44	230-4230-2101-0000	General Supplies
1W97-FN69-TCNN	6/28/2024	5115	Amazon Business	Programs - Juv (SPLF ELSA)	83.46	232-4232-2407-0000	Programs
1TXT-GQCV-W3MQ	6/29/2024	5115	Amazon Business	Programs - Juv (SPLF ELSA)	109.09	232-4232-2407-0000	Programs
17MM-V47K-19K7	6/30/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	51.93	232-4232-2407-0000	Programs
1YPP-KKVV-FKLN	7/1/2024	5115	Amazon Business	Materials - Adult Nonfiction	12.95	230-4230-2405-0000	Adult Books - Non Fiction
1YPP-KKVV-FKLN	7/1/2024	5115	Amazon Business	Materials - Adult Fiction (SPLF - Book Club Kits)	117.70	232-4232-2113-0000	Materials
1V4F-FTWP-16PC	7/3/2024	5115	Amazon Business	Supplies	332.08	230-4230-2101-0000	General Supplies
19V7-9CLX-VLDG	7/9/2024	5115	Amazon Business	Supplies	42.46	230-4230-2101-0000	General Supplies
2161838	7/9/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Friends)	185.53	229-4229-2113-0000	Materials
306-02444792-3-20240	6/30/2024	783	Culligan of Stillwater	Water	59.50	230-4230-4099-0000	Miscellaneous Charges
1600	1/15/2024	5636	Dazzling Dave Yo-Yo Extraordinaire	Programs - JUV (SPLF HJA SRP)	370.00	232-4232-2407-0000	Programs
20240702-HUN	7/2/2024	5877	Hunter, Kurtis	Programs - JUV (SPLF HJA SRP)	800.00	232-4232-2407-0000	Programs
A-091691-20240711-09	7/11/2024	5259	Mobile Beacon	Materials - Hotspots (SPLF)	1320.00	232-4232-2113-0000	Materials
2170001230	7/3/2024	2807	Regents of the U of M	Materials - Processing (RFID Tags)	1207.00	230-4230-3404-0000	Processing Fee
61301242	6/21/2024	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	453.60	232-4232-2407-0000	Programs
			<b>INVOICES SUBTOTAL</b>		<b>\$ 10,403.90</b>		
<b>LIBRARY CREDIT CARD</b>							
5477	4/25/2024	6215	Cabin Critters Inc	Programs - Juv (SPLF HJA ELSA)	85.00	232-4232-2407-0000	Programs
2080386-2024-05-11-1	5/12/2024	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
16-11560-04364	5/14/2024	4150	Ebay	Materials - Video (SAV)	92.55	230-4230-2408-0000	Film/Video
16986	5/8/2024	5930	Half Pint Kids	Materials - JUV (Decodables SPLF)	158.40	232-4232-2113-0000	Materials
398157	5/22/2024	2884	Rose Floral	Programs - Adult (Friends)	30.00	229-4229-2407-0000	Programs
7001	5/8/2024	5689	Whole Phonics	Materials - JUV (SPLF)	310.30	232-4232-2113-0000	Materials
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 700.24</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
None							
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>					<b>\$ 11,104.14</b>		

Key: Blue = Foundation Funds; Green = Other Gift Funds; Pink = Prepaid Expense for Next Year; Orange = Capital Expense

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 July 31, 2024.</p> <p><b>Fund 120 – Capital Outlay</b> The capital budget for 2024 is \$820,000.</p> <ul style="list-style-type: none"> <li>• \$750,000 is for the terrace roof project using capital improvement reserve funds.</li> <li>• \$50,000 in city capital was initially allocated for masonry but reallocated by the city to the terrace roof due to the roof project bid being \$796,650. The masonry project has now been added to the capital project plan for 2025.</li> <li>• \$20,000 is a grant from the Huelsmann Foundation. It was originally intended to prepare the 4<sup>th</sup> 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.</li> </ul> <p><b>Fund 230 – Library (City \$)</b> <u>Revenue</u> The library’s city budget for 2024 is \$1,593,783. This consists of \$1,565,996 from the city levy and \$27,787 in projected library revenues (which include meeting room fees, copy charges, and \$17,167 in-kind volunteer coordinator wages). \$5,794 in library revenues have been received to date.</p> <p><u>Operating Expenditures</u> <b>Operating Personnel:</b> The operating personnel budget is \$1,148,282 (excluding the in-kind volunteer coordinator). Expenditures are \$599,256 through the 7/13/2024 pay period.</p> <p><b>Collection:</b> The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. This accounts for just under 50% of the total collection budget with the remaining purchases funded by supplemental gifts (Friends, Foundation, Lawson, etc.). With the collection, orders placed often run significantly ahead of invoices received. \$51,527 has been ordered with \$36,946 in invoices paid.</p> <p><b>Technology:</b> The library budgeted \$66,000 for technology-related expenditures of IT equipment (\$29,100); selfcheck and sorter maintenance agreements (\$21,000); tech apps and support (\$9,500); and the circulation system (\$6,400). \$24,750 expended to date.</p> <p><b>Other:</b> 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. \$17,368 expended to date.</p>	

Plant Expenditures

**Plant Personnel:** The plant personnel budget is \$131,195. \$69,912 expended to date through the 7/13/24 pay period.

**Plant Supplies & Equipment:** The plant supplies budget is \$6,500. \$4,215 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). \$48,747 expended to date.

- **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 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. \$31,429 expended through the 7/13/24 pay period.

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

**229 Friends:**

- Donations: \$15,119 donation received.
- Materials: \$718 expended to date for materials.
- Equipment: \$4,844 expended to date for equipment (AEDs).
- Programs: \$5,270 expended to date for programs.

**232 Foundation:**

- Materials: \$9,931 expended to date.
- Minor Equipment: \$65 expended to date.
- Programs: \$18,996 expended to date.
- Misc: \$31,650 expended to date (includes \$28,211 to MNHS).

**235 Library Donations:**

- Donations: \$2,425 received to date.
- Misc: \$104 expended to date.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024 Library Budget Status Report (Through 7/31)  
2024 Supplemental Report (Through 7/31)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Library Budget Status Report (City)**

000000000000{-}2309999999999999 AND [Report].AccountType {Contains}Revenue{,}Expenditure

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Fund120 - CAPITAL OUTLAY</b>					
<b>Segment4230 - LIBRARY</b>					
<b>Expenditure</b>					
120-4230-5200-0000	C/O & Improvements(E)	820,000.00	.00	820,000.00	0.00%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<b>Segment4230 - LIBRARY</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<hr/>					
<b>Segment4231 - LIBRARY PLANT</b>					
<b>Expenditure</b>					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment4231 - LIBRARY PLANT</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<hr/>					
<b>Fund120 - CAPITAL OUTLAY</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<hr/>					
<b>Fund230 - LIBRARY FUND</b>					
<b>Segment -</b>					
<b>Revenue</b>					
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-2,000.00	-1,748.50	-251.50	87.42%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-1,956.80	-1,543.20	55.90%
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	-60.00	-360.00	14.28%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-1,232.08	-767.92	61.60%
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	-1.06	1.06	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-12.00	-188.00	6.00%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,565,996.00	-782,998.02	-782,997.98	50.00%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
<b>Total Revenue:</b>		<b>-1,593,783.00</b>	<b>-788,936.45</b>	<b>-804,846.55</b>	
<b>Expenditure</b>					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment -</b>		<b>-1,593,783.00</b>	<b>-788,936.45</b>	<b>-804,846.55</b>	

#### Segment4230 - LIBRARY OPERATIONS

##### Revenue

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

##### Expenditure

230-4230-1000-0000	Full Time Salaries(E)	236,523.03	122,864.66	113,658.37	51.94%
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	11,887.26	-8,387.26	339.63%
230-4230-1113-0000	Vacation Pay(E)	.00	26,464.80	-26,464.80	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	312,408.05	364,479.20	46.15%
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	34,189.42	34,316.70	49.90%
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	36,210.91	33,665.65	51.82%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	52,740.88	35,563.52	59.72%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	2,239.39	1,676.45	57.18%
230-4230-1540-0000	Life Insurance(E)	769.00	251.17	517.83	32.66%
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	1,891.95	1,108.05	63.06%
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	12,767.33	1,732.67	88.05%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	7,546.39	7,953.61	48.68%
230-4230-2402-0000	Audio(E)	1,900.00	1,052.47	847.53	55.39%
230-4230-2403-0000	Periodicals(E)	3,000.00	2,991.12	8.88	99.70%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	7,982.11	2,717.89	74.59%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	1,455.45	2,044.55	41.58%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	1,945.69	3,554.31	35.37%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	1,206.17	4,293.83	21.93%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	5,177.57	4,322.43	54.50%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	4,322.74	677.26	86.45%
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	1,223.64	276.36	81.57%
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	56.88	443.12	11.37%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	5,776.62	5,223.38	52.51%
230-4230-3500-0000	General Insurance(E)	4,000.00	-57.00	4,057.00	-1.42%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	2,082.25	917.75	69.40%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	21,000.00	19,572.62	1,427.38	93.20%
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	142.97	57.03	71.48%
230-4230-4000-0000	Memberships and Dues(E)	500.00	230.00	270.00	46.00%
230-4230-4001-0000	Subscriptions(E)	536.00	572.95	-36.95	106.89%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	2,000.00	1,014.89	985.11	50.74%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>1,323,985.20</b>	<b>678,321.99</b>	<b>645,663.21</b>	

**Segment4230 - LIBRARY OPERATIONS**

**1,323,985.20**

**678,321.99**

**645,663.21**

**Segment4231 - LIBRARY PLANT**

**Revenue**

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

**Expenditure**

230-4231-1000-0000	Full Time Salaries(E)	74,174.00	34,942.08	39,231.92	47.10%
230-4231-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4231-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4231-1112-0000	Sick Pay(E)	.00	2,042.60	-2,042.60	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	4,916.65	-4,916.65	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	11,560.43	17,379.57	39.94%
230-4231-1410-0000	PERA(E)	7,674.00	3,995.27	3,678.73	52.06%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	4,147.98	3,740.02	52.58%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	7,940.58	3,958.14	66.73%
230-4231-1520-0000	Dental Insurance(E)	505.00	336.80	168.20	66.69%
230-4231-1540-0000	Life Insurance(E)	116.00	29.70	86.30	25.60%
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	3,262.72	737.28	81.56%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	802.82	697.18	53.52%
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	715.28	984.72	42.07%
230-4231-3500-0000	General Insurance(E)	42,000.00	-64.00	42,064.00	-0.15%
230-4231-3600-0000	Electricity(E)	50,000.00	22,591.85	27,408.15	45.18%
230-4231-3601-0000	Natural Gas(E)	30,000.00	8,137.10	21,862.90	27.12%
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	8,914.45	2,085.55	81.04%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	1,685.67	1,314.33	56.18%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>285,395.72</b>	<b>122,874.53</b>	<b>162,521.19</b>	

**Segment4231 - LIBRARY PLANT**

**285,395.72**

**122,874.53**

**162,521.19**

**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%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	

**Segment4900 - IMPROVEMENT PROJECTS**

<b>.00</b>	<b>.00</b>	<b>.00</b>
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**Fund230 - LIBRARY FUND**

<b>15,597.92</b>	<b>12,260.07</b>	<b>3,337.85</b>
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**Total:**

<b>835,597.92</b>	<b>12,260.07</b>	<b>823,337.85</b>
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CITY OF STILLWATER

**Library Supplemental Funds Report**

10{-}2369999999999999 AND [Report].AccountType {Contains}Revenue{,}Expenditure AND [

Account Number	Account Title	YTD
<b>Fund223 - PERSONNEL GRANT</b>		
<b>Expenditure</b>		
223-4223-1000-0000	Full Time Salaries(E)	1,541.59
223-4223-1112-0000	Sick Pay(E)	51.27
223-4223-1200-0000	Part Time Salaries(E)	24,546.68
223-4223-1410-0000	PERA(E)	1,632.52
223-4223-1420-0000	FICA/Medicare(E)	2,052.14
223-4223-1500-0000	Hospital / Medical(E)	1,555.25
223-4223-1520-0000	Dental Insurance(E)	29.52
223-4223-1540-0000	Life Insurance(E)	22.80
223-4223-3500-0000	General Insurance(E)	-2.00
<b>Total Expenditure:</b>		<b><u>31,429.77</u></b>

**Fund227 - GOVERNMENT GIFTS**

<b>Revenue</b>		
227-0000-3820-0100	Donations(R)	-5,000.00
<b>Total Revenue:</b>		<b><u>-5,000.00</u></b>

**Fund228 - FRIENDS OF LIBRARY**

<b>Revenue</b>		
228-0000-3820-0100	Donations(R)	-15,119.98
<b>Total Revenue:</b>		<b><u>-15,119.98</u></b>

**Fund229 - FRIENDS OF STILLWATER LIBRARY**

<b>Expenditure</b>		
229-4229-2113-0000	Materials(E)	718.21
229-4229-2302-0000	Other Minor Equipment(E)	4,844.98
229-4229-2407-0000	Programs(E)	5,270.18
<b>Total Expenditure:</b>		<b><u>10,833.37</u></b>

**Fund232 - STILLWATER LIBRARY FOUNDATION****Expenditure**

232-4232-2113-0000	Materials(E)	9,931.91
232-4232-2302-0000	Other Minor Equipment(E)	65.81
232-4232-2407-0000	Programs(E)	18,996.80
232-4232-4099-0000	Miscellaneous Charges(E)	31,650.25
<b>Total Expenditure:</b>		<b><u>60,644.77</u></b>

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**Fund235 - LIBRARY DONATIONS FUND****Revenue**

235-0000-3820-0100	Donations(R)	-1,000.00
235-3235-3820-0100	Donations-Library Materials(R)	-1,425.00
<b>Total Revenue:</b>		<b><u>-2,425.00</u></b>

**Expenditure**

235-4238-4099-0000	Miscellaneous Charges(E)	104.97
<b>Total Expenditure:</b>		<b><u>104.97</u></b>

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<b>Total:</b>		<b><u>80,467.90</u></b>
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**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Financial Presentation Preview</b>	
OWNER: <b>Hansen, Secretary/Treasurer</b>	PRESENTER: <b>Hansen          Seidenkranz</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<b>BACKGROUND/CONTEXT:</b>  <b>August 7 City Council Presentation:</b> At the August board meeting, Trustee Hansen and Foundation President Summer Seidenkranz will deliver a trial run of the Finance Committee’s proposed presentation at the City Council workshop session at 4:30 PM on Wednesday, August 7, 2024. 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.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Financial Presentation Slide Deck</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# **SLIDE DECK**

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**CITY COUNCIL PRESENTATION  
8/07/2024 - DRAFT**

# Stillwater

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## Public Library

”

**Your library  
is your  
portrait.**

**- Holbrook  
Jackson**

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Stillwater Public Library is a reflection of our community's generous investment in literacy, lifelong learning, and civic engagement . . . an investment in Stillwater itself.



# Stillwater

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## Public Library

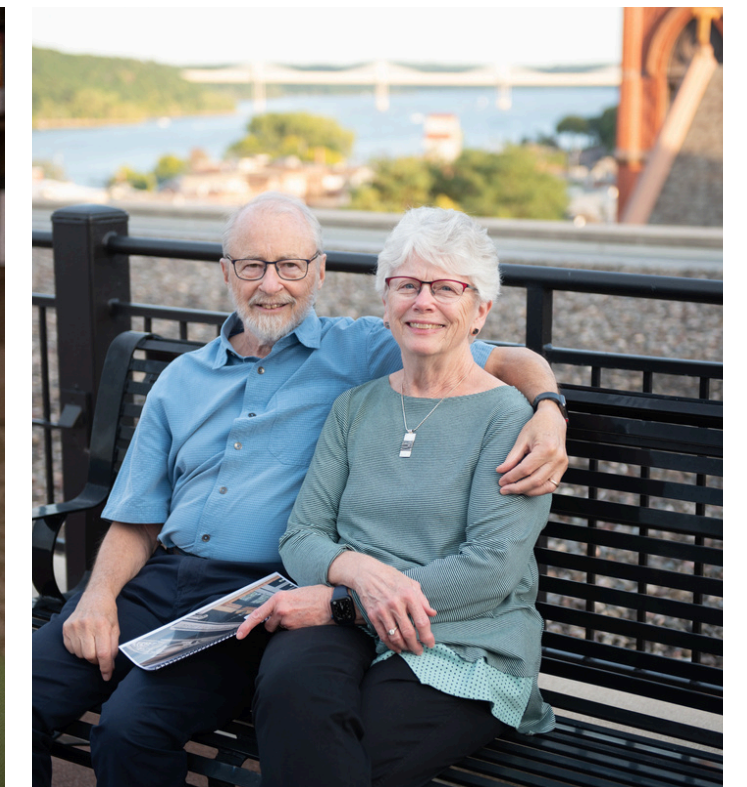
### OVERVIEW

Budget Process

A Community Investment

- City Support
- Donor Support
- Funding History

Return on Investment



# Stillwater Public Library

## OUR BUDGET PROCESS

Stillwater Public Library prioritizes a sustainable budget that balances current service offerings with the ability to adapt to new community needs. This approach ensures financial health for both the present and future, thanks to responsible city funding and donor support.



### Develop Baseline Budget

- Establish a baseline city-supported operating budget that maintains current service levels
- Analyze historical data and expenditures
- Adjust for contractual and inflationary changes only, without extras

### Identify Services to be Funded by Gifts & Grants

- Evaluate services and resources not covered in baseline budget
- Assess future needs
- Prioritize these needs and identify potential external gifts and grants to fund them

### Determine & Refine Overall Budget

- Compile a comprehensive budget for the library
- Incorporate both city tax dollars and donor gifts and grants

# Stillwater

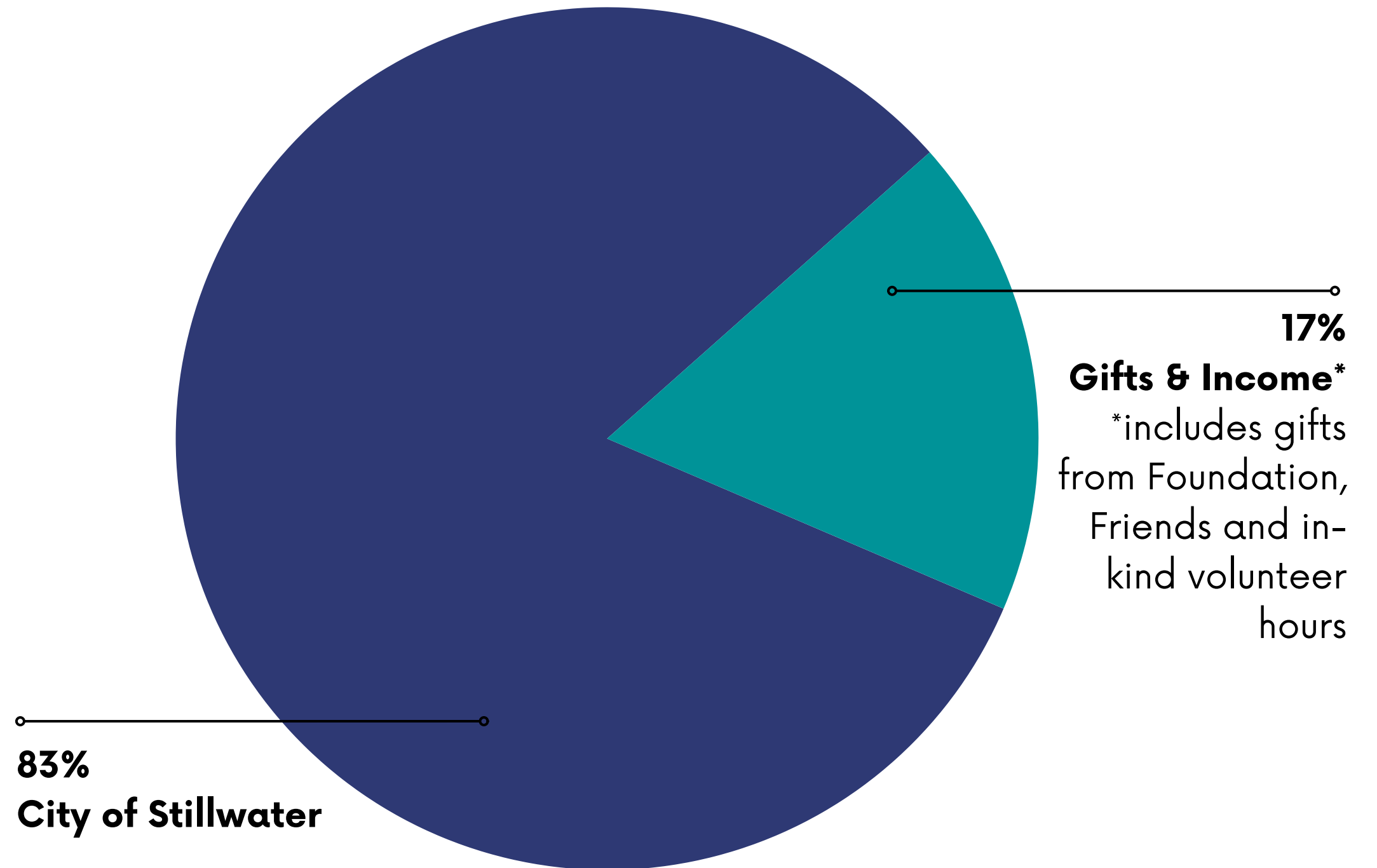
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## Public Library

The City of Stillwater provides the majority of operational funding for the library through the levying of property taxes. In the past 10 years, city funding averaged 83% of the library's total operating support.

Additional support, ranging from \$170,000 to \$350,000 annually, is derived from gifts, grants, and library fees.

## OPERATING SUPPORT





# Stillwater

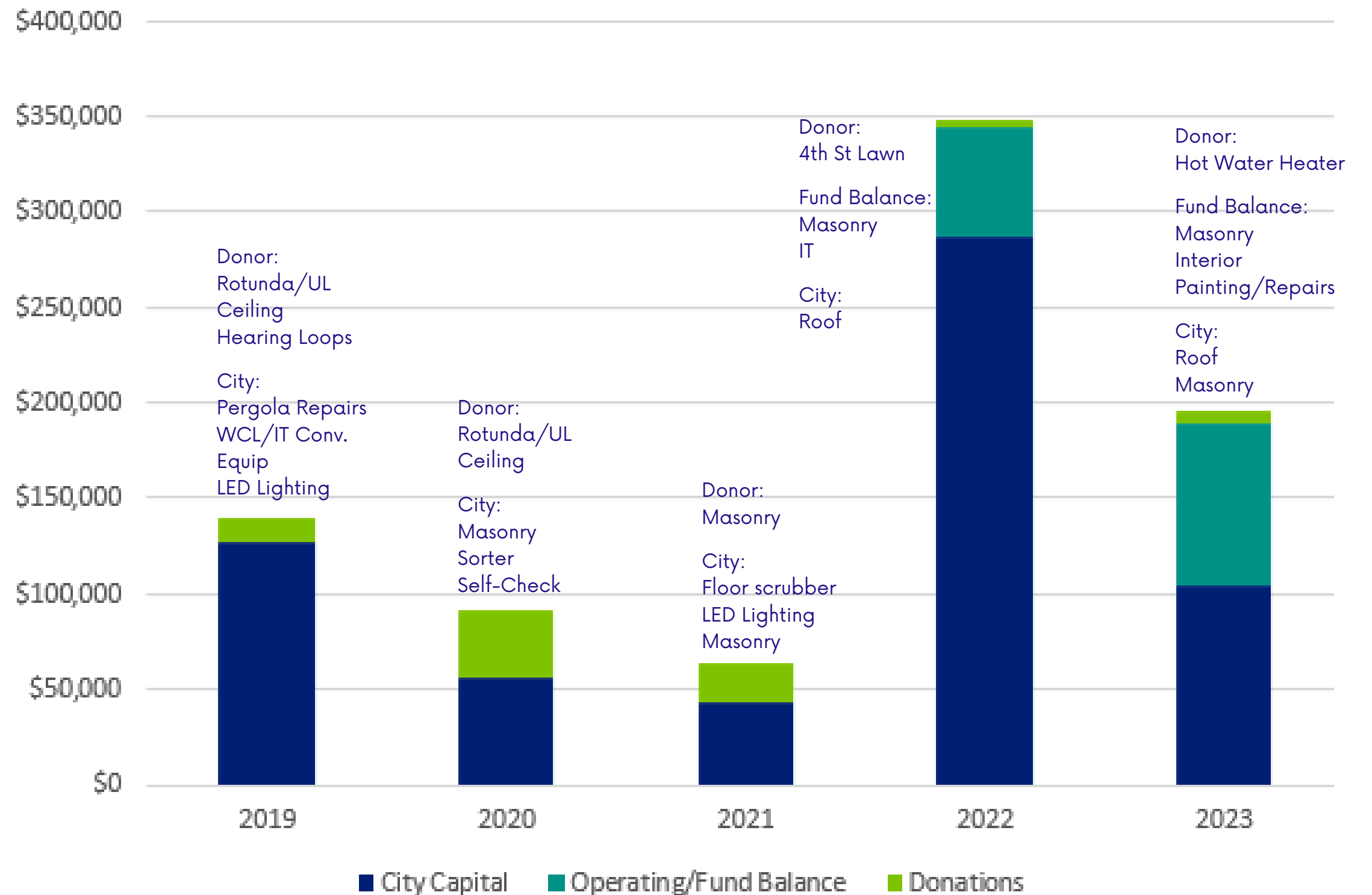
## Public Library

The City of Stillwater provides the majority of capital funding for the library. City capital dollars are supplemented by donor gifts and grants.

The library's future CIP seeks city funds for building maintenance and infrastructure and donor contributions for facility enhancements.

# CAPITAL SUPPORT

Historical Capital Expenditures



# CITY INVESTMENT

City taxes fund basic library functions. Staff salaries, building maintenance, office supplies, and utilities are paid for mostly by taxes.

## Open Hours

Mon-Thu 10-8, Fri & Sat 10-5



## Resourceful Staff

Connecting users to information



## New Physical & Digital Items

50% of new circulating materials



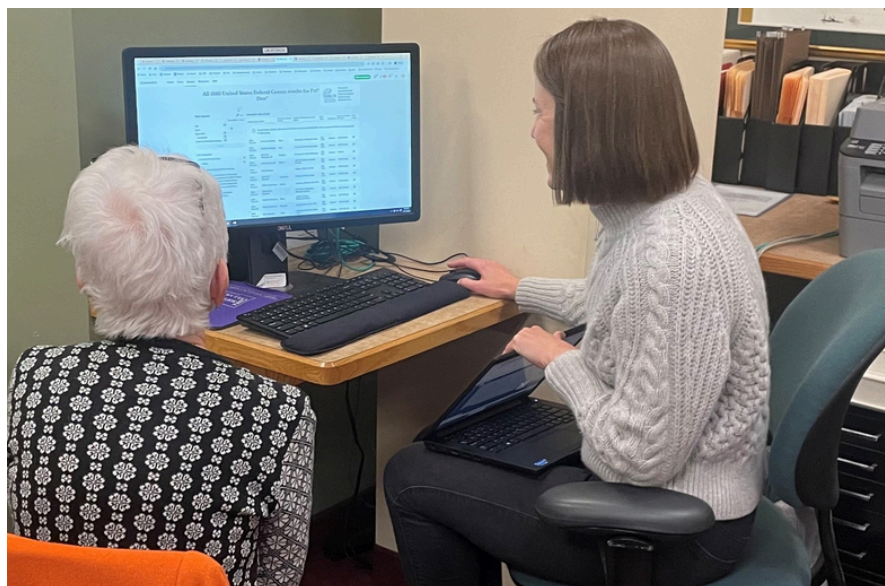
## Clean & Safe Building

38,600 sq. ft. & over 125K visits



## Digital Equity

Access to computers, internet, printing, and tech help



## Early Literacy

Preschool storytimes and early literacy program development



## Book Clubs

Diving deeper into books and creating lasting friendships



## Historic Asset Preservation

Preserving 1902 historic Carnegie building



# DONOR INVESTMENT

Virtually every program at the library from children's activities to adult wellness classes to Wi-Fi hotspots and laptop lending are funded by the generosity of donors, foundations, and grants. The library is also open on Sundays thanks to donors!

## Sunday Hours

Sun. 1-5 PM during school year



## Literacy/STEM & Volunteer Support

YS Librarian & Volunteer Coordinator



## New Physical & Digital Items

50% of new circulating materials



## Summer Reading Program

Books and activities for all ages



## Discovery Room

A space for kids and caregivers to play, imagine and learn



## Adult Enrichment

Classes that build community and foster lifelong learning



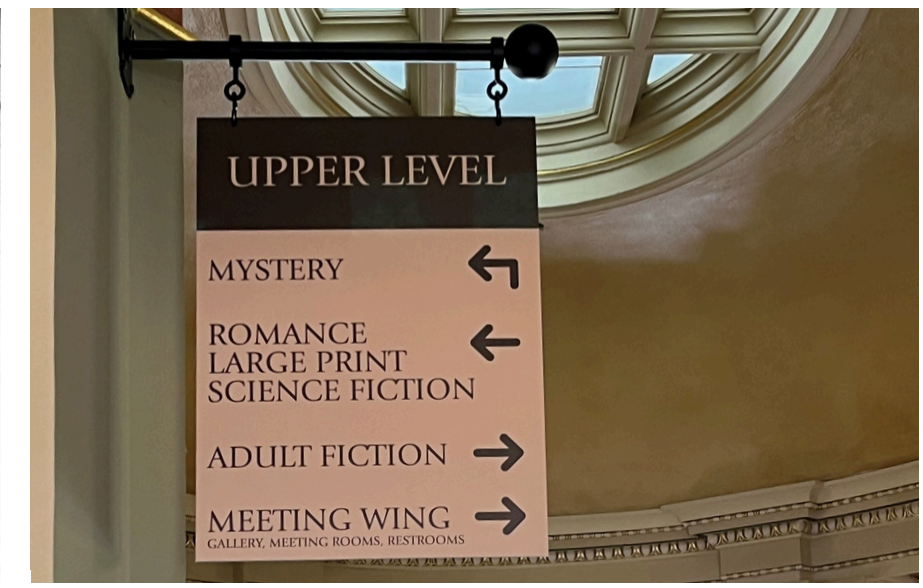
## Newspaper Digitization

Historical local newspapers digitized and searchable



## Building Enhancements

Improvements to library building and its amenities



# Stillwater

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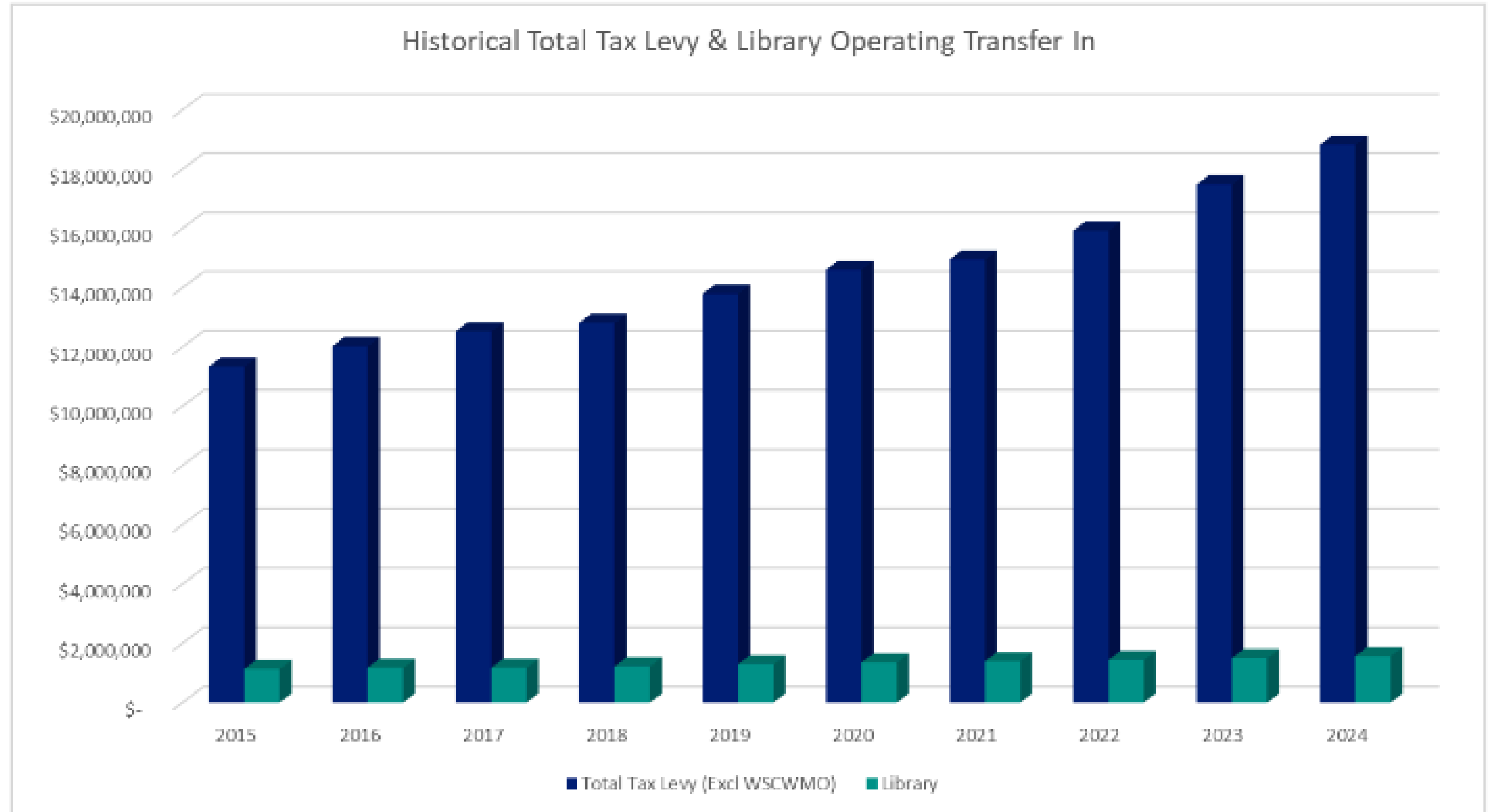
## Public Library

# HISTORICAL CITY SUPPORT

On average over the past 10 years:

- City's total tax levy increased 5.9% annually
- Library's transfer-in increased 3.6% annually

Library's share of the total tax levy has declined from 9.9% in 2015 to 8.3% in 2024



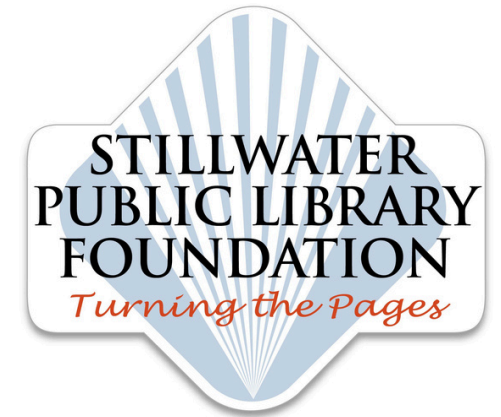
# Stillwater

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## Public Library

# FOUNDATION GRANT SUPPORT

Stillwater Public Library Foundation, founded in 2007, has provided over \$1.5 million in grants to the library, steadily increasing their annual impact. With an average of \$143,000 awarded annually over the past six years and exceeding \$230,000 in 2024, the Foundation is committed to balancing growth with ensuring long-term financial stability to support the library well into the future.



	2019	2020	2021	2022	2023	2024
<b>Materials</b>	\$7,025	\$13,270	\$25,400	\$10,700	\$18,300	\$16,700
<b>Programs</b>	\$5,500	\$1,000	\$20,000	\$34,076	\$31,900	\$37,600
<b>Staffing</b>	\$76,164	\$17,226	\$42,067	\$24,662	\$41,667	\$44,267
<b>Sundays</b>	\$8,500	\$0	\$11,000	\$6,763	\$16,300	\$16,500
<b>Facility</b>	\$26,000	\$23,000	\$30,000	\$20,000	\$20,000	\$20,000
<b>Other</b>	\$2,000	\$795	\$0	\$95,000	\$0	\$96,500
<b>Total</b>	<b>\$125,189</b>	<b>\$55,291</b>	<b>\$128,467</b>	<b>\$191,201</b>	<b>\$128,167</b>	<b>\$231,567</b>

“Other” includes newspaper digitization grant in 2022 & 2024

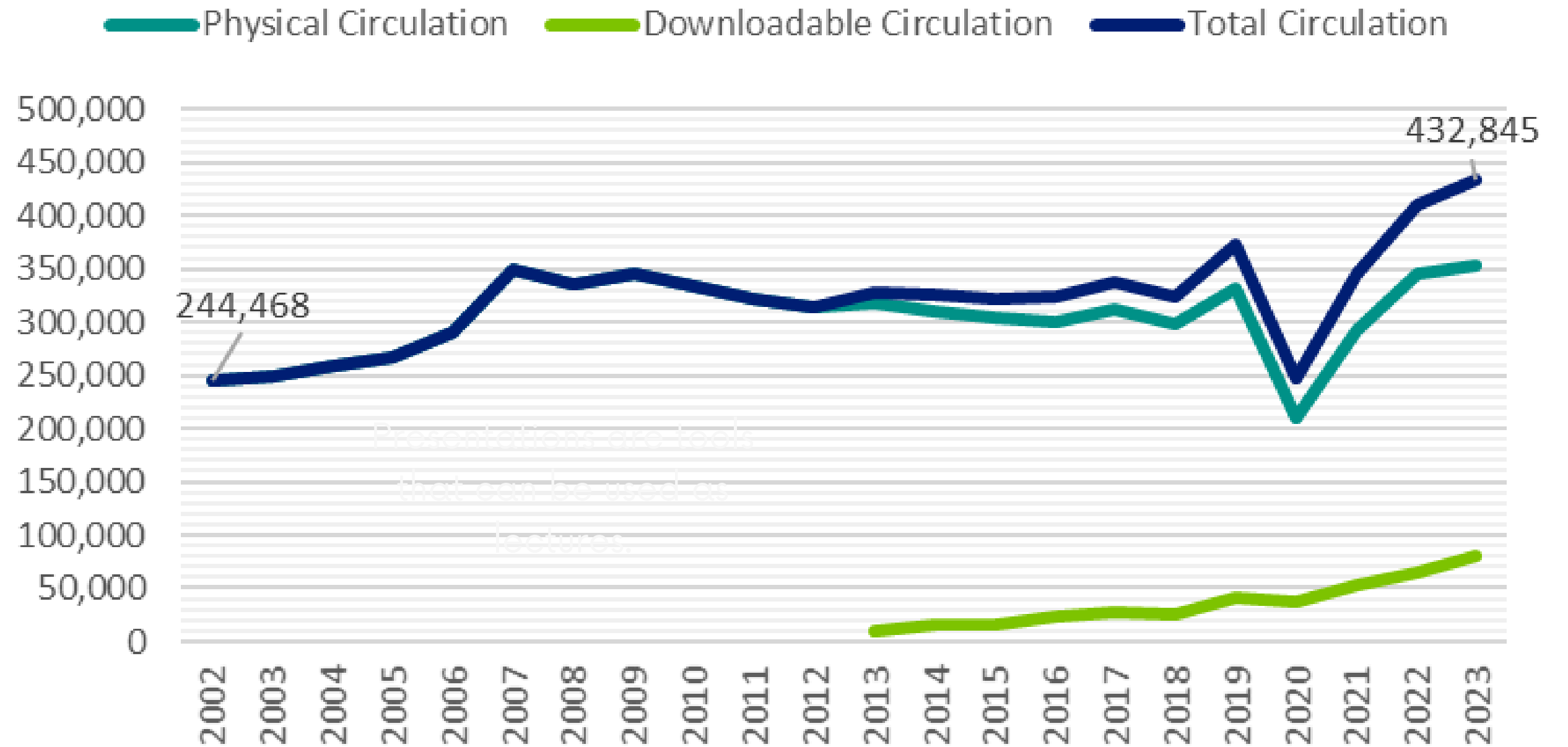
# Stillwater Public Library

## ROI

Borrowing of both physical and electronic items hit record levels in 2023.

Total circulation has increased more than 30% over the past 10 years while Stillwater's population has grown 3%.

## Circulation Growth (2002 - 2023)



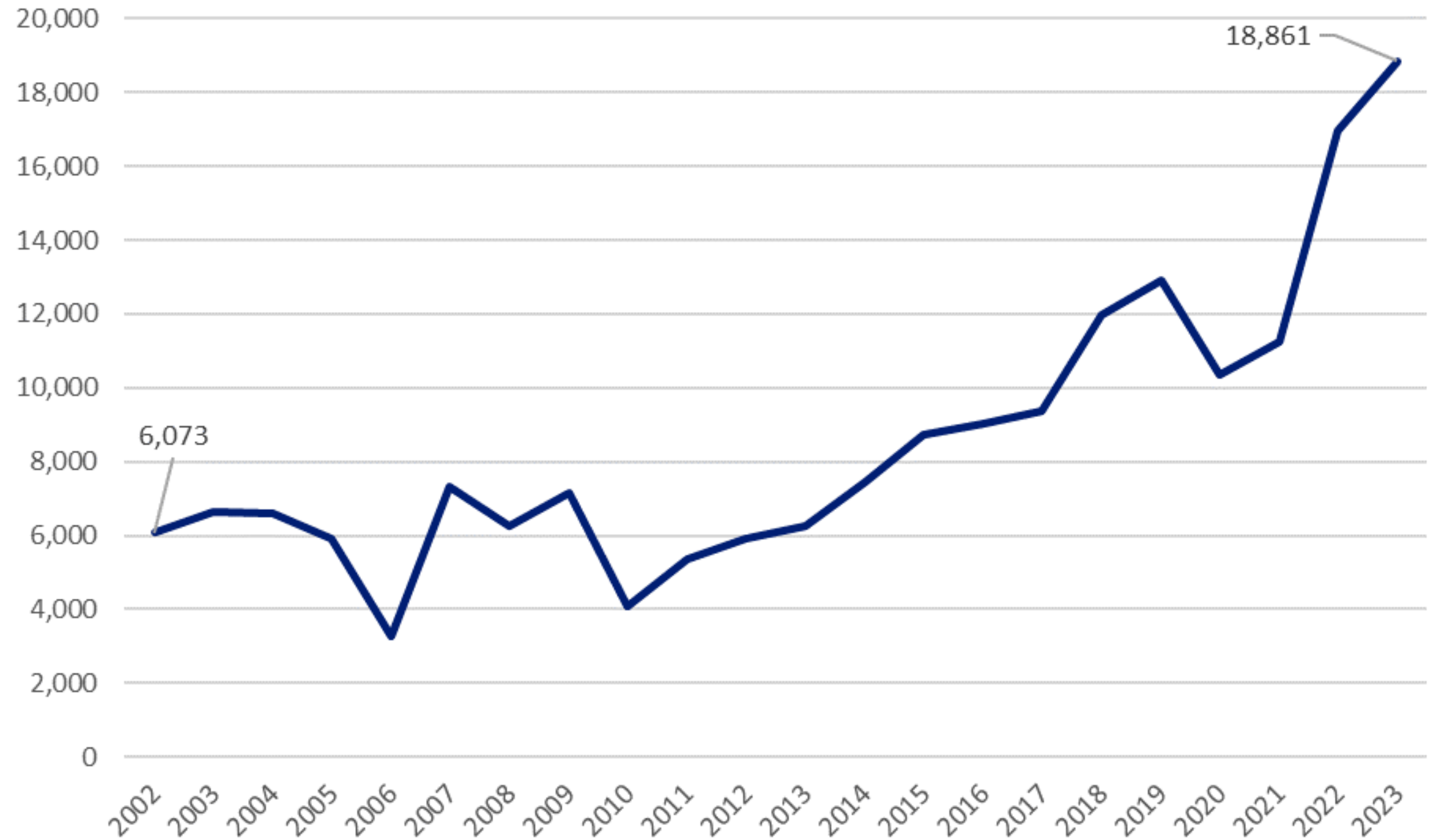
# Stillwater Public Library

## ROI

Participation in programs and activities for kids, teens, and adults is also at a historic high.

Program participation has more than tripled since 2002.

### Increasing Program Participation (2002 - 2023)



# Stillwater

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## Public Library

### ROI

2023 was a banner year for the library, and it looks like 2024 may set more records.

With a diverse mix of books, digital resources, and programs, we owe our success to strong partnerships between public and private funding. This enduring collaboration ensures we can offer enriching experiences and valuable resources to everyone in our community.

## 2023 Library Use in Review: Record-Breaking Results



- 126,369 library visits – an average of 376 visitors each day!
- 1,500 new cardholders
- 24,037 Wi-Fi users
- 97,100 website visits

- 287 programs and activities with 18,861 participants
- 160 groups held over 500 meetings at the library
- 60 adult & teen volunteers gave 2,500 hours of time





# THANK YOU

—  
ANY QUESTIONS?



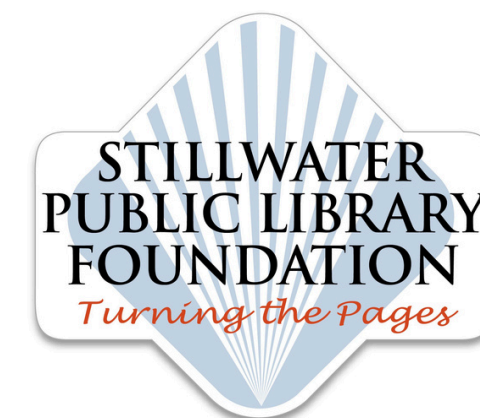
Photo by Laurie Schneider

**Craig Hansen**  
Treasurer,  
Stillwater Public Library Board of Trustees



**Summer Seidenkranz**  
President,  
Stillwater Public Library Foundation

Stillwater  
Public Library



**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Trustee &amp; Council Liaison Information Sharing</b></p>	
<p>OWNER:  <b>Trustees &amp; Council Liaison</b></p>	<p>PRESENTER:  <b>Trustees &amp; Council Liaison</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:  This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On 7/8/2024, Troendle sent an invitation from City Clerk Beth Wolf to the Stillwater Boards &amp; Commissions Picnic. The City of Stillwater would like to invite you and your guest to the City’s Annual Boards and Commissions Summer Picnic. It will be held in Pioneer Park on Wednesday, August 14, 2024. Social hour begins at 5 pm with picnic at 5:30 pm. Please RSVP by August 8.</p> <p>On 7/24/2024, Troendle sent two articles from The Washington Post on behalf of Panciera: “Libraries can help end the culture wars” and “Which books should be considered classics.”</p> <p>Lockyear recently visited public libraries in Halifax, Nova Scotia and Charlottetown, Prince Edward Island. An attachment of library photos from her visit follows.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Boards and Commissions Picnic Invite</b>  <b>Photos of Halifax and Charlottetown Public Libraries</b></p>	
<p>BOARD NORMS:</p> <ul style="list-style-type: none"> <li>• Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice.</li> <li>• We follow open meeting law.</li> <li>• We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share.</li> <li>• We follow Robert’s Rules of Order and stick to the agenda.</li> <li>• We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board.</li> <li>• We respect each other’s time. We start meetings on time and move through meetings efficiently.</li> <li>• We attend meetings regularly and provide notice if absent.</li> </ul>	

You and a guest are invited to the

# City of Stillwater Annual Boards and Commissions Picnic

**Wed. August 14<sup>th</sup>, 2024**

Social Hour at 5 pm  
Picnic at 5:30 pm

## Pioneer Park

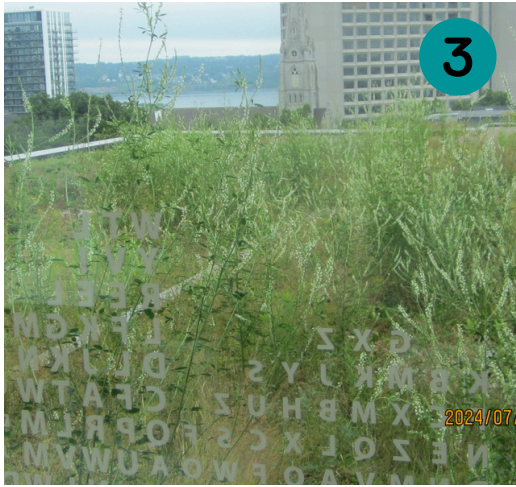
515 North 2<sup>ND</sup> Street  
Stillwater, MN



Please RSVP by August 8<sup>th</sup> to  
[stillwater@stillwatermn.gov](mailto:stillwater@stillwatermn.gov)  
or call 651-430-8800

# Halifax Public Library - Central Library Nova Scotia

120,000 sq ft, Opened December 2014



The five photos are from the Halifax Public Library System's Central Library in Halifax, Nova Scotia.

1. The exterior building photo depicts the library's outside glass box architecture, said to resemble a stack of books.
2. An interior photo shows a wall of cards art, which are card catalogue size paintings.
3. The library has a rooftop garden/ green roof where they have the fiction collection.
4. There are two cafes - one at the rooftop level and another ground level entryway cafe.
5. Photo of Children's Room with red wall adjoining a glass wall clearly marking the children's area.

# Charlottetown Library Learning Centre Prince Edward Island

35,000 sq ft, Renovated 2022



The five photos are from the Charlottetown Public Library Learning Centre in Prince Edward Island.

1. The exterior building photo from street level with outdoor seating and large glass entry.
2. An interior photo of entryway with large public services desk with signage saying Welcome and Checkout.
3. Photo of children's area with half wall of wood and glass.
4. Photo of maker's space with 3D printer.
5. Photo of system for loaning Library of Things - everything from shovels to musical instruments.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Committee Assignment Update and Ad Hoc Committees</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>Trustee Hansen asked to step away from his duties on the Advocacy Committee. He will continue to serve on the Executive and Finance Committees. Hansen worked with Simon to develop a framework for the committee and helped launch the Advocacy Committee this past year. His work and time on this additional committee assignment are much appreciated.</p> <p>O'Brien has agreed to replace Hansen on the Advocacy Committee and step down from the Facilities Committee, which she led during the first half of 2024. We appreciate her many contributions.</p> <p>Two Ad Hoc Committees are needed this fall, an Interviewing Committee and a Nominating Committee. Trustee assignments to these committees will be made at the end of August or early September. Individuals who are interested in serving on these committees should contact the President.</p> <p>There are three trustees whose terms expire in December. The Interviewing Committee will be tasked with interviewing applicants and recommending individuals to fill the vacancies at the December Board meeting.</p> <p>The Nominating Committee will be tasked with developing a slate of officers to nominate at the January annual Board meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Evaluation Process – September Annual Review &amp; Goal Suggestions</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  <p>At the September meeting, the board will conduct an annual review of the library director. The director will inform the board of the issues, barriers, and progress toward goals. An Annual Review Form, completed by the director, will be provided to trustees prior to the September board meeting. The completed form is sent separately from the public packet and typically is provided on either the same day or within a day of the packet being made available. Items for the trustees to consider in preparation for the discussion are outlined on the Annual Review Form page of the attached library director evaluation documents.</p> <p>As noted in the instructions: The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Board President for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.</p> <p>The annual review may or may not be a closed session to be decided at the discretion of the board and director. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Director Evaluation Process Documents</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Performance Evaluation for the Director

Date last reviewed by board: January 14, 2020

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis. Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. However, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall verbally summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress report is meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress. Should progress be insufficient to accomplish the annual goals, the Director and Trustees shall discuss barriers and take corrective action to improve progress to facilitate accomplishing goals.

### List of Related Documents

1. Performance Evaluation Instructions
2. Annual Review Form/ Director
3. Annual Review Form / Trustees
4. S.M.A.R.T. Goal Definition
5. Goal Development Worksheet
6. Progress Report Form/Director
7. Progress Report Form/Trustees
8. Library Director Position Description



## Performance Evaluation Instructions

Approved by board: January 14, 2020

### Annual Review Form

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

### Director

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

### Trustees

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

### Director and Trustees

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

### Goal Development Worksheet

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

### Progress Report Form

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

# Stillwater

## Public Library

### **Director**

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

### **Trustees**

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.

# Stillwater

Public Library

## Annual Review Form/Director

Date last reviewed by board: January 14, 2020

### Director

Describe the accomplishment/outcome/product of each S.M.A.R.T. goal:

Goal #1

Goal #2

Goal #3

Respond to the following questions:

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?
4. How might the board have been more supportive in the successful achievement of goals?

**Annual Review Form/Trustees**

Date last reviewed by board: January 14, 2020

**Trustees**

Prepare for discussion using the following discussion points and questions as guides:

1. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.
  
2. How did the outcome of the goals demonstrate the following areas of competence?
  - Relationship building - professional/peers, staff, management and board
  - Financial responsibility and oversight
  - Community Relations
  - Facilities management
  - Accomplishment of objectives outlined in the strategic plan
  
3. What areas are/were particularly challenging and why?

Annual SMART Goal	Please comment on the accomplishment/outcome/product of the goal.	Rating
Goal #1		
Goal #2		
Goal #3		

Rating Scale: 5=Excellent 4=Good 3=Satisfactory 2=Fair 1=Poor

**This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.**

Director's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Board President's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## **S.M.A.R.T. Goal Definition**

Date last reviewed by board: January 14, 2020

**S.M.A.R.T.** goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

**Specific:** Goals should be simplistically written and clearly define what you are going to do.

**Measurable:** Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

**Achievable:** Goals should be achievable; they should stretch you slightly so you feel challenged but be defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

**Results-focused:** Goals should measure outcomes, not activities.

**Time-bound:** Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

**S.M.A.R.T.** Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

**Goal Development Worksheet**

Date last reviewed by board: January 14, 2020

<b>Director's SMART GOAL Proposal</b>	<b>Trustee comments/suggestions /ideas</b>	<b>Goal to be used in Performance Evaluation</b>

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Naming Rights Policy Draft</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>The draft policy language is a discussion item at this time to help assess whether additional revisions would be beneficial. The overall intent is to provide a policy framework that will help facilitate the development of more detailed opportunity plans in the future, when we have specific, large projects that can benefit from fundraising efforts potentially involving naming rights opportunities. The Library Foundation’s Executive Director has also been asked to review and comment on the content because the library will need their assistance to help manage future capital campaigns.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Naming Rights Policy Draft</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Policy Title:** Philanthropic Naming Rights and Donor Recognition Policy

**Date adopted:**

**Date amended:**

**Date last reviewed:**

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### **Purpose**

The Stillwater Public Library Board of Trustees (the “Board”) considers the naming of a room or space in honor or memory of a living or deceased individual, business, or organization to be one of the highest distinctions it can bestow. This policy is established to provide guidance in approving naming or recognition of all Stillwater Public Library (the “Library”) owned or controlled property, recognizing financial and in-kind contributions by any individual or entity.

### **Donor Recognition Versus Naming Rights**

Donations received for equipping or furnishing a library area that do not include the cost of building or renovating the space may be given recognition through an appropriate plaque or alternative means. This shall not constitute the naming of the space.

### **Principles**

1. The Board has the sole and absolute discretion regarding naming rights.
2. The Library’s mission, vision, and values will be considered when reviewing and pursuing naming and recognition opportunities.
3. The Library’s name cannot be altered as part of a naming opportunity.
4. Naming rights will only be granted with an approved corresponding financial contribution.
5. Naming and recognition shall only occur after the financial commitment by the donor has been honored in full and not on the basis of a pledge for future funds, unless a contract is entered into for such purposes.
6. While the Board is grateful for and encourages donations from all individuals, businesses, and organizations, the Board has the right to decline any gift to the Library and/or reject naming and recognition proposals. The Board reserves the right to terminate or alter a naming designation if the Board determines that doing so is in the best interests of the Library.
7. Naming rights will be in effect for a specified period or for the duration of the room or space's existence, unless the donor provides ongoing support or the Board approves an exception. Once the designated naming period has ended, or when the room or space reaches the end of its useful life and is to be replaced or substantially renovated, it may be renamed in honor of a new donor or honoree.



8. Donor recognition will be for the life of the equipment, furnishing, or collection material. When the equipment, furnishing, or collection material becomes outdated or is retired, the recognition is withdrawn. The Board or Library Director may approve donor recognition opportunities.

### **Naming Rights Process**

Before initiating any capital campaign for a substantial project involving significant renovation or construction, the Library Director in conjunction with the Stillwater Public Library Foundation (the "Foundation") must develop a naming rights opportunity plan to be implemented as approved by the Stillwater Public Library Board of Trustees. In developing said plans, the following criteria shall apply.

- A. Philanthropic naming rights opportunity plans shall establish an aggregate campaign goal. Factors to be considered in development of the goal may include, but not be limited to, capital costs, annual operating and maintenance costs, and desirability and marketability of the opportunity. Each campaign goal shall be developed on a case-by-case basis.
- B. All naming rights shall be approved for a specific term, which shall not be longer than the useful life of room or space, as determined by the Library, unless otherwise established in the naming rights opportunity plan or in a donor contract approved by the Board and the donor.
- C. A competitive process is not required when soliciting opportunities for naming rights.
- D. Naming rights agreements must not interfere with existing contractual obligations.
- E. Corporate logos are not permitted and will not be incorporated into signage or plaques.
- F. Special consideration will be given when naming rights involve corporate names to avoid the appearance of commercial influence.
- G. A naming commitment must not cause increased or unplanned operating costs to the Library.
- H. Managing naming rights agreements should not require disproportionate administrative resources.
- I. Naming rights opportunity plans shall establish a review process either by a standing committee (the composition shall be identified in the plan) or by Library staff. Final naming of Library property shall be subject to approval of the Board.
- J. The review committee established in the plan shall consider compliance with the established naming rights policy; whether the donation is from a potentially controversial source; appropriate signage; compliance with the required approval process for accepting donations; whether a donor contract is appropriate, and if so, the terms thereof; and any other relevant factors.
- K. The Board reserves the right to terminate a naming commitment. A naming rights agreement will be terminated if the donor becomes the subject of any instances that could cause the Library embarrassment, negatively impact the positive perception of the Library in the community or contradicts the Library's mission, vision, and values. A naming rights agreement can also be terminated if the donor defaults on an outlined pledge schedule or if there is a change in ownership or name (or both) of an organization. The termination of a naming commitment and/or a naming rights agreement must be approved by the Library Board.

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*The most current policy supersedes any and all previous policies issued relative to this subject.*

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Request for Review Policy Revision</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Action is requested to approve the revised Request for Review Policy</b>	
BACKGROUND/CONTEXT:  <p>New Minnesota legislation signed into law this year states, “A public library must not ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions it conveys.”</p> <p>While this library’s Request for Review Policy language already aligns with that mandate, by specifically referencing the new section added to Chapter 134, which is called “134.51 ACCESS TO LIBRARY MATERIALS AND RIGHTS PROTECTED,” we are helping to ensure that everyone interested in or affected by the policy is aware of the legal protections provided to Minnesotans under the law. It is also a reminder that the library is obligated to submit a report to the commissioner of education after a challenge process has concluded. The report must contain information such as the title, author and other identifying information about the material being challenged; the date, time and location when the board took public action on a challenge; the result of the challenge; and contact information should the Department of Education have follow-up questions.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>A proposed updated Request for Review Policy</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater

## Public Library

**Policy Title:** Request for Review Policy  
**Date adopted:** 05/10/2022  
**Date amended:** 01/10/2023; 12/12/2023; 08/06/2024  
**Date last reviewed:** ~~12/12/2023~~ 08/06/2024

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### Purpose

Stillwater Public Library (the "Library") welcomes patrons' expressions of opinion regarding Library materials, programs, displays, exhibits, website content or related resources. If a patron has a concern about a Library resource, this policy provides the framework to request a review of the resource in question.

### Definitions

**Patron:** Any person who uses the resources and services of a library, not necessarily a registered borrower. This definition comes from the Online Dictionary for Library and Information Science.

**Library Resource:** Resources include, but are not limited to, print, non-print, and electronic materials, displays, exhibits, Library social media posts, programs, and services.

### Principles

The Library believes in the freedom of information and will not restrict a user's right to read, listen to, or view library materials. The Library strives to provide access to a wide range of resources representing varying points of view, without promoting a single perspective. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library supports the American Library Association's (the "ALA") [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

The Library recognizes that materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

Library resources should reflect different philosophies and points of view. Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein. Library resources are available to all; however, it is not expected that all resources will appeal to everyone.

### Request for Review

Patrons who wish to request the withdrawal, reclassification, or discontinuation of a Library resource are encouraged to discuss their concerns with the Library Director or a Supervisor as a first step. If the patron prefers to bypass this option or if a more detailed examination would be helpful to either party, the Library will provide the patron with information that includes the:

- Library's Collection Development and Management Policy and/or any other applicable Library policies
- [ALA's Library Bill of Rights](#)
- [ALA's Freedom to Read Statement](#)
- [ALA's Freedom to View Statement](#)
- Library's *Request for Review* form

### Review Responsibilities

Library patrons may request a review of a Library resource by submitting a written *Request for Review* form. A patron may not have more than 5 active requests under review at one time. A joint submittal by two or more patrons is still limited to a maximum of 5 active requests. Resources under review will remain accessible until a final determination has been made.

Within 30 days of receiving a written *Request for Review* form, the Library Director will review the request and resource in question with the Supervisor overseeing that area, and then the Library Director will send a written response to the patron who submitted the form, explaining the staff decision regarding the request. If a patron submits more than 5 resources for review, only 5 will be considered at one time. After the active requests are adjudicated, the patron may submit additional requests. In reviewing requests, staff follow board-approved policies in their decision-making process.

If the patron is not satisfied with the Library Director's response, the patron will have 30 days from the date of the response to contact the Library Director and appeal the staff response to the Library Board at the earliest possible regularly scheduled board meeting, at which time trustees will publicly review the request and take final action on it. To be included on an upcoming board agenda, the appeal must be received at least seven days in advance of the next meeting, otherwise the request will be delayed until the subsequent meeting.

In making its decision, the Library Board will consider the material in question, [Minnesota Statute § 134.51 "ACCESS TO LIBRARY MATERIALS AND RIGHTS PROTECTED,"](#) the patron's written request, the staff response, applicable policies and professional reviews, as well as the ALA's [Library Bill of Rights](#), [Interpretations of the Library Bill of Rights](#), [Freedom to Read Statement](#), [Freedom to View Statement](#), and [Guidelines on Intellectual Freedom](#).

The final decision on appeals rests with the Library Board. The patron will be notified in writing of the Library Board's decision. Also, per Minnesota Statute § 134.51, "Upon the completion of a content challenge or reconsideration process in accordance with the governing body's adopted policy, the governing body must submit a report of the challenge to the commissioner of education" containing the specific information mandated by that statute.

A *Request for Review* about a particular item will not be considered by the Library Board more than once within a 60-month period, even if subsequent requests come from different people during that time. The 60-month period begins on the date the *Request for Review* form is received by the Library.

### Associated Policies and Documents

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Collection Development and Management Policy
- [Stillwater Public Library: Internet Public Use Policy](#)

- [Minnesota Statute § 134.51](#)
- ALA's Library Bill of Rights
- ALA's Interpretations of the Library Bill of Rights
- ALA's Freedom to Read Statement
- ALA's Freedom to View Statement
- ALA's Guidelines on Intellectual Freedom

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*The most current policy supersedes any and all previous policies issued relative to this subject.*

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**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Requests</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ol style="list-style-type: none"> <li>1. Action is requested to approve the proposed Sunrise Rotary grant request.</li> <li>2. Action is requested to approve the proposed Hugh J. Andersen grant request.</li> </ol>	
BACKGROUND/CONTEXT: <p>The library has an opportunity to submit two grant requests in the near future. In both cases, staff will write the grants and work with our Library Foundation to submit each request.</p> <p>One request is for a grant from the Stillwater Sunrise Rotary Club that does not exceed \$1,000. Two options are being considered, and the library will work with the Foundation to determine the most viable option to submit.</p> <ul style="list-style-type: none"> <li>• <b>Early Literacy Collection:</b> This grant option aims to expand our library's early literacy resources by increasing our collection of Wonderbooks, Vox Books, Playaways, and decodable books. These innovative formats will complement our traditional library offerings, providing engaging and interactive tools to foster reading development, comprehension, and a lifelong love of learning in children.</li> <li>• <b>Mobile Display Unit:</b> This grant proposal requests funding for a mobile display unit to enhance accessibility and engagement with our special collections. Replacing our outdated book cart, this unit will feature front-facing displays and flexible shelving, making it easier for patrons to explore and discover hidden treasures within our library.</li> </ul> <p>The second opportunity is available through the Hugh J. Andersen Foundation (HJA). The grant request is due by August 15 with a funding decision expected by December. The recommended 2025 grant request of \$28,500 would be allocated across the following categories:</p> <ul style="list-style-type: none"> <li>• \$17,000 for Summer Explorers</li> <li>• \$7,000 for Early Literacy and School-Aged Programming</li> <li>• \$4,500 for Naturalist-in-Residence Programming</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- After the July board meeting, the library's operating and capital budget requests were finalized and submitted using a streamlined process that's part of the new financial management platform the city transitioned to late last year.
- On July 20, Finance Committee Chair Craig Hansen and Mark met with the City Administrator and Finance Director to review and discuss the library's operating and capital funding requests and answer questions.
- Mark recently met twice with Elsbeth Howe, the Library Foundation's Executive Director, and Jeneane Flipp, the Foundation's Treasurer, to discuss the library's budget process and funding needs in greater detail as both individuals are still relatively new in their respective roles. Business & Communications Manager Keri Goeltl also met with Elsbeth and Jeneane to share information about how grants are tracked by the library and how reimbursements are requested.
- The Foundation debriefed after Light a Spark to assist next year's planning. This year, 315 tickets were sold and about 190 guests were in attendance, which is an impressive turnout considering the rainy weather and postponed fireworks. Thank you, again, to Craig Hansen for performing at the event, and to various staff who helped behind-the-scenes to help make it a successful fundraiser.
- Four Library Corner articles were written and published in July.
- The July issue of ShelfLife was published on July 1.

### Heads-Up

- The terrace roof project is now anticipated to begin on September 3. The library will be given approximately one week's notice before we need to close the terrace.
- City of Stillwater HR Manager Donna Robole has announced that she will be retiring. Her last day in the office will be August 29. Applications for this very important position are being accepted through August 7.
- Unfortunately, our application to the Minnesota Department of Education for a Library Construction Improvement Grant did not result in a grant award for the terrace project.
- The forthcoming updated level directories and map signs are almost ready for production after Keri and Mark requested several changes to the design proofs over the past month. After that is completed, we'll return to the third phase of the project, which involves transforming the 3<sup>rd</sup> Street and parking ramp entrances into more welcoming spaces.

### Near-Term Future Focus

- Coordination and communication efforts related to the terrace roof project will continue.
- Learning how to navigate and incorporate into workflow processes a new human resources management system (HRMS) that is replacing the previous software platform used by the city.
- Planning for the half day of staff training on October 14.
- Collaborating with staff on grant options for an opportunity due in mid-August.

## July Adult Programs and Activities

### Book Clubs

- **Mystery:** 5 participants had a lively conversation about [Mysteries with Indigenous/Native American Protagonists](#) on Wednesday, July 17.
- **Romance:** 7 participants discussed [Summer Romances](#) on Tuesday, July 9. One member is traveling to California to attend [SteamyLitCon](#) August 2-3 and will talk about her trip at the August meeting. The group is planning an outing to the romance book store [Tropes and Trifles](#) in Minneapolis at the beginning of August.

### Art & Music Programs

- **Artist Reception for Lena Wolf Rothman and Spike Carlsen:** 105 art enthusiasts joined Lena Wolf Rothman and Spike Carlsen for their reception on the evening of Thursday, July 18. Attendees enjoyed an informal interview between the artists, light refreshments provided by the library, and music from local keyboardist Phil Kadidlo. Lena and Spike have both sold pieces—some before, some during, and some after the event.
- **Spanish Nights Flamenco Concert with Gabriel Hilmar:** 47 attendees enjoyed guitar music, poetry, storytelling, and dance with flamenco performer Gabriel Hilmar on Thursday, July 25.
- **Sunflowers and Mandarins in Acrylic with Karen Chan:** 19 participants painted with Karen Chan on the evening of Thursday, July 18. During a break from class, painters joined the ongoing Artist Reception celebrating Spike Carlsen and Lena Wolf Rothman.
- **Willow Gentile Plein Air Painting:** 27 library patrons enjoyed watching plein air artist Willow Gentile as she painted the library from the 4th Street lawn the afternoon of Thursday, July 11. Willow is a [grant recipient](#) who is painting historic public libraries throughout the state. Stillwater is the third historic library that Willow has painted this year out of a total of eight planned.
- **Unwrapping Music: Leonard Bernstein with MacPhail:** 7 attendees learned more about Leonard Bernstein's life and music on Tuesday, July 23.
- **Introduction to Bargello:** On Friday, July 19 library associate Cami Andersen taught a group of 15 participants how to embroider using the Bargello technique. The event attracted a range of ages and needle art experience. Cami learned Bargello from reading books and watching online tutorials; she plans to teach this class again. Comments from evaluation:
  - *"Wonderful class! I loved it, please repeat this throughout the year. Instructor was awesome!"*
  - *"Thanks for teaching this class. You did a great job. I look forward to more classes like this. It is also a good way to show some of the books that are available at the library."*

### Lifelong Learning Programs

- **Tai Chi:** 6 participants practiced Tai Chi with instructor Rick Lorenzen on Thursday, July 18.
- **Yoga on the Lawn:** 10 total participants practiced yoga during three events on Wednesdays throughout the month. Most of the events took place on the 4<sup>th</sup> street lawn, but the event on July 31 was moved inside due to the heat. Comments from evaluation:
  - *"Great instructor- the class was perfect outside today!"*
- **Monday Meditation:** 13 total participants practiced meditation during three events throughout the month.



- *“All the programs that you have at the library are really important to young and old alike. Thank you for all you do.”*
- **Tech Help:** All 4 Tech Help 1:1 sessions offered on Fridays in July were filled. Patrons received assistance with various devices and software, including email management and Microsoft updates.

### Outreach Events

- **Farmers’ Market:** On Saturday, July 20, Library staff visited the [Stillwater Farmers’ Market](#) to share library information with the community. Staff in attendance were from varied roles in the library, including adult services/reference and circulation. Library staff issued 12 library cards and at least one person we met at the market registered for a library event.
- **The Lakes of Stillwater:** Reference staff shared library materials with 9 residents at The Lakes at Stillwater on Friday, July 19.

### Adult Summer Explorers Program

- June 1-August 10, adults are invited to share a book review or log a book to be entered in a weekly drawing for prizes.
- In June, weekly winners received gift cards for [Rose Mille](#), [Rose Floral](#), [Sara’s Tippy Pies](#), and [Valley Bookseller](#).
- In July, weekly winners received gift cards for [Candyland](#), [a Kayak tour](#), [Green Bridge Coffee](#), and the [Haunted History Trolley Tour](#).
- Three weekly drawings will take place in August for three more lucky readers who will receive gift cards for local businesses.

### Collection and Display Updates

- **Mystery Fiction:** Reference staff began updating the Mystery Fiction in June and July. First steps included removing worn or unused items, replacing popular items, and shifting. Updated signs and more shifting will take place in August. The next collection reviewed will be Sci-Fi.
- **Adult Displays:** The rotating adult nonfiction display shared humorous book selections. Reference staff created a new Large Print display on a windowsill between the Large Print shelves in the Romance Room. This display will highlight New and Notable Large Print titles.

### St. Croix Collection Updates

- **Genealogy Help:** The 1:1 help session with a volunteer was filled in July. Comment from evaluation: *“This was very helpful. The instructor was very good! Thanks!”*
- **Sign-in:** 12 people signed into the St. Croix Collection in July. This includes 4 residents and 8 visitors.
- **Research:**
  - A patron interested in “carpenter gothic architecture” was able to find information about a specific church he was researching using the St. Croix Collection.
  - A patron interested in siren alert systems searched maps for evidence of where they have been located in past time periods.
  - Other research topics and resources used included plat maps, business directories, photos, newspapers, yearbooks, St. Croix Lumber, general family history, and Baytown history.

Images from Adult Programs in July

Willow Gentile Plein Air Painting, July 11



Sunflower and Mandarins in Acrylic with Karen Chan, July 18

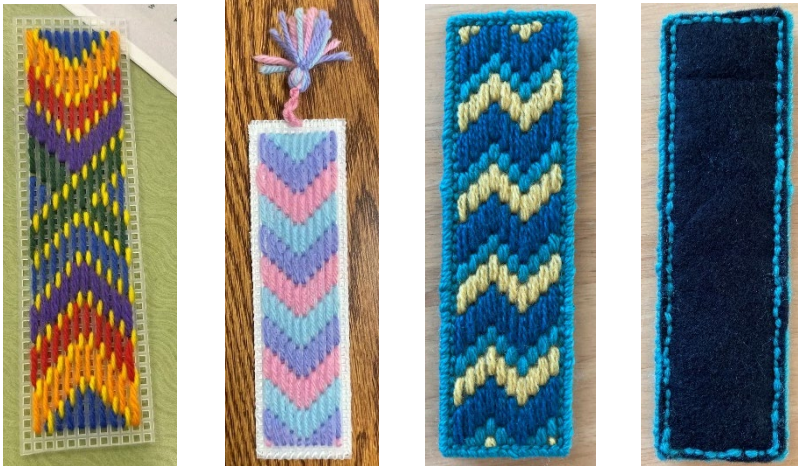


Lena Wolf Rothman and Spike Carlsen Artist Reception, July 18



### Bargello Embroidered Bookmarks, July 19

First three images are the front-side featuring the Bargello design. The last image is the back-side that secures the Bargello design.



### Spanish Nights Flamenco Concert with Gabriel Hilmar, July 25



## Report from the Youth Services Supervisor, Angela Petrie

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### July Children's Programs and Activities

#### Early Literacy (0-5)

- Storytimes – Planning for fall is well underway. Weekly Preschool Storytime will return on Wednesday, September 4. *NEW!* – Baby and Toddler Storytime, formerly twice a month, will be offered weekly on Thursdays starting September 5.

#### School-aged (6-12)

- Chess Club (28)
  - *This program filled a void that the school districts did not. Not all students want to play sports or do Scouts.*
  - *Charlie really loved playing chess with his friends and his mentors. This was a great program!!!*
  - *Great teacher/instructor with patience and guidance for the kids.*
- [Hunter Marionettes](#) – (172) – Kurt is an [accomplished puppeteer](#). A mom said her kids spent hours making marionette puppets using the handout with instructions from Kurt. Side note: Kurt built the puppet stage Miss Kim uses for library puppet shows.
- [Dazzling Dave, National Yo-Yo Master](#) – World Record Holder (170)
  - *One parent reported that her kids remembered seeing him last year and he was their favorite. His experience as a middle school teacher was apparent in the patient way he taught the kids how to do tricks.*
- MN DNR Natural Wonders – Rare, Common, or Invasive? (16)
  - *We learned earthworms are invasive to Minnesota.*
- Shipwrecked! (21)
  - *It's nice to work together and do things hands-on.*
  - *He left with ideas on what he will do when he builds one at home.*
  - *Presenter (Youth Services Librarian Erin) and her helper were knowledgeable and friendly.*
- Hunter Marionettes (Saturday performance) (92)
- Preschool Under the Sea Science (37)
  - *Thank you for offering high quality programs!*
- Under the Sea Science for ages 6-12 (20)
  - *They probably enjoyed making the ocean jar the best, but I appreciated the interactive learning opportunities the most (having tools to manipulate while figuring things out).*
- Chess Club (22)
  - *Learned how to be patient and strategic!*
- [Will Sings Songs!](#) (110) – Will is an interpretive naturalist and got the kids AND adults dancing like bugs stuck on their backs.
- Make a SPLASH – Water STEAM! (16)
- [Silly Millies](#) Clay Octopus “millefiori” Sculpture (25) – A crowd favorite. Layl McDill owns [Clay Squared](#) in the NE Minneapolis Arts District.
  - *The art classes you have offered through the years have been top notch. It's an excellent opportunity for kids in the community to get some great art classes. Very, very well done!*
  - *She liked making multiple items and learning how to do different techniques.*
- [Wendy's Wiggle, Jiggle & Jam!](#) (141)
- LEGO Club (27)
- [Rap, Rock & Read with Miss Nina!](#) (86) – award-winning children's music artist, music & movement specialist, educator and entertainer. Her videos can be seen on YouTube.
  - *(Grandma of a three year old, a regular visitor)...today's performer (Miss Nina) was “the best one.”*

### Children's Drop-in Activities

- Beach Scavenger Hunt (389)
- Ocean Discovery Room (Many every day!)
  - *Thank you for your efforts and time to keep the kids engaged and for helping them discover new things!*

### Teen Programs and Drop-in Activities

- Crochet Club for Teens – July 9 (6) and July 23 (6) – Tweens of all skill levels worked on amigurumi designs. Instructor reported they learned to be patient and everyone left feeling some sense of accomplishment.
- Craft Camp for Teens – Painted Seashells (12) and Ocean Terrariums (9)
- Battle of Movies (based on books) – Hint: Harry Potter won!
- Add to the Ocean! Drawn an ocean creature (real or imaginary) and help us make an ocean.

### Summer Explorers – As of July 22:

- 641 children signed up
- 973 books were given away
- 1987 attended Summer Reading Programs
- 230 youth and 51 teen “Read Write Draw” forms were submitted for a chance to prizes. Choices include MN State Fair tickets, MN Twins tickets and Sea Life passes for youth and MN State Fair tickets, a Barnes and Noble gift card, and a STEAM gift card for teens. The drawings and reviews are in binders on the main floor. Check them out!
- Six Wednesday morning performances were held on the 4<sup>th</sup> Street lawn. Nearly 300 people attended some shows. Two moved indoors due to inclement weather.
- Miss Kim and a St. Paul Public Library librarian presented “The Three Little Pigs” puppet show at Bayport Public Library for 115 people.

### Naturalist-in-Residence Programs

- Programs with renowned naturalist and beloved retired SAHS biology teacher, Andy Weaver, are open for registration. Andy invites children (ages 8+) and their adults to delve into the rich St. Croix River Valley ecosystem. Selected weeks from August 15 through October 5, Andy will offer ecology programs that include stream biology at Brown’s Creek, prairie ecology at Valley View Park, Minnesota birds at Valley View Park, beekeeping and maple syrup, and the captivating tale of Minnesota raptors and the peregrine falcon. See here for more details: <https://library.stillwatermn.gov/naturalist/>

### Collection Updates

- Decodable books – Additional titles have been added to existing series and new series have been added to the Phonics collection. Series include:
  - Bob Books
  - Dandelion Launchers (NEW)
  - The Decodables (NEW)
  - Dog on a Log
  - Half Pint Readers
  - I Like to Read
  - Pat & Pals (NEW)
  - PhonicBooks (NEW)
  - Sounds Like Reading (NEW)
  - Stairway Decodables (NEW)
  - Whole Phonics
  - Youcan

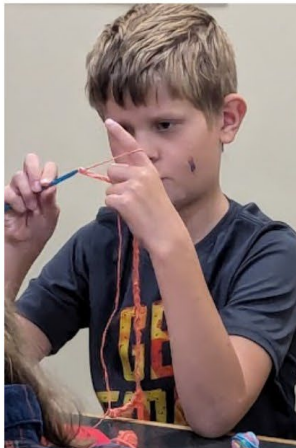
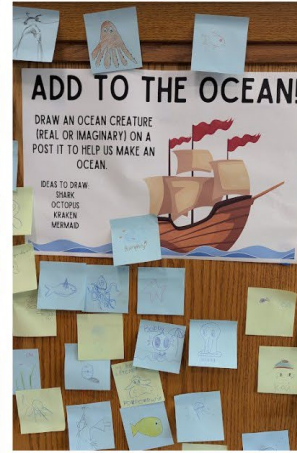
## Nature Backpacks

- The backpack collection is being refreshed after heavy use this summer. Two additional ones were added. More are on the way as part of the Naturalist-in-Residence grant.

## Upcoming Programs

- [Ocean Creature Diorama with Parcel Arts](#) - Thursday, August 1
- [Chess Club](#) - Tuesday, August 6
- [Puppet Show: "The Three Little Pigs"](#) - Wednesday, August 7
- [MN DNR Natural Wonders - Pollinators](#) - Thursday, August 8
- [Summer Readers Book Club](#) - Thursday, August 8, 2024
- [Puppet Show: "The Three Little Pigs"](#) - Saturday, August 10
- [Woodland Animals Process Art with Now Make Art](#) - Tuesday, August 13
- [Preschool Art - Eric Carle Animals](#) - Wednesday, August 14
- [Nature in the Field: Stream Biology at Brown's Creek](#) - Thursday, August 15
- [Nature in the Field: Stream Biology at Brown's Creek](#) - Saturday, August 17
- [Chess Club](#) - Tuesday, August 20
- [LEGO Club](#) - Thursday, August 29







**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Finance Committee Report</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Finance Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p><b>Committee:</b> Finance  <b>Date:</b> Wednesday, July 24, 2024, 4:30 PM  <b>Location:</b> Conference Room, Stillwater Public Library  <b>Present:</b> Burns, Goetl, Hansen, Panciera, Troendle, Weigman  <b>Other:</b> Elsbeth Howe, Summer Seidenkranz  <b>Absent:</b> None</p> <p><b>Agenda: Review of proposed presentation to City Council on August 7, 2024</b>  Hansen and Seidenkranz reviewed a draft of the proposed presentation to the City Council at their workshop session on August 7, 2024. The presentation addressed the following areas:</p> <ul style="list-style-type: none"> <li>• Library’s budgeting process</li> <li>• Average operating support from City of Stillwater and from Gifts &amp; Income (i.e. supplemental)</li> <li>• Historical capital support from City of Stillwater and donor gifts/grants</li> <li>• Areas that city support funds</li> <li>• Areas that donor support funds</li> <li>• Historical city support of library in comparison to the total tax levy</li> <li>• Foundation support of library</li> <li>• Circulation growth</li> <li>• Programming growth</li> <li>• 2023 year in review</li> </ul> <p>Group discussed presentation strategy and provided recommendations to fine-tune messages.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Advocacy Committee Report</b>	
OWNER: <b>Library Advocacy Committee</b>	PRESENTER: <b>Library Advocacy Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p><b>Committee:</b> Advocacy  <b>Date:</b> Wednesday, June 5, 2024, 3 PM  <b>Location:</b> Conference Room, Stillwater Public Library  <b>Present:</b> Goeltl, Hansen, Hullander, Howe, Simon  <b>Absent:</b> None</p> <p><b>Agenda Item 1: Review of May Minutes</b>          Committee approved.</p> <p><b>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</b></p> <ul style="list-style-type: none"> <li>• Trustees: Simon and Howe presented at City Council meeting on May 21. Positive feedback was received. At the board level, the trustees have been discussing the upcoming terrace roof project and the relocation of the sculptural pieces.</li> <li>• Friends: Hullander reported that April’s spring sale was the highest grossing book sale to date. Friends approved the funds to purchase two AED machines for the library. Next meeting is in September.</li> <li>• Foundation: Light a Spark is less than a month away. About 130 tickets have been sold to date. 300 attendees is the max. Sponsors are being solicited (levels at \$250, \$500, \$1000, \$2500, \$5000). Please forward any sponsorship prospects to Howe. For the Love of the Library was a success. Author Angie Kim was a good speaker and enjoyed by many.</li> <li>• Library: Summer reading kicked off on June 1. The first summer Wednesday program had about 275 attendees on the lawn.</li> </ul> <p><b>Agenda Item 3: Review of Outreach, Possible Calendar Dates, Library Stories</b></p> <ul style="list-style-type: none"> <li>• Outreach: Youth Services is participating in Little Moments Count St. Croix Valley Council and a related educational series. This effort is in the initial stages with community groups coming together to dialogue about challenges and opportunities specific to early brain development and family support with the goal of ensuring that every child in our community has the opportunity to thrive.</li> </ul> <p>Library staff will have a booth at two Stillwater Farmers Markets - one in June and one in July. Miss Kim will be joining Public Services staff at the June event and will present a mini puppet show.</p>	

The Naturalist-in-Residence (funded by a HJA grant through the Foundation) programming will begin in mid-August and run through October. Andy Weaver, retired AP Biology and Environmental Science teacher at Stillwater Area High School, is the naturalist and will be leading a series of programs for kids ages 8+ and their families. Topics include stream biology, prairie ecology, Minnesota birds, beekeeping, and Minnesota raptors and the story of the peregrine falcon. Some programs are scheduled to be held at offsite locations such as Browns Creek or Valley View Park, with Bayport and Stillwater libraries as the back-up indoor locations.

- **Library Stories:** Committee reviewed recent library stories featured on social media or heard from staff. Simon recommended sharing one library story with trustees each month at the board meeting. This month's selected story is: On May 31, 2024, the library posted about the new ocean-themed Discovery Room in the children's area and that you "otter" get to the library to check it out. In response, the library received the following comments on social media:
  - Asked my daughters what they wanted to do on their first day of summer, and they said go to the Stillwater Library. =)
  - The gal downstairs in the children's section was the sweetest. She was so helpful, friendly and seemed to love interacting with families.
  - We love our Stillwater Library and our amazing, dedicated and creative staff!
  - The kids' area in the library looks great with its ocean-themed decor. Well done!

**Agenda Item 4: 2024 Budget/2025 Budget**

- **2025 Budget:** Committee reviewed the 2024 Budget and the 2025 Budget. In 2024, \$16,500 was requested. \$6,500 was received from the Foundation but the \$10,000 grant request to the Rotary for documenting and sharing library stories was not funded. In 2025, the Committee would like to move forward with a similar budget request of \$6,500. This would include \$10,000 for the stories and \$6,500 to continue and add to the advocacy efforts established in 2024.
- **2024 Project Updates:**
  - **New Resident Mailing:** No progress to date.
  - **Swag Items:** Simon presented options for consideration for library-branded coffee mugs. Committee discussed, and Simon will look into additional options. Committee discussed using these as incentives at outreach events to sign up for the e-newsletter.
  - **Community Education Ad:** Committee reviewed proposed ad for the August edition of the Stillwater Community Education catalog.
  - **Summer Tuesdays:** Application completed and accepted for July 23 and August 13. Face painting supplies on order, and Hullander will connect with Danielson to recruit youth volunteers to assist at the event. Foundation, Friends and library should provide any materials for distribution.
  - **Leadership in the Valley:** Howe is working on application.

**Agenda Item 5: Library Advocacy and Funding Conference**

Committee members to review a list of sessions this month and come back in July to discuss what to attend.

**Agenda Item 6: Polco Survey**

Committee reviewed the library's survey that has been sent out through Polco in June 2021, 2022, and 2023. Committee discussed making changes to the survey before being released in mid-June 2024, most notably reducing the number of virtual versus in-person programming questions from three questions to one question. Then a few new questions could be added that might help measure the effectiveness of advocacy. Simon and Goeltl will review the Advocacy task force work and other documentation for possible questions to include.

**Agenda Item 8: Digital Review**

Simon suggested doing a quarterly or twice a year review of the library's digital communications to identify trends and opportunities. Simon suggested looking at the following:

- Website: Overall usage/visits; Most visited pages on website; Peaks or trends in traffic
- E-newsletter: Audience; Opens; Clicks; Most popular stories
- Social Media: Followers; Shares; Top performing posts; Trends

Simon also suggested putting up signs about tagging the library on social media at Outreach events and library programs.

Goeltl suggested that the first report back to Advocacy could be at the September meeting and would look specifically at June through August.

**Next Meeting:**

The group meets monthly on the first Wednesday of the month at 3 PM. The next committee meeting is on Wednesday, July 3 at 3 PM. Agenda items for the meeting are choosing sessions for the Library Advocacy Conference and beginning discussions on a framework for the Library Ambassador program.

*Post-meeting: The July monthly meeting was rescheduled to Wednesday, July 10 at 3 PM.*

**Committee:** Advocacy

**Date:** Wednesday, July 10, 2024, 3 PM

**Location:** Conference Room, Stillwater Public Library

**Present:** Goeltl, Hullander, Howe, Simon

**Absent:** Hansen, O'Brien

**Agenda Item 1: Review of June Minutes**

Committee approved.

**Agenda Item 2: New Committee Member**

Hansen will be rolling off of the Advocacy Committee. O'Brien will be joining the Advocacy Committee.

**Agenda Item 3: Updates from Trustees, Friends, Foundation, Staff**

- Trustees: Mary Ann Sandeen presented Friends history at the July board meeting. Terrace project scheduled to begin in mid-August. Hansen and potentially another speaker will be presenting to the City Council in August. There is a potential project to have the utility box on the library's brick alley painted with artwork.

- Foundation: Invited board members to attend City Council meeting on August 7. Held Light a Spark event inside. Event Highlights included Craig Hansen’s music, Brodini, Stillwater trivia, good food, and gourmet popsicles.
- Friends: New drop box installed for ongoing sale purchases. New members receive a coupon for a free book from the sale.

**Agenda Item 4: Review of Outreach, Possible Calendar Dates, Library Stories**

- September 10: Townie Tuesday at LiftBridge from 5 - 7:30 PM; Board meeting is that evening; Connect with Mark and Pat about agenda - possibly trustees could attend after the meeting.
- August 9: National Book Lovers Day (Social Media Posts)
- Month of August: Round up for Foundation at River Market Co-Op
- Library Stories - *“The genealogist that helped me did a very good job. We found some very exciting information that I had not heard before about my great-grandfather and his business. I never knew about the Stillwater history room at the library until two months ago and that led me to get personal help. You have a wealth of information in the room and it’s great that you provide a genealogist to help. I have learned more from your library about my ancestors in Stillwater than I have in any other place that I have talked to.”*

**Agenda Item 5: 2024 Project Updates**

- **Summer Tuesdays:** Hullander reported on Summer Tuesdays. Group discussed.
  - Create signs for event: 1) Share your photo with us; Tag us on Social Media; 2) Sign up for ShelfLife; Enter drawing to win mug; 3) Interested in supporting the library; Donate; With QR Code to Foundation
  - Supply List: Acrylic Stand Signs, Table Covering, Tent, Chairs, Table, Face Paints, Library Information Brochures, Foundation Giving Envelopes; Friends Brochure; Foundation Literature; Drawing Box, Slips for Drawing, Signs, Plastic containers/protectors in case it rains, Volunteer lanyards with name badge, Trash bags, 6 bottle of water, photo permission slips
  - Booth volunteers should take pictures at events
  - Due to high waters, Summer Tuesdays is held in the parking lot area in front of Charlie’s Pub
  - Check in is 3-3:30 PM; Set up must be done by 4:30 PM; Takedown after 8:30 PM; No vehicles in space between 4:30 - 8:30 PM
- **Swag:** Simon is working on different pricing options and quantities. Will plan to order by the end of the week.
- **Mailing:** No update.
- **Community Education Catalog Advertisement:** Goeltl reported that the advertisement was modified. Per guidelines, ads can’t contain content that is in direct competition with community education offerings. Modified ad to eliminate reference to free classes and programs and instead focused on Library of Things offerings (telescope kits, nature backpacks, memory minder kits).
- **Leadership in the Valley:** Howe submitted an application.
- **Polco:** June survey is out. Survey was promoted on website, Facebook, and in e-newsletter. Goeltl will reach out to the city prior to the August meeting to see if results are available.

**Agenda Item 6: July 24-26 Library Advocacy Conference Sessions**

Committee members are indicating topics of interest. Once everyone's choices are received, the next step is to determine a schedule for viewing.

**Agenda Item 7: Framework for Library Ambassador Program**

Committee discussed library outreach efforts and discussed segmenting outreach into two different areas: 1) community events and 2) speaking events/presentations.

**Next Meeting:**

Wednesday, August 14, 3 PM

- Howe will report on the International Public Library Fundraising Conference.
- Committee will continue discussions on the framework for managing library outreach at community events and speaking events/presentations.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



**Stillwater Public Library Foundation  
Board Meeting, June 28, 2024, 8 :30 a.m.  
Location, SPL Conference Room & Remote**

**Members Present:** Summer, Sandie, Mark, Jeneane, Drew, Mary Ann, Erin

**Absent:** Ryan

**Remote:** Roger, Shawn, Dustin, Kevin

**Staff Present:** Elsbeth, Annette, Susie

**WELCOME:**

- President Summer called the meeting to order at 8:30 a.m. and welcomed everyone present. Susie Danielson, Volunteer Coordinator, introduced herself and shared information about the volunteer program. Susie has worked for the library for about 10 years in different capacities, and transitioned to a Foundation employee in March.

Susie shared information on the volunteer program including that there are over 60 volunteers, both adults and teens and approximately 2400 hours donated each year.

**MINUTES:**

**Approval of May Minutes - motion Erin, seconded by Jeneane, motion passed.**

**REPORTS:**

**President's Report - Summer**

- New logo reveal will be in late summer/early fall. Originally thought we could reveal during Light a Spark, but realized it would be better to wait when we can place more focus on it.
- Thank you to the Light a Spark event committee and staff.

### **Library Director's Report - Mark**

- Terrace roof project is planned to start July 15. Still working on getting the sculptures removed so the project can begin. Mark is working on different options for placement of the sculptures. Roger suggested the Veterans Memorial across from the Court House as an option.

### **Treasurer's Report - Jeneane**

- Met with Mark and Elsbeth to understand the budgeting process.
  - i. City starts the budget process in June and department budgets are reviewed in July. City Council begins review in August and approves in September.
  - ii. Proposes that Foundation budget process as follows:
    1. Begin in July. Foundation board review in August with a final review in October and approval at December meeting.
- City has provided 80-90% of the Library's budget in the past. However, there is some uncertainty on how much support will be received this year for operating and capital funding.
- Mark (potentially) and Library trustee, Craig Hansen, will be presenting to the City Council on August 7 4:30 p.m. A show of support at this meeting is encouraged. **ACTION:** Elsbeth will send a calendar invite to board members for the Aug. 7 meeting.
- May P&L - net income was slightly lower than expenses, because of expenses related to Light a Spark. It is common to have some months where expenses exceed revenue. YTD P&L is positive, especially because of the large contribution received earlier in the year.
- Balance Sheet - \$200,000 in restricted grants to spend yet this year. About \$4 million in assets.

**Drew/Erin motion and second to approve the financial statements as presented.  
Motion passed.**

### **Executive Director's Report - Elsbeth**

- Thank you to so many supporters!
- Recommend reviewing the report Elsbeth gave to the City Council prior to Light a Spark so you have talking points to share with attendees. [LINK](#)
- Conference was excellent and made valuable connections.
- Applied for Leadership in the Valley
- Impact Report - Close to sending a final draft to the executive committee.
- We are the fiscal agent for the Stillwater Area Historic Newspaper Initiative.
- Library breakfast was well done.

### **Board Updates - none**



### **Light a Spark**

- Revenue of \$36,615
- 310 attendees registered. Have had one request for a refund.
- Since the fireworks have been canceled, we changed the time to 6-9 p.m. Craig Hansen, library trustee is a musician and is donating his time to play for the event.
- Parking - volunteers will park at the City lot and since the area won't be busy we will only use the ramp and the library parking lot as our reserved parking spaces.
- Committee meets on Tuesday, so look for more details after the meeting.
- Add Lift Bridge to the website
- Sticks is a likely sponsor.

Board Pairs - Proposal to have board members pair up to connect with as many Light a Spark attendees as possible. This isn't a solicitation, but a thank you and a way to increase our visibility. We'll assign a section of tables to each pair, so make sure we connect with as many as possible. Staff will provide a few talking points to board members.

### **Discussion**

Presence at the City Council meetings is a great way to advocate for the library. Everyone is encouraged to attend The August 7, 4:30 p.m. meeting when finances are reviewed.

Board thank you calls - Consensus that board members would like to participate in thank you calls to donors. We'll provide a framework for doing these calls at the July meeting.

### **ADJOURN:.**

- **Moved for meeting adjournment at 9:41 am.**

# Stillwater Public Library 2024 Calendar

<p><b>January</b>  1: Library Closed, New Year’s Day  9: Trustee Meeting, 5:30 pm  15: Library Closed, MLK Day  26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  13: Trustee Meeting, 5:30 pm  19: Library Closed, Presidents’ Day  23: SPLF Board Meeting, 8:30 am</p>	<p><b>March</b>  11: Friends Meeting, 6:30 pm  12: Trustee Meeting, 5:30 pm  12: Presentation at Stillwater Township, 7:00 pm  22: SPLF Board Meeting, 8:30 am  31: Library Closed, Easter</p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b>  1: Annual Report to State Due  7-13: National Library Week  8: Friends Meeting, 6:30 pm  9: Trustee Meeting, 5:30 pm  24-27: Friends Used Book Sale  26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Annual report data to board</li> <li>• Facilities 101</li> </ul>	<p><b>May</b>  8: Boards &amp; Commissions Training, 6 pm  13: Friends Meeting, 6:30 pm  14: Trustee Meeting, 5:30 pm  21: Presentation to City Council, 7 pm  24: SPLF Board Meeting, 8:30 am  26: Library Closed Sundays in Summer  27: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> <li>• Begin 2025 budget prep</li> <li>• Advocacy update</li> <li>• Present value/impact of library at council meeting</li> </ul>	<p><b>June</b>  10: Friends Meeting, 6:30 pm  11: Trustee Board Meeting, 5:30 pm  19: Library Closed, Juneteenth  28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2025 budget discussions</li> <li>• Finance 101</li> </ul>
<p><b>July</b>  4: Library Closed, Independence Day  9: Trustee Meeting, 5:30 pm  26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2025 operating budget due and 2025-2029 CIP due</li> </ul>	<p><b>August</b>  6: Trustee Meeting, 5:30 pm  7: Presentation to City Council, 4:30 pm  23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• City budget hearing</li> <li>• Discuss library’s budget at council workshop session</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b>  2: Library Closed, Labor Day  8: Sunday Hours Resume  9: Friends Meeting, 6:30 pm  10: Townie Tuesday, 5-7:30 pm  10: Trustee Meeting, 5:30 pm  27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Council budget changes; Levy adopted</li> <li>• Director evaluation: annual review</li> <li>• Request health insurance info</li> <li>• Negotiate labor contract with union if due (Executive Committee)</li> </ul>
<p><b>October</b>  8: Trustee Meeting, 5:30 pm  14: Friends Meeting, 6:30 pm  14: Library Closed Until 2 PM for Staff Training Day  25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Implement board self-assessment survey every 2-3 years (last done in 2021)</li> </ul>	<p><b>November</b>  TBD: Friends Meeting, 6:30 pm  11: Library Closed, Veterans Day  12: Trustee Meeting, 5:30 pm  13-16: Friends Used Book Sale  28: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> <li>• Report on self-assessment results</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>December</b>  6: SPLF Board Meeting, 8:30 am  10: Trustee Meeting, 5:30 pm  24: Library Closed, Christmas Eve  25: Library Closed, Christmas Day  31: Library Closed, New Year’s Eve  31: SPL Board Terms End</p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> <li>• SPL/WCL Contract</li> </ul>

Green: Board • Purple: Friends • Blue: Foundation

# Stillwater

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## Public Library

### 2024 LIBRARY BOARD

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

Members	Term	Ward
Stan Burns	1st Term: Mar 1, 2023 - Dec 31, 2024	3
Steve Ellison	1st Term: Jan 1, 2024 - Dec 31, 2026	1
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, Troendle
Finance:	Burns, Hansen, Panciera, Weigman, Troendle
Advocacy Committee:	O'Brien, Simon, Keri Goeltl (Staff), Elsbeth Howe (Foundation), Karah Hullander (Friends)

Updated 7/31/2024