

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, October 8, 2024**  
**5:30 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
  - a) Adoption of September 10, 2024 Minutes +
  - b) Acknowledgement of Bills Paid in September+
  - c) September 2024 Budget Status Report +
  - d) Library Supplemental Funds: Gifts & Grants Received +

Informational/Discussion (20 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Interview and Nominating Committee Assignments, Board Vacancies I+
6. Director Evaluation Summary I+
7. Board Self-Assessment Survey I+

Decisional (10 minutes)

8. Naming Rights and Donor Recognition Policy A+

Reports (10 minutes)

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

12. Public Commentary

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

13. Trustee Check-in/Topics for Future Discussion

14. 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, October 7, 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  
Tuesday, September 10, 2024**

**Minutes**

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

**ABSENT:** Ellison, Hemer, Panciera

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Lockyear called meeting to order at 5:30 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

**AGENDA ITEM 3: Consent Calendar**

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

**AGENDA ITEM 4: City of Stillwater – Local Option Sales Tax Presentation**

City Administrator Joe Kohlmann shared information about the upcoming referendum on a local option sales tax. The slide show shared by Kohlmann is included as an addendum to the minutes.

A proposed 0.5% local sales tax option, if approved by voters, would provide funds to make substantial improvements to two city riverfront properties – Lumberjack Landing and Bridgeview Park. The proposed sales tax would provide funding for work to enhance the property; mitigate erosion; manage invasive species; and improve car, boat, bike, and pedestrian access to river. Grants have been received to help fund part of the project costs. The average cost to Stillwater residents is estimated at \$2.95 per month. It is estimated that 50.4% will be funded by nonresidents.

Burns asked how long would this local sales tax option be in place. Kohlmann responded that the State authorized the sales tax option for 20 years, but the referendum will be for a max of 10 years. The city estimates that the tax option will be needed for closer to 6 years.

Lockyear asked if the library could assist with informing the public about this referendum by having an informational table at the library. Troendle indicated that this would be permitted if it was educational only. Troendle will follow-up with Kohlmann regarding materials for the table.

More information can be found at [stillwaterriverfrontrenewal.org](http://stillwaterriverfrontrenewal.org).

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Tuesday, September 10, 2024**

**Minutes**

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

Lockyear sought to clarify last month's discussion about the nominating committee bringing forward a slate of candidates to serve as president, vice president, and treasurer. These positions are two-year terms. Although Lockyear is not resigning as president, the nominating committee may opt to recommend other candidates to serve this 2025-2026 position as Lockyear's board term ends on 12/31/2025.

Lockyear reminded trustees that the Board Self-Assessment will be coming up.

Lockyear reported that the Stillwater Public Library Foundation just launched its first e-newsletter. You can go to their website and view under "News."

Collins reported that the City Council is currently focused on the budget. He believes that the library presentations given to Council were very informative and helpful and would recommend a presentation again next year. Collins noted that, right now, the library's budget has not changed from the requested amount.

Collins said the city is opening up another cycle of ash tree removal and replacement for residents.

**AGENDA ITEM 6: 2025 Budget Update**

Troendle reiterated the update by Collins that the library's operating budget request has not changed from the requested amount. Troendle thanked Collins, Simon, Hansen, all of the trustees, the Foundation, library staff, and everyone involved for making this possible. Lockyear noted that it is a historic moment that the library is receiving its requested amount.

Collins reported that the budget will be finalized by Council at the next meeting.

**AGENDA ITEM 8: Naming Rights and Donor Recognition Policy**

After feedback from and a meeting with Foundation Director Howe, Troendle standardized terminology, incorporated sections on conflict of interest and anonymity, and enhanced clarity.

Troendle asked for trustee feedback on principle 5 that states that the library's name cannot be altered. Troendle discussed that he tends to think that a public library should reflect a public name as most of the funding comes from the public and altering the library's name is different than naming a room or space of the library. Trustee consensus was to retain principle 5 and not allow the altering of the library's name. Hansen and Simon discussed that the library is owned by the community and should have a community name. Weigman also noted that naming a library after a person or organization may also cause confusion for patrons as you don't know where the library is. An example of this is Stafford Library in Woodbury.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Tuesday, September 10, 2024**

**Minutes**

Lockyear reviewed some of the questions that Troendle initially presented to trustees when working on the policy. Trustees discussed and determined that the questions had been addressed as needed in the policy. Trustees did not have any changes to the revised draft of the policy.

Troendle will wait to hear from Howe for feedback from the Foundation's Board.

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

Troendle reported that the city's print newsletter is coming out in a week or two. One upcoming program included in the library's portion of the newsletter is Medicare Counseling with Senior LinkAge Line. It's nice to be able to offer an opportunity for patrons to meet with a neutral third party regarding Medicare options.

**AGENDA ITEM 9: Board Committee Reports**

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Report in packet. Simon showed trustees the library-branded mugs offered as an incentive to encourage patrons to sign up for the library e-newsletter and to be used for future marketing efforts. She commended Karah Hullander for her work on Summer Tuesdays. Simon reported that the results from the Polco Survey will be shared at the next board meeting.

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

See packet.

**AGENDA ITEM 11: Public Commentary**

None.

**AGENDA ITEM 12: Closed Session**

*Motion to close the meeting pursuant to the Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board's authority. Hansen moved. O'Brien second. Yes: Burns, Hansen, Lockyear, O'Brien, Simon, Weigman; No: None.*

Closed session to evaluate the performance of the library director began at 6:18 PM.

Director presented his progress report. Board discussed evaluation in absence of director from 6:50 - 7:00 PM. Director returned to the meeting and evaluation process was completed.

*Motion to reopen meeting following the conclusion of the annual performance evaluation of the director. Burns moved. Weigman second. Yes: Burns, Hansen, Lockyear, O'Brien, Simon, Weigman; No: None.*

Meeting reopened at 7:01 PM.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Tuesday, September 10, 2024**

**Minutes**

**AGENDA ITEM 13: Director Step Movement**

*Motion to approve movement to step 10 effective the first full pay period following the director's anniversary date as a result of satisfactory performance evaluation. Simon moved. Burns second. Yes: Burns, Hansen, Lockyear, O'Brien, Simon, Weigman; No: None.*

**AGENDA ITEM 14: Adjournment**

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

Meeting adjourned at 7:03 PM.

# Local Option Sales Tax

September 9, 2024

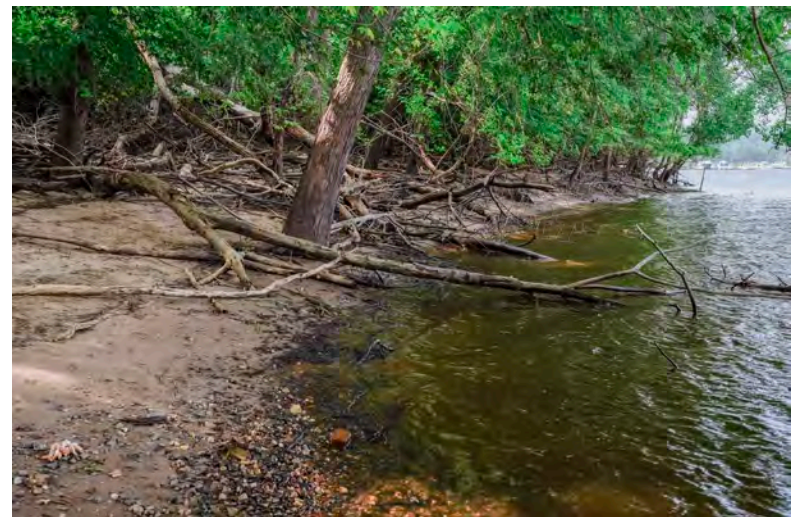


# Challenges and Opportunities

- Stillwater faces increasing demand to “touch the river”
- Not enough safely accessible riverfront access points
- Opportunity to expand the riverfront – requires substantial investment

# Lumberjack Landing

- 1/4 mile north of Downtown Stillwater
- 1/2 mile or river shoreline
- Aiple House vacant since 2014
- Overgrowth of vegetation
- Unsafe terrain, unpaved trails that are not ADA accessible
- Invasive Species





# Lumberjack Landing

- Rehabilitate Aiple House
- Remove Invasive Species
- Improve vegetation and landscape
- ADA canoe/kayak launch
- Storage/gathering space
- A river overlook and fishing platform
- Add vehicle turnaround / drop off area
- Provide Access to Brown's Creek State Trail
- New Picnic Shelter
- Expand parking on south end

# Lumberjack Landing



# Lumberjack Landing



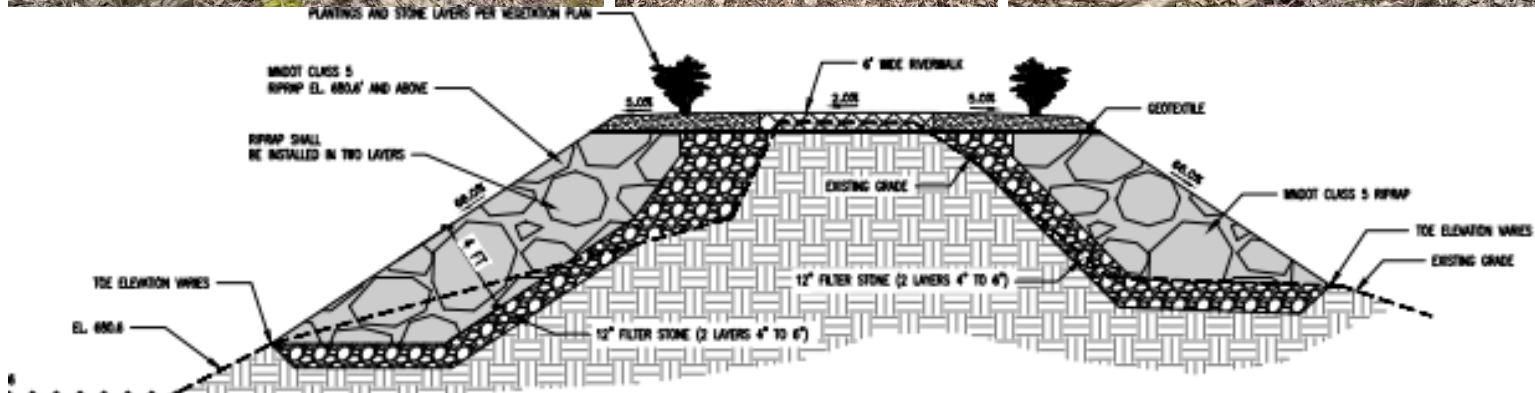
# Lumberjack Landing



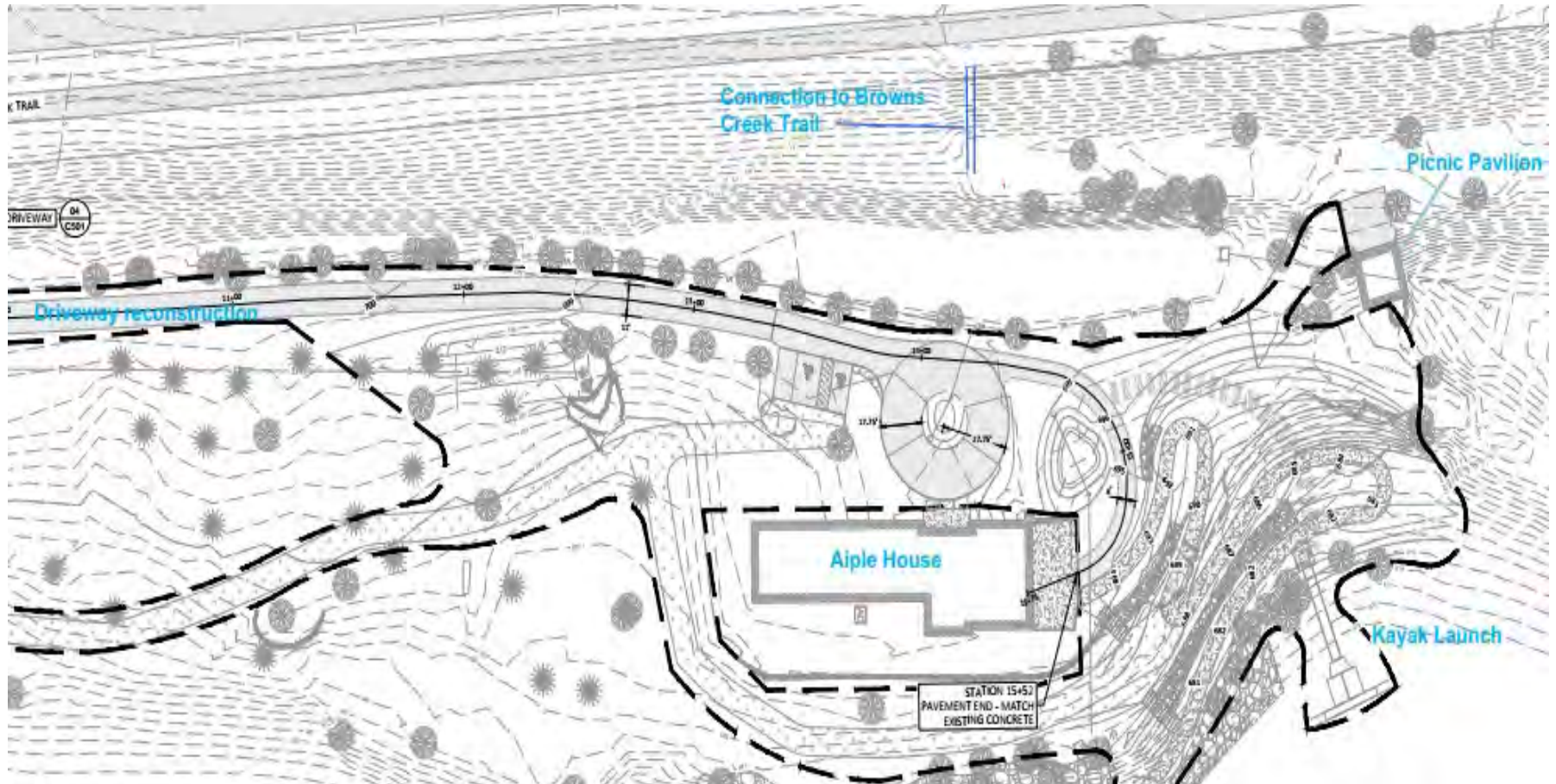
# Lumberjack Landing



PLANTINGS AND STONE LAYERS PER RESURFACING PLAN



# Lumberjack Landing



# Bridgeview Park



- 20 acre property directly south of Downtown Stillwater
- Dense trees line the western edge
- Vegetation along shoreline dense
- Mortiz Bergstein Shoddy Mill and Warehouse abandoned

# Bridgeview Park

- Transient Boat Docks
- Rehab Bergstein buildings
- Addition of a Park Pavilion
- Improve car, boat, bike and foot traffic access
- Park's proximity to downtown as a welcome to greater Stillwater community
- Extend active recreation through trail linkages
- Improvements that respect the scenic character of the river



# Bridgeview Park



# Bridgeview Park



Client:  
**Stillwater**  
THE BIRTHPLACE OF MINNESOTA

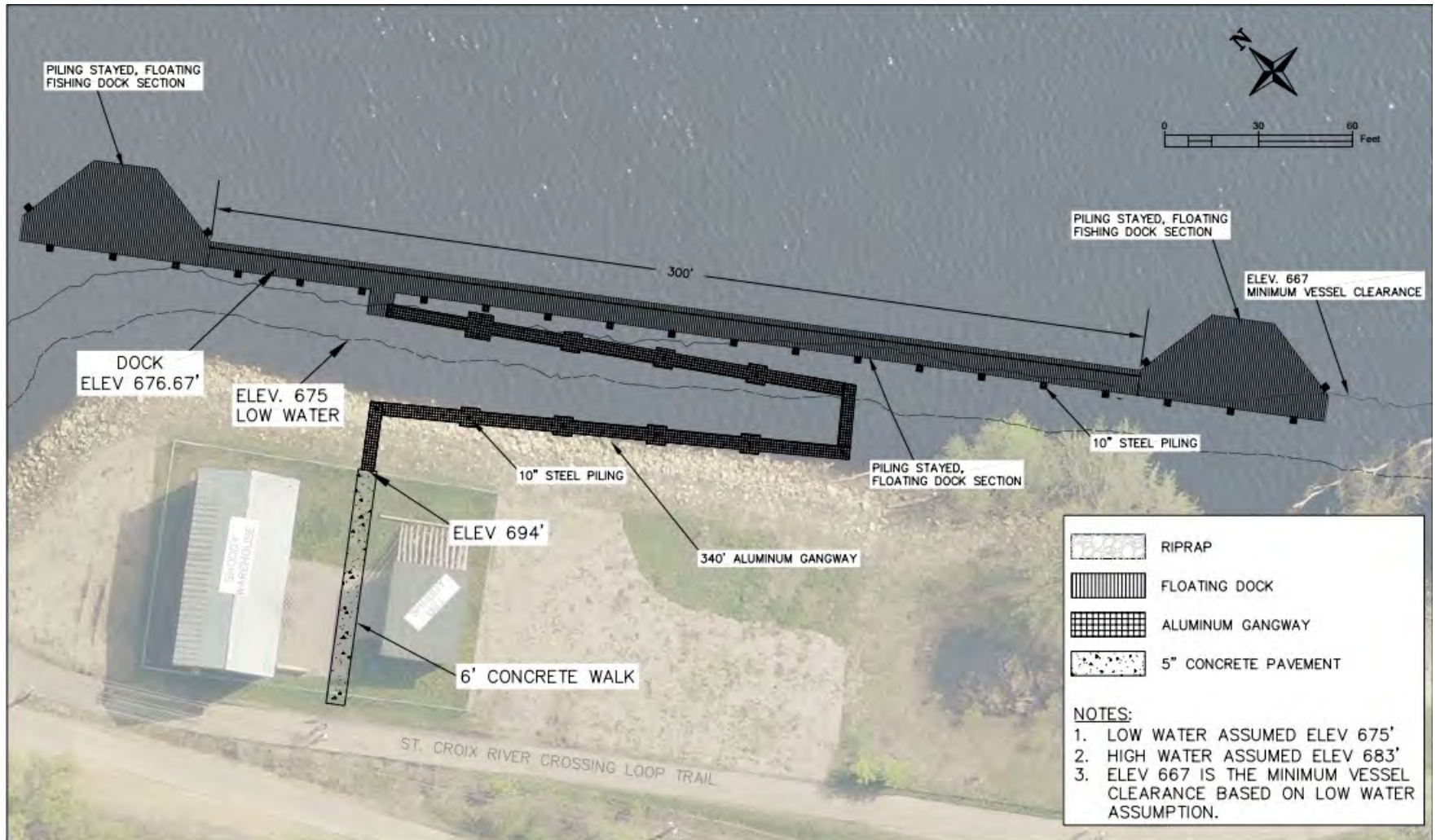
Project: **BERGSTEIN  
WAREHOUSE &  
SHODDY MILL  
RENOVATION**

Number:  
**a2.1**  
Project Number: 2414

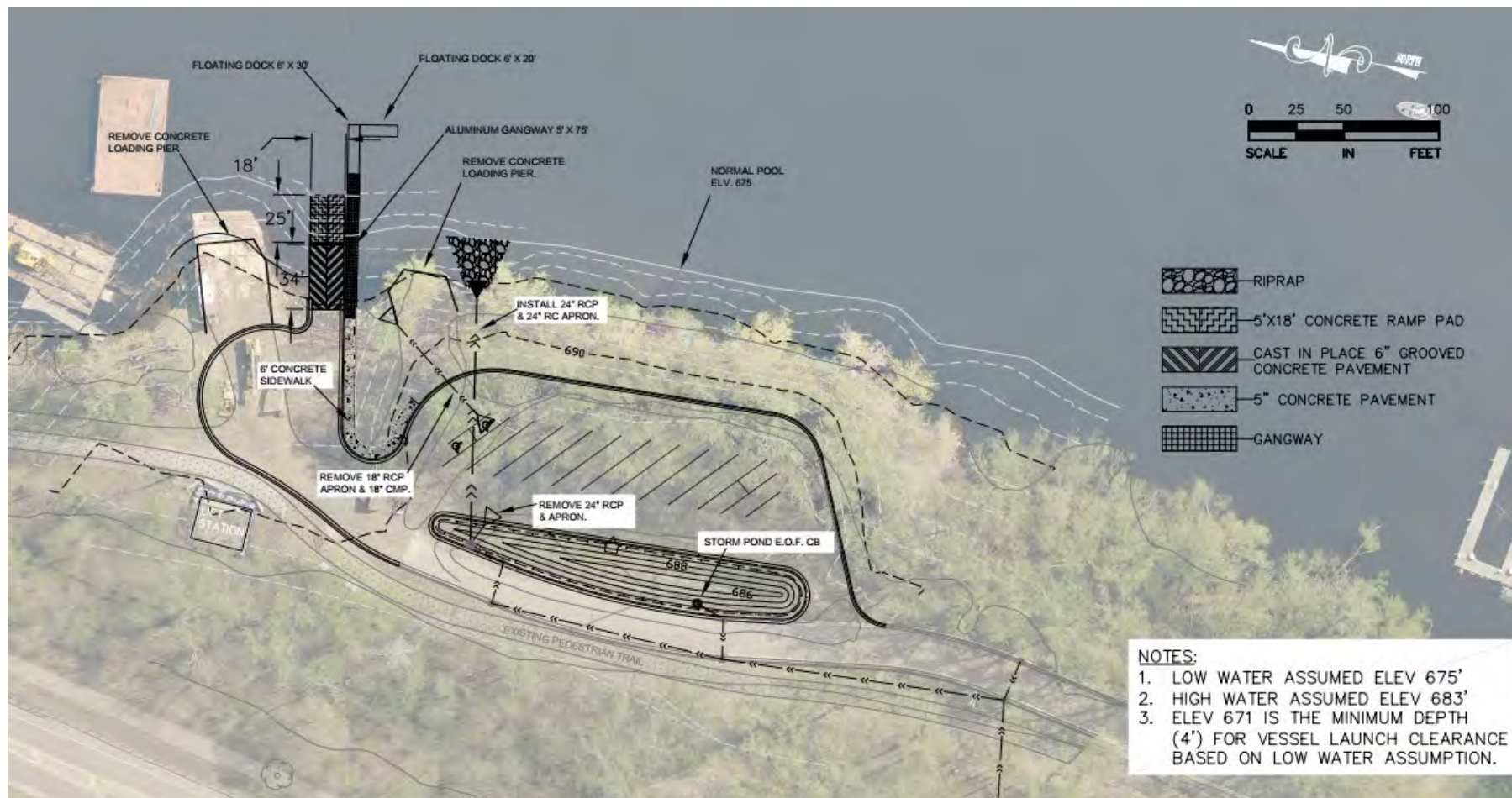
Name: **EXTERIOR  
RENDERS**

**HABEN, CHRISTENSEN & MOLLWAIN  
ARCHITECTS**  
4321 CEDAR AVENUE, SUITE 100 • MINNEAPOLIS, MN 55407 | TEL: 612.338.1322

# Bridgeview Park



# Bridgeview Park



# Timeline

- **2014:** The Bridgeview Park master plan is updated over a six-month-period.
- **2016-2017:** The city evaluates site conditions at Lumberjack Landing and develops a preliminary site concept plan, based on input from stakeholders, city staff and elected officials.
- **March 2020:** City gathers guidance and feedback from local, state and national agencies about the Lumberjack Landing concept and possible improvements.
- **2020:** Residents provide feedback online using an interactive mapping tool.
  - Residents expressed interest in paddle sports, hiking trails along the river, beach access, fishing and restoration.
  - More than half of the people surveyed said keeping the existing Aiple residence is important or very important.

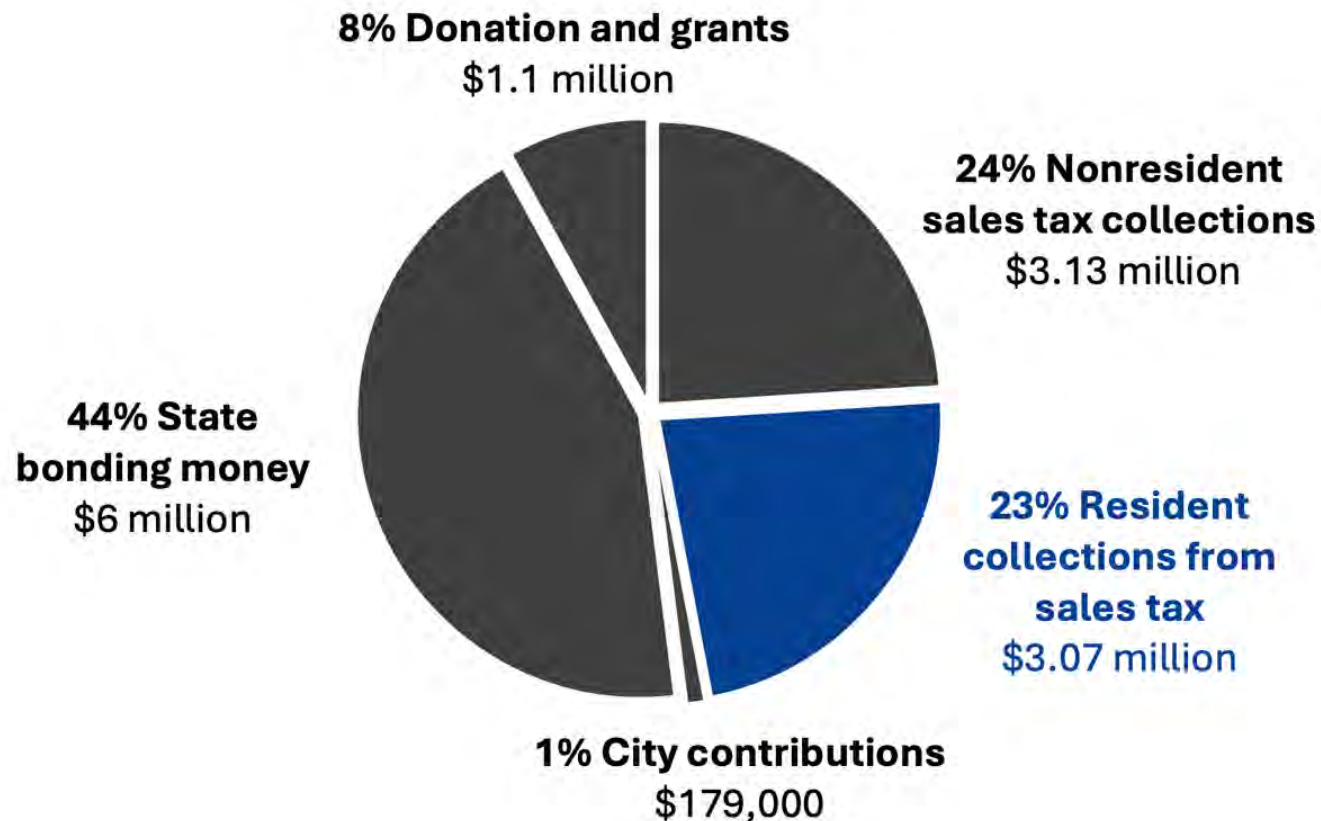
# Timeline

- **2021:** Stillwater resident Geri Freels graciously donates \$1 million to help fund the rehabilitation of the Aiple residence.
- **2021-2023:** City develops the “Riverfront Renewal” plan to invest \$13.5 million to expand access and recreational activities at Lumberjack Landing and Bridgeview Park.
- **2023:** The City secures \$6 million in state bonding funds from the MN Legislature to help pay for various projects at both Lumberjack Landing and Bridgeview Park.
- The Minnesota Legislature authorized the City of Stillwater to seek voter approval of a local half-percent sales tax to raise \$6.2 million to support the project.
- **2024:** The city approves ballot language for the November 2024 ballot seeking a half-percent sales tax for a 10-year period.

# The Cost

- The \$13.5 million “Riverfront Renewal” investment plan would be supported through four funding sources:
  - **Local half-percent sales tax:** \$6.2 million over a 10-year period, plus interest and financing costs.
  - **Funding from State Legislature:** \$6 million in state bonding funds approved in 2023.
  - **Donations and grants:** \$1 million private donation, \$50,000 grant from the MN Department of Natural Resources and \$50,000 from the Legacy Fund.
  - **City contributions:** \$179,000 for renovations to the Aiple house and vegetation management.

# The Cost





# Why a Local Sales Tax?

- Nonresident cost participation
  - 50.4% non residents
  - \$3.1 million
- Relieves Stillwater residents of full cost
- Essential goods exempt – groceries, clothing, prescription drugs, feminine hygiene products, baby products
- Average cost to Stillwater resident would be \$2.95 per month
- \$35.43 per year
- Must be used for Riverfront park projects
- Residents get final say in November Election

**Agenda Items Details**

|   |                     |  |                           |                     |
|---|---------------------|--|---------------------------|---------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Acknowledgment of Bills Paid in September 2024</b>  |                     |  |                           |                     |
| OWNER:<br><b>Goeltl, Business &amp; Communications Manager</b>  |                     | PRESENTER:<br><b>Troendle, Director</b>            |                           |                     |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>A</b>  |                     | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |                           |                     |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:<br><b>Approval of September 2024 bills paid</b>   |                     |  |                           |                     |
| BACKGROUND/CONTEXT:<br>Following is a bill report summary for the month of September:   |                     |  |                           |                     |
| <b>September 2024 (2024 Fiscal Year)</b>  |                     |  |                           |                     |
|   | <i>City</i>         | <i>Foundation</i>                                  | <i>Other Supplemental</i> | <i>Total</i>        |
| <b>Operating Expenditures</b>   | \$ 13,945.32        | \$ 7,612.00  | \$ 2,561.66               | \$ 24,118.98        |
| <b>Capital Expenditures</b>   | \$ -                | \$ -   | \$ -                      | \$ -                |
| <b>Total</b>  | <b>\$ 13,945.32</b> | <b>\$ 7,612.00</b>                                 | <b>\$ 2,561.66</b>        | <b>\$ 24,118.98</b> |
| <p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: September 3, 2024 (\$18,756.59)</i></p> <ul style="list-style-type: none"> <li>• \$8,733 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$5,309 was paid to Xcel Energy for gas and electricity.</li> <li>• \$1,980 was paid to Image 360 for signage (funded by Foundation).</li> </ul> <p><i>Bill Resolution: September 17, 2024 (\$5,362.39)</i></p> <ul style="list-style-type: none"> <li>• \$1,788 was paid to Per Mar for installation of a new panel for monitoring fire alarm system.</li> <li>• \$1,149 was paid to Empathy Studios LLC for online training for staff. This training is funded with the supplemental Wick account.</li> </ul> |                     |  |                           |                     |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:<br><b>9/3/2024 Bill Resolution</b><br><b>9/17/2024 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> |              |          |                 |  |        |                    |                           |
| 1M3V-VXV4-QDPY          | 8/18/2024    | 5115     | Amazon Business | Materials - Adult Fiction              | 34.98  | 230-4230-2401-0000 | Adult Books - Fiction     |
| 1M3V-VXV4-QDPY          | 8/18/2024    | 5115     | Amazon Business | Materials - Adult Nonfiction (SPLF)    | 48.50  | 232-4232-2113-0000 | Materials                 |
| 1YDR-Q6RM-M36K          | 8/18/2024    | 5115     | Amazon Business | Supplies                               | 39.20  | 230-4230-2101-0000 | General Supplies          |
| 1WC1-K9YF-WYWL          | 8/19/2024    | 5115     | Amazon Business | Programs - Adult (Friends)             | 39.99  | 229-4229-2407-0000 | Programs                  |
| 1WC1-K9YF-WYWL          | 8/19/2024    | 5115     | Amazon Business | Materials - Adult Fiction              | 31.30  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6832819                | 8/1/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 16.90  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6832819                | 8/1/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction           | 108.41 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6832819                | 8/1/2024     | 452      | Brodart Co      | Materials - YA                         | 14.83  | 230-4230-2406-0000 | Teen Books - Materials    |
| B6832819                | 8/1/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 2.43   | 230-4230-3404-0000 | Processing Fee            |
| B6832819                | 8/1/2024     | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 24.10  | 232-4232-2113-0000 | Materials                 |
| B6832908                | 8/1/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 62.64  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6832908                | 8/1/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 15.15  | 230-4230-3404-0000 | Processing Fee            |
| B6832908                | 8/1/2024     | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 16.90  | 232-4232-2113-0000 | Materials                 |
| B6832931                | 8/1/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 15.66  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6832931                | 8/1/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction           | 17.55  | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6832931                | 8/1/2024     | 452      | Brodart Co      | Materials - YA                         | 21.40  | 230-4230-2406-0000 | Teen Books - Materials    |
| B6832931                | 8/1/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 15.15  | 230-4230-3404-0000 | Processing Fee            |
| B6832931                | 8/1/2024     | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 10.79  | 232-4232-2113-0000 | Materials                 |
| B6832956                | 8/1/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 73.29  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6832956                | 8/1/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction           | 17.76  | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6832956                | 8/1/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 3.24   | 230-4230-3404-0000 | Processing Fee            |
| B6834509                | 8/5/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 45.49  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6834509                | 8/5/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction           | 17.84  | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6834509                | 8/5/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 12.12  | 230-4230-3404-0000 | Processing Fee            |
| B6834586                | 8/5/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 30.77  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6834586                | 8/5/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction           | 11.30  | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6834586                | 8/5/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 48.48  | 230-4230-3404-0000 | Processing Fee            |
| B6834586                | 8/5/2024     | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 52.85  | 232-4232-2113-0000 | Materials                 |
| B6835323                | 8/6/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 73.33  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6835323                | 8/6/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction           | 95.22  | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6835323                | 8/6/2024     | 452      | Brodart Co      | Materials - YA                         | 246.97 | 230-4230-2406-0000 | Teen Books - Materials    |
| B6835323                | 8/6/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 65.61  | 230-4230-3404-0000 | Processing Fee            |
| B6835323                | 8/6/2024     | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 904.98 | 232-4232-2113-0000 | Materials                 |
| B6835323                | 8/6/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction (Beaudet) | 32.67  | 235-4235-2101-0000 | General Supplies          |
| B6835323                | 8/6/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction (Athena)  | 78.52  | 235-4235-2101-0000 | General Supplies          |
| B6837306                | 8/8/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 334.58 | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6837306                | 8/8/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction           | 143.03 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6837306                | 8/8/2024     | 452      | Brodart Co      | Materials - YA                         | 98.20  | 230-4230-2406-0000 | Teen Books - Materials    |
| B6837306                | 8/8/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 178.77 | 230-4230-3404-0000 | Processing Fee            |
| B6837306                | 8/8/2024     | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 358.17 | 232-4232-2113-0000 | Materials                 |
| B6837306                | 8/8/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction (Athena)  | 31.84  | 235-4235-2101-0000 | General Supplies          |
| B6837412                | 8/8/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 15.66  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6837412                | 8/8/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 3.24   | 230-4230-3404-0000 | Processing Fee            |
| B6837412                | 8/8/2024     | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 78.11  | 232-4232-2113-0000 | Materials                 |
| B6838103                | 8/9/2024     | 452      | Brodart Co      | Materials - Adult Fiction              | 103.50 | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6838103                | 8/9/2024     | 452      | Brodart Co      | Materials - Adult Nonfiction           | 25.80  | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6838103                | 8/9/2024     | 452      | Brodart Co      | Materials - Processing Fee             | 33.33  | 230-4230-3404-0000 | Processing Fee            |
| B6838103                | 8/9/2024     | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 84.08  | 232-4232-2113-0000 | Materials                 |
| B6838844                | 8/12/2024    | 452      | Brodart Co      | Materials - Adult Fiction              | 46.44  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6838844                | 8/12/2024    | 452      | Brodart Co      | Materials - YA                         | 11.33  | 230-4230-2406-0000 | Teen Books - Materials    |
| B6838844                | 8/12/2024    | 452      | Brodart Co      | Materials - Processing Fee             | 4.05   | 230-4230-3404-0000 | Processing Fee            |
| B6838844                | 8/12/2024    | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 60.78  | 232-4232-2113-0000 | Materials                 |
| B6838879                | 8/12/2024    | 452      | Brodart Co      | Materials - Juv                        | 22.23  | 230-4230-2400-0000 | Childrens Books           |
| B6838879                | 8/12/2024    | 452      | Brodart Co      | Materials - Adult Fiction              | 16.20  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6838879                | 8/12/2024    | 452      | Brodart Co      | Materials - Adult Nonfiction           | 32.92  | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6838879                | 8/12/2024    | 452      | Brodart Co      | Materials - Processing Fee             | 8.10   | 230-4230-3404-0000 | Processing Fee            |
| B6838879                | 8/12/2024    | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 91.54  | 232-4232-2113-0000 | Materials                 |
| B6840641                | 8/14/2024    | 452      | Brodart Co      | Materials - Adult Fiction              | 16.91  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6840641                | 8/14/2024    | 452      | Brodart Co      | Materials - Processing Fee             | 0.81   | 230-4230-3404-0000 | Processing Fee            |
| B6840641                | 8/14/2024    | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 86.07  | 232-4232-2113-0000 | Materials                 |
| B6840690                | 8/14/2024    | 452      | Brodart Co      | Materials - Juv                        | 19.57  | 230-4230-2400-0000 | Childrens Books           |
| B6840690                | 8/14/2024    | 452      | Brodart Co      | Materials - Adult Fiction              | 63.51  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6840690                | 8/14/2024    | 452      | Brodart Co      | Materials - Processing Fee             | 0.81   | 230-4230-3404-0000 | Processing Fee            |
| B6840690                | 8/14/2024    | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 381.72 | 232-4232-2113-0000 | Materials                 |
| B6840728                | 8/14/2024    | 452      | Brodart Co      | Materials - Adult Fiction (Friends)    | 14.20  | 229-4229-2113-0000 | Materials                 |
| B6840728                | 8/14/2024    | 452      | Brodart Co      | Materials - Adult Fiction              | 55.99  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6840728                | 8/14/2024    | 452      | Brodart Co      | Materials - Processing Fee             | 36.36  | 230-4230-3404-0000 | Processing Fee            |
| B6840728                | 8/14/2024    | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 84.80  | 232-4232-2113-0000 | Materials                 |
| B6840772                | 8/14/2024    | 452      | Brodart Co      | Materials - Adult Fiction              | 158.74 | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6840772                | 8/14/2024    | 452      | Brodart Co      | Materials - YA                         | 10.79  | 230-4230-2406-0000 | Teen Books - Materials    |
| B6840772                | 8/14/2024    | 452      | Brodart Co      | Materials - Processing Fee             | 48.48  | 230-4230-3404-0000 | Processing Fee            |
| B6840772                | 8/14/2024    | 452      | Brodart Co      | Materials - Juv (SPLF)                 | 39.71  | 232-4232-2113-0000 | Materials                 |
| B6842111                | 8/16/2024    | 452      | Brodart Co      | Materials - Adult Fiction              | 14.58  | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6842111                | 8/16/2024    | 452      | Brodart Co      | Materials - Adult Nonfiction           | 19.04  | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6842111                | 8/16/2024    | 452      | Brodart Co      | Materials - Processing Fee             | 4.86   | 230-4230-3404-0000 | Processing Fee            |

| INVOICE #                        | INVOICE DATE | VENDOR # | VENDOR                | PURCHASE DESCRIPTION                              | AMOUNT              | GL ACCOUNT         | GL DESCRIPTION            |
|----------------------------------|--------------|----------|-----------------------|---|---------------------|--------------------|---------------------------|
| B6842111                         | 8/16/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 189.18              | 232-4232-2113-0000 | Materials                 |
| B6843307                         | 8/20/2024    | 452      | Brodart Co            | Materials - Adult Fiction (Friends)               | 6.55                | 229-4229-2113-0000 | Materials                 |
| B6843307                         | 8/20/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 24.24               | 230-4230-3404-0000 | Processing Fee            |
| B6843307                         | 8/20/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 31.05               | 232-4232-2113-0000 | Materials                 |
| B6843307                         | 8/20/2024    | 452      | Brodart Co            | Materials - Adult Nonfiction (Athena)             | 16.02               | 235-4235-2101-0000 | General Supplies          |
| B6843504                         | 8/20/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 91.42               | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6843504                         | 8/20/2024    | 452      | Brodart Co            | Materials - YA                                    | 10.25               | 230-4230-2406-0000 | Teen Books - Materials    |
| B6843504                         | 8/20/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 46.17               | 230-4230-3404-0000 | Processing Fee            |
| B6843504                         | 8/20/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 629.41              | 232-4232-2113-0000 | Materials                 |
| B6843504                         | 8/20/2024    | 452      | Brodart Co            | Library Materials - Adult Nonfiction (Kraemer)    | 38.21               | 290-4342-4099-0000 | Miscellaneous Charges     |
| B6843520                         | 8/20/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 137.21              | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6843520                         | 8/20/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 0.81                | 230-4230-3404-0000 | Processing Fee            |
| B6843520                         | 8/20/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 66.65               | 232-4232-2113-0000 | Materials                 |
| B6843521                         | 8/20/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 15.66               | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6843521                         | 8/20/2024    | 452      | Brodart Co            | Materials - YA                                    | 32.37               | 230-4230-2406-0000 | Teen Books - Materials    |
| B6843521                         | 8/20/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 7.29                | 230-4230-3404-0000 | Processing Fee            |
| B6843521                         | 8/20/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 183.62              | 232-4232-2113-0000 | Materials                 |
| B6843521                         | 8/20/2024    | 452      | Brodart Co            | Materials - Adult Nonfiction (Athena)             | 17.79               | 235-4235-2101-0000 | General Supplies          |
| B6844261                         | 8/21/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 168.91              | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6844261                         | 8/21/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 54.54               | 230-4230-3404-0000 | Processing Fee            |
| B6844261                         | 8/21/2024    | 452      | Brodart Co            | Materials - Adult Nonfiction (SPLF)               | 14.27               | 232-4232-2113-0000 | Materials                 |
| B6844261                         | 8/21/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 77.87               | 232-4232-2113-0000 | Materials                 |
| B6844261                         | 8/21/2024    | 452      | Brodart Co            | Materials - Adult Nonfiction (Juran)              | 34.83               | 235-4235-2101-0000 | General Supplies          |
| B6844886                         | 8/22/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 118.46              | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6844886                         | 8/22/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 4.05                | 230-4230-3404-0000 | Processing Fee            |
| B6844886                         | 8/22/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 194.38              | 232-4232-2113-0000 | Materials                 |
| B6844946                         | 8/22/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 91.78               | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6844946                         | 8/22/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 42.42               | 230-4230-3404-0000 | Processing Fee            |
| B6844946                         | 8/22/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 112.84              | 232-4232-2113-0000 | Materials                 |
| B6844989                         | 8/22/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 284.40              | 232-4232-2113-0000 | Materials                 |
| B6846086                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 30.74               | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6846086                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Nonfiction                      | 53.51               | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6846086                         | 8/23/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 15.15               | 230-4230-3404-0000 | Processing Fee            |
| B6846086                         | 8/23/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 20.24               | 232-4232-2113-0000 | Materials                 |
| B6846105                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Fiction (Friends)               | 35.58               | 229-4229-2113-0000 | Materials                 |
| B6846105                         | 8/23/2024    | 452      | Brodart Co            | Materials - Juv                                   | 13.49               | 230-4230-2400-0000 | Childrens Books           |
| B6846105                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 17.79               | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6846105                         | 8/23/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 39.39               | 230-4230-3404-0000 | Processing Fee            |
| B6846105                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Nonfiction (SPLF)               | 15.46               | 232-4232-2113-0000 | Materials                 |
| B6846105                         | 8/23/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 144.80              | 232-4232-2113-0000 | Materials                 |
| B6846105                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Nonfiction (Athena)             | 13.49               | 235-4235-2101-0000 | General Supplies          |
| B6846121                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Fiction (Friends)               | 22.21               | 229-4229-2113-0000 | Materials                 |
| B6846121                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 116.78              | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6846121                         | 8/23/2024    | 452      | Brodart Co            | Materials - Adult Nonfiction                      | 15.12               | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B6846121                         | 8/23/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 60.60               | 230-4230-3404-0000 | Processing Fee            |
| B6846121                         | 8/23/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 102.79              | 232-4232-2113-0000 | Materials                 |
| B6847449                         | 8/26/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 60.32               | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6847449                         | 8/26/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 4.86                | 230-4230-3404-0000 | Processing Fee            |
| B6847449                         | 8/26/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 57.30               | 232-4232-2113-0000 | Materials                 |
| B6848166                         | 8/27/2024    | 452      | Brodart Co            | Materials - Adult Fiction (Friends)               | 28.47               | 229-4229-2113-0000 | Materials                 |
| B6848166                         | 8/27/2024    | 452      | Brodart Co            | Materials - Adult Fiction                         | 59.95               | 230-4230-2401-0000 | Adult Books - Fiction     |
| B6848166                         | 8/27/2024    | 452      | Brodart Co            | Materials - Processing Fee                        | 27.27               | 230-4230-3404-0000 | Processing Fee            |
| B6848166                         | 8/27/2024    | 452      | Brodart Co            | Materials - Juv (SPLF)                            | 43.88               | 232-4232-2113-0000 | Materials                 |
| 55082024                         | 8/20/2024    | 5278     | Chan, Karen           | Program - Adult (Friends)                         | 450.00              | 229-4229-2407-0000 | Programs                  |
| 10052407                         | 5/10/2024    | 5683     | Holt, Erin            | Programs - Adult (Friends)                        | 385.00              | 229-4229-2407-0000 | Programs                  |
| I-SG-20142_2                     | 8/16/2024    | 6023     | Image 360 Woodbury    | Signage Project (SPLF)                            | 1612.27             | 232-4232-4099-0000 | Miscellaneous Charges     |
| I-SG-21073                       | 8/16/2024    | 6023     | Image 360 Woodbury    | Signage Project (SPLF)                            | 367.94              | 232-4232-4099-0000 | Miscellaneous Charges     |
| 43576                            | 8/21/2024    | 2124     | Menards               | Janitorial Supplies                               | 119.35              | 230-4231-2102-0000 | Janitorial Supplies       |
| 1.00402E+11                      | 8/12/2024    | 2565     | Otis Elevator Company | Quarterly Maintenance (Sep-Nov 24)                | 683.40              | 230-4231-3707-0000 | Maintenance Agreements    |
| 20240814PET                      | 8/14/2024    | 2652     | Petrie, Angela        | Programs - Juv (SPLF HJA SRP) Staff Reimbursement | 60.00               | 232-4232-2407-0000 | Programs                  |
| 20240822PET                      | 8/22/2024    | 2652     | Petrie, Angela        | Programs - Juv (SPLF HJA SRP) Staff Reimbursement | 200.64              | 232-4232-2407-0000 | Programs                  |
| 2170001281                       | 8/22/2024    | 2807     | Regents of the U of M | Materials - Processing (Barcodes)                 | 258.00              | 230-4230-3404-0000 | Processing Fee            |
|                                  |              |          |                       | <b>INVOICES SUBTOTAL</b>                          | <b>\$ 13,063.61</b> |                    |                           |
| <b>LIBRARY CREDIT CARD</b>       |              |          |                       |   |                     |                    |                           |
| None                             |              |          |                       |   |                     |                    |                           |
|                                  |              |          |                       | <b>CREDIT CARD SUBTOTAL</b>                       | <b>\$ -</b>         |                    |                           |
| <b>CITY/SPECIAL BILL PAYOUTS</b> |              |          |                       |   |                     |                    |                           |
| 09032024 Newsletter              | 09/03/24     | 3578     | Postmaster            | Newsletter Postage (Library)                      | \$ 383.32           | 230-4230-3102-0000 | Postage                   |
| 51-7976594-1 891684C             | 08/26/24     | 3808     | Xcel Energy           | Energy  | \$ 5,237.75         | 230-4231-3600-0000 | Electricity               |
| 51-7976594-1 891684C             | 08/26/24     | 3808     | Xcel Energy           | Energy  | \$ 71.91            | 230-4231-3601-0000 | Natural Gas               |
|                                  |              |          |                       | <b>SPECIAL BILL PAYOUT SUBTOTAL</b>               | <b>\$ 5,692.98</b>  |                    |                           |
| <b>GRAND TOTAL</b>               |              |          |                       |   | <b>\$ 18,756.59</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>          |              |          |                                     |   |                    |                    |                         |
| 749                              | 9/8/2024     | 3985     | 16 Wins                             | Website Maintenance                               | 380.00             | 230-4230-3098-0000 | Technology Support      |
| 1GMP-66XV-FT6Y                   | 8/10/2024    | 5115     | Amazon Business                     | Materials - Adult Fiction (SPLF - Book Club Kits) | 12.54              | 232-4232-2113-0000 | Materials               |
| 1GMP-66XV-FT6Y                   | 8/10/2024    | 5115     | Amazon Business                     | Materials - Tech (SPLF - LOT)                     | 14.99              | 232-4232-2113-0000 | Materials               |
| 1GMP-66XV-FT6Y                   | 8/10/2024    | 5115     | Amazon Business                     | Supplies  | 61.57              | 230-4230-2101-0000 | General Supplies        |
| 1C6V-43LT-CGD4                   | 8/29/2024    | 5115     | Amazon Business                     | Supplies  | 225.98             | 230-4230-2101-0000 | General Supplies        |
| 17F4-7N4J-1G16                   | 9/2/2024     | 5115     | Amazon Business                     | Supplies  | 87.36              | 230-4230-2101-0000 | General Supplies        |
| 17F4-7N4J-1G16                   | 9/2/2024     | 5115     | Amazon Business                     | Materials - Adult Fiction (235 Palmer)            | 9.99               | 235-4236-4099-0000 | Miscellaneous Charges   |
| 193H-6DWW-D393                   | 9/5/2024     | 5115     | Amazon Business                     | Janitorial Supplies                               | 231.62             | 230-4231-2102-0000 | Janitorial Supplies     |
| 161209105987                     | 8/2/2024     | 782      | Cub Foods                           | Programs - Adult (Friends)                        | 57.30              | 229-4229-2407-0000 | Programs                |
| 306-02444792-3-20240831          | 8/31/2024    | 783      | Culligan of Stillwater              | Water   | 62.48              | 230-4230-4099-0000 | Miscellaneous Charges   |
| 6038539000009000000              | 8/26/2024    | 5888     | Empathy Studios LLC                 | Staff Training (Wick)                             | 1149.00            | 236-4236-4099-0000 | Wick - Miscellaneous    |
| 20346543                         | 9/10/2024    | 5848     | Huebsch Service                     | Rugs and Towels                                   | 245.01             | 230-4231-4099-0000 | Miscellaneous Charges   |
| ABR0333443X                      | 8/31/2024    | 2246     | MN Dept of Labor and Industry       | Boiler  | 10.00              | 230-4231-4099-0000 | Miscellaneous Charges   |
| 3399127                          | 8/31/2024    | 209      | Per Mar Security Services           | Fire Alarm System Installation                    | 1788.00            | 230-4231-3703-0000 | Building Repair Charges |
| 3399132                          | 8/31/2024    | 209      | Per Mar Security Services           | Fire Security Monitoring                          | 74.17              | 230-4231-3707-0000 | Maintenance Agreements  |
| 61670747                         | 8/31/2024    | 2972     | Scholastic Inc                      | Programs - JUV (SPLF HJA SRP)                     | 121.36             | 232-4232-2407-0000 | Programs                |
| 8                                | 6/3/2024     | 5738     | Schroer, Steven Ronald              | Programs - Adult (Friends)                        | 100.00             | 229-4229-2407-0000 | Programs                |
| 8422595-20240901-STA             | 9/1/2024     | 3137     | Star Tribune                        | Materials - Periodicals (SPLF Heuer)              | 731.02             | 232-4232-2113-0000 | Materials               |
|                                  |              |          | <b>INVOICES SUBTOTAL</b>            |   | <b>\$ 5,362.39</b> |                    |                         |
| <b>LIBRARY CREDIT CARD</b>       |              |          |                                     |   |                    |                    |                         |
| None                             |              |          |                                     |   |                    |                    |                         |
|                                  |              |          | <b>CREDIT CARD SUBTOTAL</b>         |   | <b>\$ -</b>        |                    |                         |
| <b>CITY/SPECIAL BILL PAYOUTS</b> |              |          |                                     |   |                    |                    |                         |
| None                             |              |          |                                     |   |                    |                    |                         |
|                                  |              |          | <b>SPECIAL BILL PAYOUT SUBTOTAL</b> |   | <b>\$ -</b>        |                    |                         |
| <b>GRAND TOTAL</b>               |              |          |                                     |   | <b>\$ 5,362.39</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:<br>2024 Budget Status Report  |  |
| OWNER:<br>Troendle, Library Director<br>Goeltl, Business & Communications Manager   | PRESENTER:<br>Troendle, Library Director           |
| REQUESTED AGENDA TYPE (A, I, D):<br>I   | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:   |  |
| <p>BACKGROUND/CONTEXT:<br/>Following is a budget status report through September 30, 2024.</p> <p><b>Fund 120 – Capital Outlay</b><br/>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. Revised plan is to use funds to enhance 4<sup>th</sup> Street garden area and add a Huelsmann memorial plaque. No capital expenditures have occurred to date.</li> </ul> <p><b>Fund 230 – Library (City \$)</b><br/><u>Revenue</u><br/>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). \$10,743 in library revenues have been received to date.</p> <p><u>Operating Expenditures</u><br/><b>Operating Personnel:</b> The operating personnel budget is \$1,148,282 (excluding the in-kind volunteer coordinator). Expenditures are \$812,466 through the 9/21/2024 pay period. This is about \$18,000 under the budgeted pace due to open staff positions and healthcare election changes.</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. \$58,629 has been ordered with \$48,760 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). \$27,246 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. \$21,967 expended to date.</p> |  |

Plant Expenditures

**Plant Personnel:** The plant personnel budget is \$131,195. \$93,841 expended to date through the 9/21/24 pay period. This is on track with the budgeted pace.

**Plant Supplies & Equipment:** The plant supplies budget is \$6,500. \$5,626 expended to date.

**Plant Services and Charges:** The plant services and charges budget is \$147,700. \$69,001 expended to date. The key budget items are:

- Energy (\$80,000): Energy costs are running under budget with \$41,159 expended to date.
- Insurance (\$42,000): Insurance costs won't be known until Spring 2025.
- Building repairs and maintenance agreements (\$20,000): This is over budget with \$24,461 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. \$42,361 expended through the 9/21/24 pay period.

**224 Helen Lawson Fund:** \$10,425 distribution received from Helen Lawson Fund. \$9,604 in orders have been placed for materials from the Helen Lawson fund, but invoices have not yet been received.

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

**229 Friends:**

- Donations: \$19,844 donation received.
- Materials: \$1,081 expended to date for materials.
- Equipment: \$4,844 expended to date for equipment (AEDs).
- Programs: \$7,742 expended to date for programs.

**232 Foundation:**

- Donations: \$82,924 in reimbursements for 232 and 223 received to date.
- Materials: \$18,236 expended to date.
- Minor Equipment: \$65 expended to date.
- Programs: \$24,048 expended to date.
- Misc: \$35,826 expended to date (MNHS: \$28,211; signage; ShelfLife newsletter; advocacy).

**235 Library Donations:**

- Donations: \$2,525 received to date.
- Materials (235-4235-2101-0000): \$225 expended to date.
- Programs (235-4236-4099-0000): \$28 expended to date
- Misc (235-4238-4099-0000): \$1,679 expended to date (Book Lovers Breakfast, Plants/Pots)

**236 Wick:**

- Misc: \$1,149 (Staff Training)

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024 Library Budget Status Report (Through 9/30)

2024 Supplemental Report (Through 9/30)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



CITY OF STILLWATER

**Library Budget Status Report (City)**

End.GLPeriod 924 AND [Account].AccountNumber 120423000000000{-}120423199999999{,}230000000000000{-}230999999999999 AN

| 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> |          |
| <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>        |          |
| <b>Fund120 - CAPITAL OUTLAY</b>    |                                  | <b>820,000.00</b> | <b>.00</b> | <b>820,000.00</b> |          |
| <b>Fund230 - LIBRARY FUND</b>      |                                  |                   |            |                   |          |
| <b>Segment -</b>                   |                                  |                   |            |                   |          |
| <b>Revenue</b>                     |                                  |                   |            |                   |          |
| 230-0000-3010-0100                 | Current Property Taxes(R)        | .00               | .00        | .00               | 100.00%  |
| 230-0000-3500-0100                 | Meeting Room Rental Fees(R)      | -2,000.00         | -3,963.50  | 1,963.50          | 198.17%  |
| 230-0000-3520-0100                 | Copier/Printer Sales(R)          | -3,500.00         | -2,789.07  | -710.93           | 79.68%   |
| 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         | -115.00    | -1,385.00         | 7.66%    |
| 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           | -300.00    | -120.00           | 71.42%   |
| 230-0000-3880-0030                 | Lost Materials(R)                | -2,000.00         | -2,054.48  | 54.48             | 102.72%  |
| 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%  |

| Account Number            | Account Title                     | Budget               | YTD                  | Variance           | % Budget |
|---------------------------|-----------------------------------|----------------------|----------------------|--------------------|----------|
| 230-0000-3880-0200        | Gallery Fees(R)                   | -500.00              | -656.00              | 156.00             | 131.20%  |
| 230-0000-3880-0300        | Cash Short/Over(R)                | .00                  | -3.08                | 3.08               | 100.00%  |
| 230-0000-3880-0500        | Book & Other Enterprise Sales(R)  | -200.00              | -19.00               | -181.00            | 9.50%    |
| 230-0000-3910-0100        | Transfer In-General Fund(R)       | -1,565,996.00        | -1,043,997.36        | -521,998.64        | 66.66%   |
| 230-0000-3910-0202        | Transfer In-Sport Complexes(R)    | .00                  | .00                  | .00                | 100.00%  |
| 230-0000-3910-0232        | Transfer In-Library Fundraiser(R) | .00                  | .00                  | .00                | 100.00%  |
| 230-0000-3910-0404        | Transfer In-Co Bonds 2004(R)      | .00                  | .00                  | .00                | 100.00%  |
| 230-0000-3910-0405        | Transfer In-GO CO Bonds 2005(R)   | .00                  | .00                  | .00                | 100.00%  |
| 230-0000-3910-0406        | Transfer In - CO Bonds 2006(R)    | .00                  | .00                  | .00                | 100.00%  |
| 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>-1,054,740.48</b> | <b>-539,042.52</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>-1,054,740.48</b> | <b>-539,042.52</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 | 170,879.96 | 65,643.07  | 72.24%  |
| 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   | 13,427.18  | -9,927.18  | 383.63% |
| 230-4230-1113-0000 | Vacation Pay(E)         | .00        | 33,733.58  | -33,733.58 | 100.00% |
| 230-4230-1200-0000 | Part Time Salaries(E)   | 676,887.25 | 429,014.23 | 247,873.02 | 63.38%  |

| Account Number     | Account Title                    | Budget    | YTD       | Variance  | % Budget |
|--------------------|----------------------------------|-----------|-----------|-----------|----------|
| 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 | 46,695.50 | 21,810.62 | 68.16%   |
| 230-4230-1420-0000 | FICA/Medicare(E)                 | 69,876.56 | 49,480.99 | 20,395.57 | 70.81%   |
| 230-4230-1500-0000 | Hospital / Medical(E)            | 88,304.40 | 65,919.06 | 22,385.34 | 74.64%   |
| 230-4230-1520-0000 | Dental Insurance(E)              | 3,915.84  | 2,947.24  | 968.60    | 75.26%   |
| 230-4230-1540-0000 | Life Insurance(E)                | 769.00    | 368.43    | 400.57    | 47.91%   |
| 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  | 2,519.68  | 480.32    | 83.98%   |
| 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  | 250.63    | 949.37    | 20.88%   |
| 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 | 13,349.37 | 1,150.63  | 92.06%   |
| 230-4230-2401-0000 | Adult Books - Fiction(E)         | 15,500.00 | 12,968.12 | 2,531.88  | 83.66%   |
| 230-4230-2402-0000 | Audio(E)                         | 1,900.00  | 1,426.43  | 473.57    | 75.07%   |
| 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 | 10,153.85 | 546.15    | 94.89%   |
| 230-4230-2406-0000 | Teen Books - Materials(E)        | 3,500.00  | 2,361.74  | 1,138.26  | 67.47%   |
| 230-4230-2407-0000 | Programs(E)                      | .00       | .00       | .00       | 100.00%  |
| 230-4230-2408-0000 | Film/Video(E)                    | 5,500.00  | 4,304.03  | 1,195.97  | 78.25%   |
| 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  | 6,380.08  | 3,119.92  | 67.15%   |
| 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  | 1,902.30  | -402.30   | 126.82%  |
| 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    | 90.88     | 409.12    | 18.17%   |
| 230-4230-3401-0000 | Binding(E)                       | .00       | .00       | .00       | 100.00%  |
| 230-4230-3404-0000 | Processing Fee(E)                | 11,000.00 | 8,419.80  | 2,580.20  | 76.54%   |
| 230-4230-3500-0000 | General Insurance(E)             | 4,000.00  | -55.28    | 4,055.28  | -1.38%   |
| 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 | 20,866.55 | 133.45    | 99.36%   |
| 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    | 194.96    | 5.04      | 97.48%   |
| 230-4230-4000-0000 | Memberships and Dues(E)          | 500.00    | 530.00    | -30.00    | 106.00%  |
| 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  | 1,136.87  | 863.13    | 56.84%   |
| 230-4230-5200-0000 | C/O & Improvements(E)            | .00       | .00       | .00       | 100.00%  |
| 230-4230-5300-0000 | C/O Machinery & Equipment(E)     | .00       | .00       | .00       | 100.00%  |
| 230-4230-5310-0000 | C/O MIS Computer Equipment(E)    | .00       | .00       | .00       | 100.00%  |
| 230-4230-7010-0000 | Depreciation-Purchased(E)        | .00       | .00       | .00       | 100.00%  |
| 230-4230-7020-0000 | Depreciation-Contributed(E)      | .00       | .00       | .00       | 100.00%  |

| Account Number                          | Account Title                  | Budget              | YTD               | Variance          | % Budget |
|---|--------------------------------|---------------------|-------------------|-------------------|----------|
| 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>910,441.41</b> | <b>413,543.79</b> |          |
| <b>Segment4230 - LIBRARY OPERATIONS</b> |                                | <b>1,323,985.20</b> | <b>910,441.41</b> | <b>413,543.79</b> |          |

**Segment4231 - LIBRARY PLANT**

**Revenue**

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

**Expenditure**

|                           |                                  |                   |                   |                   |         |
|---------------------------|----------------------------------|-------------------|-------------------|-------------------|---------|
| 230-4231-1000-0000        | Full Time Salaries(E)            | 74,174.00         | 47,141.51         | 27,032.49         | 63.55%  |
| 230-4231-1100-0000        | Overtime - Full Time(E)          | .00               | .00               | .00               | 100.00% |
| 230-4231-1111-0000        | Severance Pay(E)                 | .00               | .00               | .00               | 100.00% |
| 230-4231-1112-0000        | Sick Pay(E)                      | .00               | 3,671.42          | -3,671.42         | 100.00% |
| 230-4231-1113-0000        | Vacation Pay(E)                  | .00               | 5,385.00          | -5,385.00         | 100.00% |
| 230-4231-1200-0000        | Part Time Salaries(E)            | 28,940.00         | 16,464.67         | 12,475.33         | 56.89%  |
| 230-4231-1410-0000        | PERA(E)                          | 7,674.00          | 5,435.37          | 2,238.63          | 70.82%  |
| 230-4231-1420-0000        | FICA/Medicare(E)                 | 7,888.00          | 5,639.21          | 2,248.79          | 71.49%  |
| 230-4231-1500-0000        | Hospital / Medical(E)            | 11,898.72         | 9,618.77          | 2,279.95          | 80.83%  |
| 230-4231-1520-0000        | Dental Insurance(E)              | 505.00            | 442.05            | 62.95             | 87.53%  |
| 230-4231-1540-0000        | Life Insurance(E)                | 116.00            | 43.20             | 72.80             | 37.24%  |
| 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          | 4,673.38          | -673.38           | 116.83% |
| 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          | 1,012.18          | 687.82            | 59.54%  |
| 230-4231-3500-0000        | General Insurance(E)             | 42,000.00         | -62.08            | 42,062.08         | -0.14%  |
| 230-4231-3600-0000        | Electricity(E)                   | 50,000.00         | 32,882.28         | 17,117.72         | 65.76%  |
| 230-4231-3601-0000        | Natural Gas(E)                   | 30,000.00         | 8,277.10          | 21,722.90         | 27.59%  |
| 230-4231-3703-0000        | Building Repair Charges(E)       | 9,000.00          | 14,579.53         | -5,579.53         | 161.99% |
| 230-4231-3707-0000        | Maintenance Agreements(E)        | 11,000.00         | 9,882.20          | 1,117.80          | 89.83%  |
| 230-4231-3713-0000        | Computer Maintenance/Licenses(E) | .00               | .00               | .00               | 100.00% |
| 230-4231-4099-0000        | Miscellaneous Charges(E)         | 3,000.00          | 2,430.70          | 569.30            | 81.02%  |
| 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>168,469.17</b> | <b>116,926.55</b> |         |

| Account Number                            | Account Title                  | Budget            | YTD               | Variance          | % Budget |
|---|--------------------------------|-------------------|-------------------|-------------------|----------|
| <b>Segment4231 - LIBRARY PLANT</b>        |                                | <b>285,395.72</b> | <b>168,469.17</b> | <b>116,926.55</b> |          |
| <hr/>                                     |                                |                   |                   |                   |          |
| <b>Segment4900 - IMPROVEMENT PROJECTS</b> |                                |                   |                   |                   |          |
| <b>Expenditure</b>                        |                                |                   |                   |                   |          |
| 230-4900-3099-0000                        | Other Professional Services(E) | .00               | .00               | .00               | 100.00%  |
| 230-4900-5200-0000                        | C/O & Improvements(E)          | .00               | .00               | .00               | 100.00%  |
| <b>Total Expenditure:</b>                 |                                | <b>.00</b>        | <b>.00</b>        | <b>.00</b>        |          |
| <b>Segment4900 - IMPROVEMENT PROJECTS</b> |                                | <b>.00</b>        | <b>.00</b>        | <b>.00</b>        |          |
| <hr/>                                     |                                |                   |                   |                   |          |
| <b>Fund230 - LIBRARY FUND</b>             |                                | <b>15,597.92</b>  | <b>24,170.10</b>  | <b>-8,572.18</b>  |          |
| <b>Total:</b>                             |                                | <b>835,597.92</b> | <b>24,170.10</b>  | <b>811,427.82</b> |          |

CITY OF STILLWATER

**Library Supplemental Funds Report**

End.GLPeriod 924 AND [Account].AccountNumber 22000000000000{-}229999999999999

---

| Account Number                   | Account Title         | YTD                     |
|----------------------------------|-----------------------|-------------------------|
| <b>Fund223 - PERSONNEL GRANT</b> |                       |                         |
| <b>Expenditure</b>               |                       |                         |
| 223-4223-1000-0000               | Full Time Salaries(E) | 1,682.41                |
| 223-4223-1112-0000               | Sick Pay(E)           | 262.50                  |
| 223-4223-1200-0000               | Part Time Salaries(E) | 33,380.91               |
| 223-4223-1410-0000               | PERA(E)               | 2,276.40                |
| 223-4223-1420-0000               | FICA/Medicare(E)      | 2,778.48                |
| 223-4223-1500-0000               | Hospital / Medical(E) | 1,918.60                |
| 223-4223-1520-0000               | Dental Insurance(E)   | 31.34                   |
| 223-4223-1540-0000               | Life Insurance(E)     | 32.39                   |
| 223-4223-3500-0000               | General Insurance(E)  | -1.93                   |
| <b>Total Expenditure:</b>        |                       | <b><u>42,361.10</u></b> |

---

**Fund224 - HELEN LAWSON FUND**

|                       |              |                          |
|-----------------------|--------------|--------------------------|
| <b>Revenue</b>        |              |                          |
| 224-0000-3820-0100    | Donations(R) | -10,425.00               |
| <b>Total Revenue:</b> |              | <b><u>-10,425.00</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) | -19,844.98               |
| <b>Total Revenue:</b> |              | <b><u>-19,844.98</u></b> |

---

**Fund229 - FRIENDS OF STILLWATER LIBRARY**

| Account Number            | Account Title            | YTD              |
|---------------------------|--------------------------|------------------|
| <b>Expenditure</b>        |                          |                  |
| 229-4229-2113-0000        | Materials(E)             | 1,081.97         |
| 229-4229-2302-0000        | Other Minor Equipment(E) | 4,844.98         |
| 229-4229-2407-0000        | Programs(E)              | 7,742.34         |
| <b>Total Expenditure:</b> |                          | <b>13,669.29</b> |

---

**Fund232 - STILLWATER LIBRARY FOUNDATION**

|                       |                                   |                   |
|-----------------------|-----------------------------------|-------------------|
| <b>Revenue</b>        |                                   |                   |
| 232-0000-3820-0100    | Donations(R)                      | -28,324.91        |
| 232-0000-3820-0310    | Donations - Library Materials(R)  | -7,268.47         |
| 232-0000-3820-0315    | Donations - Library Miscellane(R) | -31,605.18        |
| 232-0000-3820-0320    | Donations - Library Programs(R)   | -15,660.46        |
| 232-0000-3880-0100    | Miscellaneous Income(R)           | -65.81            |
| <b>Total Revenue:</b> |                                   | <b>-82,924.83</b> |

|                           |                          |                  |
|---------------------------|--------------------------|------------------|
| <b>Expenditure</b>        |                          |                  |
| 232-4232-2113-0000        | Materials(E)             | 18,236.36        |
| 232-4232-2302-0000        | Other Minor Equipment(E) | 65.81            |
| 232-4232-2407-0000        | Programs(E)              | 24,048.40        |
| 232-4232-4099-0000        | Miscellaneous Charges(E) | 35,826.20        |
| <b>Total Expenditure:</b> |                          | <b>78,176.77</b> |

---

**Fund235 - LIBRARY DONATIONS FUND**

|                       |                                |                  |
|-----------------------|--------------------------------|------------------|
| <b>Revenue</b>        |                                |                  |
| 235-0000-3820-0100    | Donations(R)                   | -1,100.00        |
| 235-3235-3820-0100    | Donations-Library Materials(R) | -1,425.00        |
| <b>Total Revenue:</b> |                                | <b>-2,525.00</b> |

|                           |                          |                 |
|---------------------------|--------------------------|-----------------|
| <b>Expenditure</b>        |                          |                 |
| 235-4235-2101-0000        | General Supplies(E)      | 225.16          |
| 235-4236-4099-0000        | Miscellaneous Charges(E) | 28.47           |
| 235-4238-4099-0000        | Miscellaneous Charges(E) | 1,679.05        |
| <b>Total Expenditure:</b> |                          | <b>1,932.68</b> |

---

**Fund236 - WICK ESTATE FUND**

|                           |                         |                 |
|---------------------------|-------------------------|-----------------|
| <b>Expenditure</b>        |                         |                 |
| 236-4236-4099-0000        | Wick - Miscellaneous(E) | 1,149.00        |
| <b>Total Expenditure:</b> |                         | <b>1,149.00</b> |

---

| Account Number | Account Title | YTD |
|----------------|---------------|-----|
|----------------|---------------|-----|

---

---

|               |  |                         |
|---------------|--|-------------------------|
| <b>Total:</b> |  | <b><u>16,569.03</u></b> |
|---------------|--|-------------------------|



**Agenda Items Details**

|   |  |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Library Supplemental Funds: Gifts and Grants Received</b>   |  |
| OWNER:<br><b>Goeltl, Business and Communications Manager</b>  | PRESENTER:<br><b>Troendle, Director</b>            |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>A</b>  | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:<br><b>Approval of the supplemental gifts and grants received by the library in Quarter 3 of 2024.</b>   |  |
| BACKGROUND/CONTEXT:<br><p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – September 30, 2024.</p> <p>Official acceptance of the gifts and grants received report is requested.</p> |  |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:<br><b>Library Supplemental Funds: Gifts &amp; Grants Received Through 9/30/2024</b>  |  |
| PREVIOUS ACTION ON ITEM:  |  |
| REVIEWED BY COMMITTEE?:   |  |

**LIBRARY SUPPLEMENTAL FUNDS: 2023 GIFTS & GRANTS RECEIVED (January 1 - September 30, 2024)**

Updated 10/2/2024

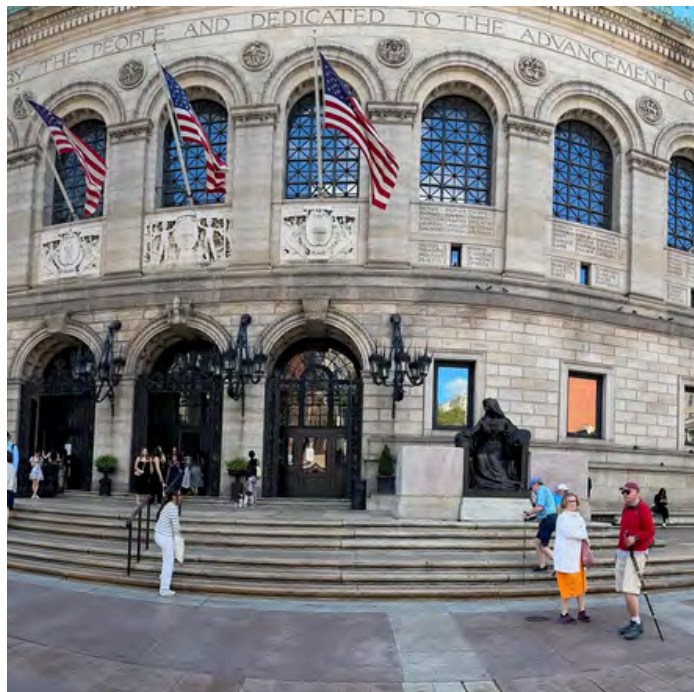
| 2024 Gifts   |           |  |                     |   |                                       |                  |   |
|--|-----------|--|---------------------|---|---------------------------------------|------------------|---|
| ID   | Date      | Description  | Amount              | Restrictions  | Fund                                  | Expenditure Plan | Requested Board Action  |
| 2024   | 1/12/2024 | \$100 tribute in memory of Jim Schaefer, Jeff Bowers, Angela Westby, Dan Powell, and Jim Smith | \$100               | None  | 235-0000-3820-0100                    | TBD              | Rec'd by library in 2023; Deposited in 2024 and counted as a 2024 donation. |
| G1   | 1/25/2024 | \$25 tribute gift in memory of Rita Updyke   | \$25                | None  | 230-0000-3820-0100                    | Expend in 2024   | Board approved 4/9/2024.  |
| G2   | 2/21/2024 | Unrestricted donation  | \$500               | None  | 235-0000-3820-0100                    | TBD              | Board approved 4/9/2024.  |
| G3   | 3/7/2024  | \$60 tribute gift in memory of Mary Joleen Johnson and Charlotte Robledo                       | \$60                | Book purchase   | 230-0000-3820-0100                    | Expend in 2024   | Board approved 4/9/2024.  |
| G4   | 4/19/2024 | Unrestricted donation from Stillwater Township   | \$5,000             | None  | 227-0000-3820-0100                    | TBD              | Board approved 7/9/2024.  |
| G5   | 4/25/2024 | \$300 gift for plants/pots for 4th St entrance and terrace                                     | \$300               | Plants and pots for 4th St entrance and terrace   | 235-0000-3820-0100                    | TBD              | Board approved 7/9/2024.  |
| G6   | 6/5/2024  | Distribution from Athena Fund for purchase of adult nonfiction                                 | \$1,425             | Adult nonfiction materials of lasting value   | 235-3235-3820-0100                    | Expend in 2024   | Board approved 7/9/2024.  |
| G7   | 7/3/2024  | \$100 tribute gift in memory of Juran  | \$100               | Book purchase   | 235-3235-3820-0100                    | Expend in 2024   | For board review and approval 10/8/24.                                      |
| G8   | 7/25/2024 | \$30 tribute gift in memory of Emert   | \$30                | Book purchase   | 230-0000-3820-0100                    | Expend in 2024   | For board review and approval 10/8/24.                                      |
| G9   | 8/22/2024 | \$100 restricted donation for adult mysteries  | \$100               | Book purchase   | 235-3235-3820-0100                    | 2024/2025        | For board review and approval 10/8/24.                                      |
| G10  | 8/22/2024 | Distribution from Helen Lawson Library Fund  | \$10,425            | Items of public service with recognition to Helen Lawson Library Fund, such as bookplates or other means of recognition | 224-0000-3820-0100                    | TBD              | For board review and approval 10/8/24.                                      |
|  |           |  | <b>\$18,065.00</b>  |   |                                       |                  |   |
| 2024 FRIENDS GIFTS   |           |  |                     |   |                                       |                  |   |
| ID   | Date      | Description  | Award               | Restrictions  | Anticipated Fund For Reimbursement \$ | Expenditure Plan | Requested Board Action  |
| FRND1  | 3/11/2024 | Friends 2024-03 Grant Request  | \$15,000.00         | Materials and Programs  | 228-0000-3820-010                     | Expend in 2023   | Board approved 7/9/2024.  |
| FRND2  | 7/3/2024  | Friends 2024-07 Donation Box   | \$119.98            | Donation Box  | 228-0000-3820-010                     | Expend in 2023   | For board review and approval 10/8/24.                                      |
| FRND3  | 1/25/2024 | Friends 2024-07 AED  | \$4,725.00          | 2 AEDs  | 228-0000-3820-010                     | Expend in 2023   | For board review and approval 10/8/24.                                      |
|  |           |  | <b>\$19,844.98</b>  |   |                                       |                  |   |
| 2024 FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.) |           |  |                     |   |                                       |                  |   |
| ID   | Date      | Description  | Award               | Restrictions  | Anticipated Fund For Reimbursement \$ | Expenditure Plan | Requested Board Action  |
| SPLF1  | 1/1/2024  | 232 2024 SPLF Materials  | \$16,500            | Materials   | 232-0000-3820-0310                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF2  | 1/1/2024  | 232 2024 SPLF Programming  | \$5,000             | Programs  | 232-0000-3820-0320                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF3  | 1/1/2024  | 232 2024 SPLF Sunday Hours   | \$16,500            | Staffing  | 232-0000-3820-0100                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF4  | 1/1/2024  | 232 2024 YS Staffing   | \$26,850            | Staffing  | 232-0000-3820-0100                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF5  | 1/1/2024  | 232 SPLF DR 2024-01 DR Brown Adult Art   | \$500               | Programs - Adult  | 232-0000-3820-0320                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF6  | 1/1/2024  | 232 SPLF DR 2024-01 DR HJA EL & School-Aged  | \$8,300             | Programs - YS   | 232-0000-3820-0320                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF7  | 1/1/2024  | 232 SPLF DR 2024-01 DR HJA Nature  | \$5,200             | Programs - YS Nature  | 232-0000-3820-0320                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF8  | 1/1/2024  | 232 SPLF DR 2024-01 DR HJA Summer Explorers  | \$18,500            | Programs - YS Summer  | 232-0000-3820-0320                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF9  | 3/28/2024 | 232 SPLF DR 2024-03 DR Meyer Chess   | \$100               | Programs - Chess  | 232-0000-3820-0320                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF10   | 3/22/2024 | 232 2024-03 Advocacy   | \$6,500             | Advocacy  | 232-4900-3099-0000                    | Expend in 2024   | Board approved 4/9/2024.  |
| SPLF11   | 4/24/2024 | 232 SPLF DR 2024-04 DR Children's Books  | \$200               | Materials - Juv   | 232-0000-3820-0310                    | Expend in 2024   | Board approved 7/9/2024.  |
| SPLF12   | 4/26/2024 | 232 SPLF DR 2024-04 DR Huelsmann 4th St  | \$20,000            | Building/Grounds  | 232-0000-3820-0315                    | Expend in 2024   | Board approved 7/9/2024.  |
| SPLF13   | 9/3/2024  | 232 SPLF DR 2024-09 DR Sunrise Rotary EL Materials   | \$750               | Materials   | 232-0000-3820-0310                    | Expend in 2024   | For board review and approval 10/8/24.                                      |
| SPLF14   | 9/5/2024  | 232 SPLF DR 2024-09 DR Memorial Books  | \$30                | Materials   | 232-0000-3820-0310                    | Expend in 2024   | For board review and approval 10/8/24.                                      |
|  |           |  | <b>\$124,930.00</b> |   |                                       |                  |   |
| 2024 FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)   |           |  |                     |   |                                       |                  |   |
| ID   | Date      | Description  | Amount              | Restrictions  | Fund                                  | Expenditure Plan | Requested Board Action  |
| SPLF In Kind 1   | 1/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | Board approved 4/9/2024.  |
| SPLF In Kind 2   | 2/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | Board approved 4/9/2024.  |
| SPLF In Kind 3   | 3/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | Board approved 4/9/2024.  |
| SPLF In Kind 4   | 4/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | Board approved 7/9/2024.  |
| SPLF In Kind 5   | 5/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | Board approved 7/9/2024.  |
| SPLF In Kind 6   | 6/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | Board approved 7/9/2024.  |
| SPLF In Kind 7   | 7/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | For board review and approval 10/8/24.                                      |
| SPLF In Kind 8   | 8/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | For board review and approval 10/8/24.                                      |
| SPLF In Kind 9   | 9/25/2024 | Volunteer Coordinator Contract   | \$1,451.39          | Volunteer Coordinator   | 230-0000-3820-0110                    | Paid in 2024.    | For board review and approval 10/8/24.                                      |
|  |           |  | <b>\$13,062.51</b>  |   |                                       |                  |   |

**Agenda Items Details**

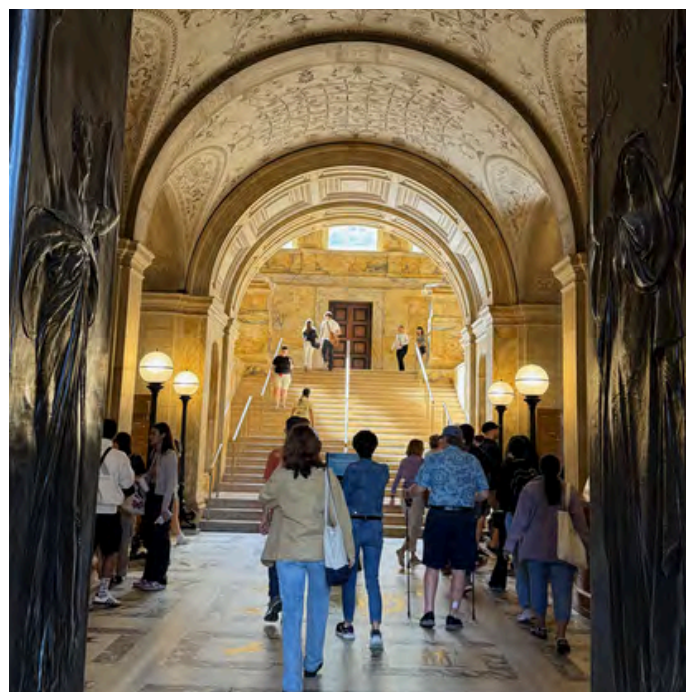
|  |   |
|--|---|
| <p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:<br/><b>Trustee &amp; Council Liaison Information Sharing</b></p>  |   |
| <p>OWNER:<br/><b>Trustees &amp; Council Liaison</b></p>  | <p>PRESENTER:<br/><b>Trustees &amp; Council Liaison</b></p> |
| <p>REQUESTED AGENDA TYPE (A, I, D):<br/><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:<br/> <p>This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On 9/23/2024, Troendle sent an article on behalf of Panciera “Looking for a Superhero? Check the Public Library.” published in The New York Times.</p> <p>On 9/23/2024, Troendle sent an article on behalf of Lockyear “Local libraries offer a lot beyond books” published in the Star Tribune.</p> <p>On 10/01/2024, Troendle shared an article on behalf of Panciera <a href="#">“LibraryTok’ is building school-age nostalgia on the internet. Fans can’t get enough.”</a> published by CNN.</p> <p>Trustee Hemer visited Boston Public Library’s Central Library. Following are photos from the visit.</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> |   |
| <p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:<br/><b>Boston Public Library Photos</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>  |   |

# Boston Public Library - Central Library

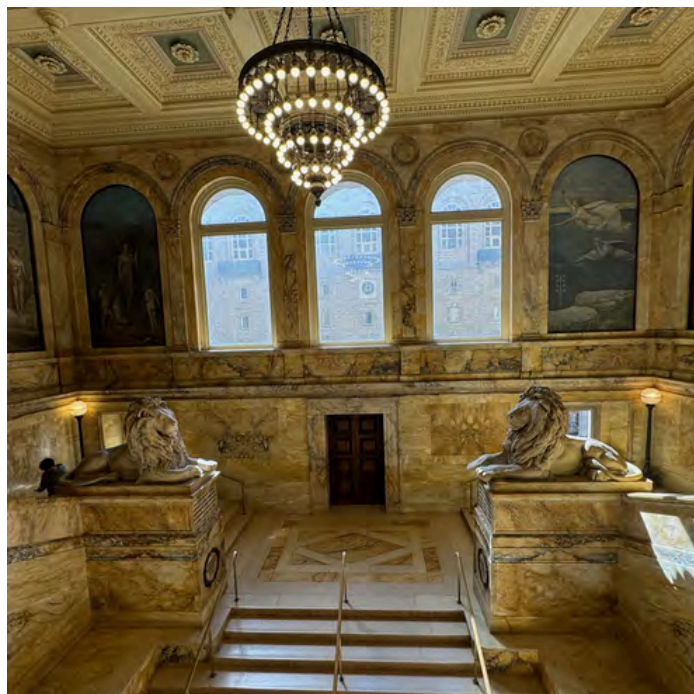
Photos from Paula Hemer's visit to Boston Public Library



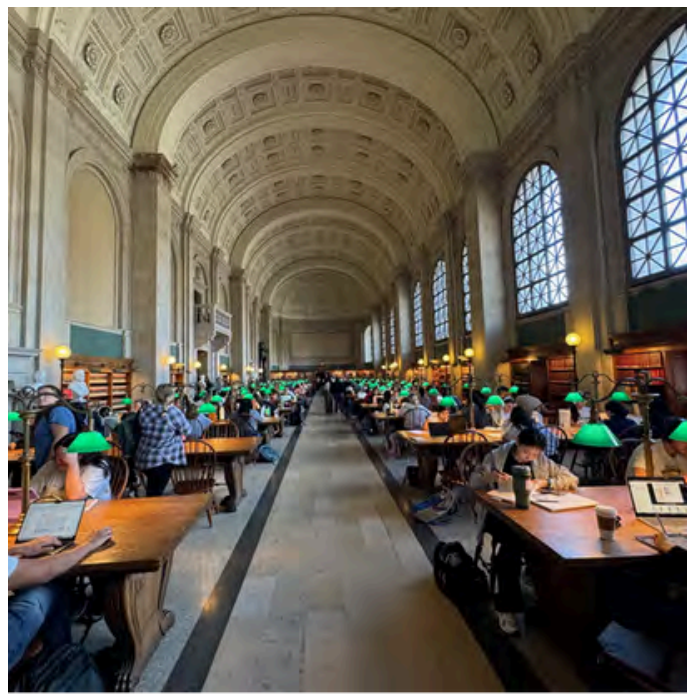
Exterior of the historic McKim building (1895) of the Central Library in Copley Square. It houses the library's research and special collections.



McKim Lobby: Marble floors with inlaid brass designs and vaulted ceilings with mosaic tiles welcome visitors to the heart of the library and to the Grand Staircase.



Grand Staircase: A staircase leads from the lobby to the second floor. A marble lion sculpture rests on each side of the staircase.



Bates Hall: The main reading room of the library spans the Dartmouth Street length of the McKim building and supports a 50-foot-high vault ceiling.

**Agenda Items Details**

|  |  |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Interview and Nominating Committee Assignments, Board Vacancies</b>  |  |
| OWNER:<br><b>Lockyear, President</b>   | PRESENTER:<br><b>Lockyear, President</b>           |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>I</b>   | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  |  |
| <p>BACKGROUND/CONTEXT:</p> <p>The following trustees have agreed to serve on the Interviewing Committee and will meet with applicants during the month of November to select candidates to fill vacancies. Their recommendations will be presented to the Board in December.</p> <p>Craig Hansen<br/>         Bevin O'Brien<br/>         Larry Panciera</p> <p>The following trustees have agreed to serve on the Nominating Committee. They will meet in November and or December to develop a slate of officers to be elected at the annual meeting in January 2025.</p> <p>Steve Ellison<br/>         Paula Hemer<br/>         Pat Lockyear</p> <p>Thank you to the trustees for their willingness to serve on these committees.</p> <p>Three trustees have terms ending in December. A Notice of Board Vacancies was placed in the ShelfLife which appeared in the City newsletter. Information about the vacancies is available on the library's website, two bulletin boards, and at the greeter desk. It has also been shared in social media posts, as well as in the September and October issues of ShelfLife emailed to subscribers. Flyers will also be available for posting to encourage individuals to apply.</p> |  |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:   |  |
| PREVIOUS ACTION ON ITEM:   |  |
| REVIEWED BY COMMITTEE?:  |  |

**Agenda Items Details**

|  |  |
|--|--|
|  |  |
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Director Evaluation Summary</b>  |  |
| OWNER:<br>Lockyear, President  | PRESENTER:<br>Lockyear, President  |
| REQUESTED AGENDA TYPE (A, I, D):<br>I  | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?<br><br>IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  |  |
| BACKGROUND/CONTEXT:<br><br><p>Mark accomplished both goals in an exemplary manner.</p> <p>The successful completion of Goal #1 provides staff and trustees with a clear and concise tool for handling a change in leadership should the need arise in the future.</p> <p>The completion of Goal #2 resulted in an excellent naming policy to guide future boards when dealing with large donations.</p> <p>The board congratulates Mark on another year of excellent performance in fulfilling his duties as Library Director.</p> |  |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:   |  |
| PREVIOUS ACTION ON ITEM:   |  |
| REVIEWED BY COMMITTEE?:  |  |

**Agenda Items Details**

|  |  |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Board Self-Assessment Survey</b>   |  |
| OWNER:<br><b>Lockyear, President</b>   | PRESENTER:<br><b>Lockyear, President</b>           |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>I</b>   | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  |  |
| BACKGROUND/CONTEXT:<br><br><p>The Board completed the first self-assessment in October 2021 using SurveyMonkey. The results were published in the November 2021 packet. The ad-hoc committee that developed the assessment survey recommended the survey be completed every one to two years with the intent to develop continuity in the process and develop longitudinal data for comparison year to year.</p> <p>At the September 2023 board meeting, trustees discussed the 2021 survey and the possibility of refining some of the questions. Hemer and Panciera volunteered to review the survey, re-work the questions, and bring them back to the board. The draft was discussed in November and a final version was approved in December 2023. Consensus was to take the revised survey in the second half of 2024.</p> <p>Attached is a print version of the survey. Trustees will be asked to complete the survey online by Tuesday, October 29. Results of the survey will be published in the November 2024 packet.</p> |  |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:<br><b>Board Self-Assessment Survey</b>  |  |
| PREVIOUS ACTION ON ITEM:   |  |
| REVIEWED BY COMMITTEE?:  |  |

### Board Self-Assessment Survey (Amended 12/12/2024)

The Stillwater Public Library Board of Trustees will complete the Board Self-Assessment each year, which is a simple tool to evaluate the effectiveness of the board and to quantify the perceptions of the trustees as to their role on the board. The results of the self-assessment can help identify areas needing clarification, gaps in skills trustees believe they need for the board to be successful, and topics for future board education.

As background material, here is a link to the [City of Stillwater Council & Boards/Commissions Handbook](#). The chapter on Open Meeting Law and Data Practices begins on page 18. While this information is not needed to complete the survey, it is provided as an additional resource that may be of interest.

**Please select a number from 0-5 to answer the following statements. Zero means no awareness of principle/policy. Five means full understanding and adherence.**

\* 1. I understand the roles and responsibilities of a Stillwater Public Library Board Trustee.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 2. The functioning of the Stillwater Public Library Board of Trustees as a whole evidences an understanding of its roles and responsibilities.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 3. When I began serving on the Stillwater Public Library Board of Trustees, I was given an orientation inclusive of structure, function, committees, and role participation.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 4. The Stillwater Public Library Board of Trustees work effectively as a group, resolving differences professionally.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 5. The Stillwater Public Library Board of Trustees's policies and decisions are consistent with its mission and vision.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



\* 6. The Stillwater Public Library Board of Trustees is involved in the development and monitoring of the library's strategic plan and goals.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 7. The Stillwater Public Library Board of Trustees maintains an effective relationship with the library director, providing community perspective and support that will assist the director and staff to operate the library effectively.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 8. The Stillwater Public Library Board of Trustees provides a comprehensive evaluation of the library director in a manner required by the policies and procedures of the Board.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 9. The Stillwater Public Library Board of Trustees monthly meetings are well planned and organized with enough allocated time to complete business effectively.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 10. The Stillwater Public Library Board of Trustees understands the budget and provides effective oversight of the library's fiscal operation.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 11. The Stillwater Public Library Board of Trustees promotes, advocates for, and supports the library in the community.

|                       |                       |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 0                     | 1                     | 2                     | 3                     | 4                     | 5                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

12. Comments/Concerns

13. Recommendations for future training

**Agenda Items Details**

|   |  |
|---|--|
|   |  |
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Naming Rights and Donor Recognition Policy</b>  |  |
| OWNER:<br><b>Troendle, Director</b>   | PRESENTER:<br><b>Troendle, Director</b>            |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>A</b>  | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:<br><b>Action is requested to approve the Naming Rights and Donor Recognition Policy</b>   |  |
| BACKGROUND/CONTEXT:<br><br><p>This is the same draft policy that was included in last month’s board packet, as the trustees had no changes at that time. The Library Foundation board also discussed this policy at their September 27 meeting and expressed support for the proposed policy, including the role of their Executive Director as outlined.</p> |  |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:<br><b>Naming Rights and Donor Recognition Policy</b>   |  |
| PREVIOUS ACTION ON ITEM:  |  |
| REVIEWED BY COMMITTEE?:   |  |

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

**Date adopted:**

**Date amended:**

**Date last reviewed:**

---

### **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.

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

Donations made for equipping or furnishing a library area, excluding costs related to building or renovating the space, may be recognized with an appropriate plaque or other means. This shall not constitute the naming of the space. Naming rights opportunities are considered for long-term enhancements that require a substantial investment to make possible.

### **Principles**

1. **Discretion of the Board:** The Board retains sole and absolute discretion regarding naming rights.
2. **Written Agreement Required:** A written naming rights agreement is mandatory for all naming rights opportunities.
3. **Conflicts of Interest:** All members of the Board and all employees of the Library must disclose or report situations that create an actual, potential, or apparent conflict of interest. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon.
4. **Alignment with Mission and Values:** The Library’s mission, vision, and values will be considered when reviewing and pursuing naming rights or donor recognition opportunities.
5. **Preservation of Library’s Name:** The Library’s name cannot be altered as part of any naming opportunity.
6. **Financial Contribution Requirement:** Naming rights will only be granted in conjunction with an approved corresponding financial contribution.
7. **Fulfillment of Financial Commitment:** Naming shall only occur after the donor has honored the financial commitment in full. Naming rights based on future pledges are not permitted unless specified otherwise in an approved naming rights agreement.

8. **Right to Decline or Alter:** While the Board appreciates and encourages donations from all individuals, businesses, and organizations, it reserves the right to decline any gift and/or reject naming and recognition proposals. The Board may also terminate or alter a naming designation if it is deemed in the best interests of the Library.
9. **Duration of Donor Recognition:** Donor recognition will be maintained for the life of the equipment, furnishing, or collection material. If the equipment, furnishing, or collection material is updated or retired, the recognition will be 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's (the "Foundation") Executive Director, must develop a naming rights opportunity plan. This plan must be implemented as approved by the Stillwater Public Library Board of Trustees. The following criteria shall apply in the development of naming rights opportunity plans and related naming rights agreements.

### **A. Campaign Goal Development**

Naming rights opportunity plans shall establish an aggregate campaign goal and include a list of potential naming opportunities along with corresponding donor levels. Factors to be considered in the development of this goal may include, but are not limited to, capital costs, annual operating and maintenance costs, and the desirability and marketability of the opportunity. Each campaign goal shall be developed on a case-by-case basis.

### **B. Agreement Specifications**

Naming rights agreements shall include the following: what is being named, proposed naming language, placement and visibility of the proposed naming language, use of the naming language in Library communications (e.g., newsletters, program promotions, etc.), gift amount, payment schedule, duration of naming rights, and the basis and process for changing or terminating naming rights. The naming rights agreement will specify if a donor wishes to remain anonymous.

### **C. Review Process**

Naming rights agreements shall include a review process to ensure that a proposed gift complies with this and any related policy or process. This review shall assess whether the donor's behavior or values align with the mission of the Library or Foundation and consider any other relevant factors. The composition of the review panel shall be proposed in the plan. Final naming of Library property shall be subject to the Board's approval.

### **D. Competitive Process**

A competitive process is not required when soliciting opportunities for naming rights.

### **E. Existing Obligations**

Naming rights agreements must not interfere with existing obligations.

**F. Corporate Logos**

Corporate logos are not permitted and will not be incorporated into signage or plaques.

**G. Corporate Names**

Special consideration will be given to avoid the appearance of commercial influence when naming rights involve corporate names.

**H. Operating Costs**

A naming rights agreement must not result in increased or unplanned operating costs for the Library.

**I. Administrative Resources**

Managing naming rights agreements should not require disproportionate administrative resources.

**J. Termination of Agreements**

The Board reserves the right to terminate a naming rights agreement. Termination may occur if the donor's behavior or values harm or contradict the mission of the Library or Foundation, if the donor defaults on the pledge schedule, or if there is a change in ownership or name (or both) of the donor organization. The termination of a naming rights agreement must be approved by the Library Board.

---

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

## Report from the Library Director, Mark Troendle

---

### Major Accomplishments

- At the September 17 City Council meeting, the Council adopted the proposed 2025 budget appropriations, which included the increase recommended by the library board. They also adopted the proposed tax levy for the city and set the Truth-in-Taxation meeting date for December 3.
- The library is providing informational handouts about the riverfront renewal referendum at two locations within the building.
- The Hugh J. Andersen Foundation posed 14 follow-up questions pertaining to both the 2024 grant awarded and our 2025 grant application previously submitted. Library staff worked with the Library Foundation's Executive Director to provide timely answers.
- The 4th Street garden beautification project is moving forward and is tentatively scheduled to begin and end on October 14.
- The Library Foundation held a volunteer appreciation celebration on September 24.
- Mark was invited to serve on a panel to review and select winners for the Washington County Library recognition awards, a process that concluded on September 30.
- Business & Communications Manager Keri Goeltl and Mark interviewed a substitute custodian applicant, extended an employment offer, and the applicant accepted. Her onboarding process began on September 26.
- Since no union members applied for the internal Associate opening, the position was advertised externally, with applications accepted until the morning of October 7. There has been significant interest in the position.
- Maintenance Worker Shain Henry began installing additional updated signage. Staff report that the new restroom signs, which did not exist before, have been particularly helpful for wayfinding.
- Four Library Corner articles were written and published in September.
- The September issue of ShelfLife was published on September 4.
- The city's quarterly print newsletter was scheduled to be mailed to residents on September 23 and included a two-page library insert created by Business & Communications Manager Keri Goeltl.

### Heads-Up

- The terrace roof project is benefiting from the dry fall weather.
- The library is serving as a collection site for Crutches 4 Africa, a program supported by the Stillwater Sunrise Rotary Club.

### 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 has replaced the previous software platform used by the city.
- Recruitment and hiring processes.
- Preparing for the October 15 Sunrise Rotary presentation.
- Planning for the half day of staff training on October 14.

## September Adult Programs and Activities

### Book Clubs & Literature

- **Mystery:** 10 book club members enjoyed a conversation about [mysteries set in academia](#) on September 18.
- **Romance:** 9 book club members discussed [Minnesota-related romances](#) on September 10.
- **Words from the Valley:** On September 16, 11 attendees listened to 4 different authors (Joshua Davies, Michael Kiesow Moore, Kathryn Savage, and Moheb Soliman) read selected poems from their work. All surveys returned gave high ratings. Comments from attendees:
  - “I appreciate the Foundation's sponsoring of various programs at the library. Even if some do not attract a large number of people, it is worthwhile to those who come.”
  - “BIG thanks for offering this!”

### Art & Music

- **Exploring the Arts: James Stewart:** 19 attendees learned about movie star Jimmy Stewart from local authority Steve Schroer on September 4.
- **Fall at the Peak in Acrylic with Karen Chan:** 22 painting students created a work of art with the help of teaching artist Karen Chan on September 19. Comment from attendee: “Karen Chan is truly an incredible art instructor!”
- **Karen Chan & Student Artist Reception:** 30 art enthusiasts joined Karen Chan and her students for an art show reception on September 26.
- **Craft & Create:** 15 participants joined library staff for a crafty afternoon on September 13. Comments from attendees:
  - “I love the opportunity to try more art / crafts”
  - “Thank you for putting on great classes. The classes are a lot of fun.”

### Lifelong Learning

- **Monday Meditation:** Throughout the month, 18 participants meditated in-person and 4 joined virtually. Sessions were offered on Mondays, September 9, 16, and 23.
- **Tech Help:** 4 sessions were offered and 2 were filled. Sessions were offered every Friday in September. During 1 successful session, staff helped a patron learn more about using a MacBook and were also able to find resources available to them as a caregiver to someone in memory care.
- **Successful Composting with Washington County Master Gardeners:** September 25, 4 attendees learned about composting. Comment from attendee: “This was a great presentation!”

### Displays, Booklists, & Outreach

- Adult nonfiction display in honor of Labor Day.
- Fiction and Nonfiction display to celebrate Banned Books Week.
- On September 7, library staff visited the Estates of Greely and shared materials with 7 residents.
- On September 14, library staff visited the Lodge and shared materials with 7 residents. Borrowers were excited to realize that the library offers Large Print materials. A new resident who identified as a member of the library’s foundation was a new borrower this month and is excited to engage with the library at their community.

### St. Croix Collection

- **Monthly Visits:** 26 users signed into the St. Croix Collection in September, including 14 residents of Stillwater and 12 visitors.
- **Research topics and sources included:** Runk collection, 1970s Stillwater, newspapers on microfilm, general St. Croix Valley history, Postcards, Tamarack House and Joseph Brown, Valley Creek & Afton Township women's history, phone books, city directories, genealogy, county maps, various hanging files, burial records, property records, reminisce about classmates who have passed away by viewing yearbooks.
- **Genealogy Help 1:1** was cancelled in September.

### Photos from September Adult Programs



Poet and Emcee Joshua Davies hosting **Words from the Valley**





Author Kathryn Savage at **Words from the Valley**



Author Michael Kiesow Moore at **Words from the Valley**



Author Michael Kiesow Moore with an attendee in front of books for sale at **Words from the Valley**



**Craft and Create** crochet pendant

## Report from the Youth Services Supervisor, Angela Petrie

---

### September Programs and Activities

#### Early Literacy (0-5)

- Eight Preschool Storytimes (424)
- One Second Saturday Family Storytime (60)
- Four Baby/Toddler Storytimes (188)
- One Drop-in Nature Play (42)

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

- Two Nature in the Field: Field Ecology sessions (20)
- Two Nature in the Field: MN Birds sessions (18)
- One Nature in the Field: Beekeeping session (22)
  - *"This was such a fun class! We all learned so much about the art of beekeeping and bees themselves. The honey tasting at the end was a fun treat too!"*
  - *"A. beekeeps with his uncle. There was a lot of information that was great for a newbie or an experienced beekeeper. A. enjoyed seeing different ways of doing it."*
- Two Chess Club sessions (19)
  - *"R. especially enjoyed the learning puzzles at the beginning and the lesson at the beginning, and playing chess with others."*
  - *"I would like to thank the library and hosts for offering this great program."*
  - *"The adults running the program are engaged, patient, inviting to new and old participants, and well-prepared. The materials make for a pleasant time playing chess. It is a great space for the program- large and quiet. Great that it welcomes all ages."*
- One LEGO Club (11)
- One Family Bingo (23)
  - *"It was well timed/paced, a good variety of books for the main prizes with additional smaller prizes, we all won at least once, and Erin was a great hostess!"*

#### Children's Drop-in Activities

- Picture Book Friends Scavenger Hunt (230)
- Apple Pie Family Discovery Room – We ask *what their child most enjoyed in the Discovery Room and anything else they'd like to share with youth services* (responses submitted in September)
  - *"Thank you for creating this amazing space for children. We are so lucky to have this in Stillwater! We love the library and checking out the different themes of the discovery room!"*
  - *"Thank you for everything you do to help our kids to develop academically and socially."*
  - *"The Apple/fall display is amazing! So many interactive stations and such a great way to teach kids through play. She also loved the scarf floating tube!"*
  - *"They loved it all! We saw how tall we were and enjoyed all the imaginative play!"*
  - *"The interactive apple pie making- the details are incredible! And of course the cash registers."*
  - *"I love the discovery room! Thank you for having such fun activities for my little one. Please continue to change the activities with the season."*
  - *"We love the library and checking out the different themes of the discovery room!"*

### Teen Drop-in Activities

- Reading Throwback! We asked teens to add a sticker to let us know what books they read as kids. *Don't Let the Pigeon Drive the Bus!* seems to be a favorite. They could also add favorites which included *Elephant & Piggie*, *Chrysanthemum*, *Where the Sidewalk Ends*, and *Pout-Pout Fish*.

### Outreach

- New Heights – As of this time, we will have classes visiting:
  - Every Tuesday, alternating between grades 2 – 5 (29 students) one week and grade 6 (16 students) the next.
  - Every Thursday grades K/1.
- The library has a new partnership with Lake Area Discovery Center (LADC). They will be coming to the library monthly for a special storytime with Miss Kim. (40)

### Collection – A portion of the nature grant funds are being used to add to the backpack collection.

- 8 GENERAL-themed backpacks (4 are circulating, 3 are in repair, and 1 is in discard status. Using grant funds, all 8 will be circulating in 2024)
- 4 BIRDING-themed backpacks (2 are circulating now and 2 more will be added in 2024)
- 2 INSECTS and BUGS-themed backpacks (1 is circulating now and 1 more will be added in 2024)
- 2 TRACKS, SCATS and SIGNS-themed backpacks (1 is circulating now and 1 more will be added in 2024)

6 new backpacks will be added in 2025, with the themes yet to be determined.

### Upcoming Programs

- [Nature at Bayport Public Library: Peregrine Falcons](#) – Thursday, October 3
- [Family Engineering Night with The Works Museum](#) – Thursday, October 3
- [Nature at Stillwater Public Library: Peregrine Falcons](#) – Saturday, October 5
- [SafeSitter Babysitting Safety Course](#) for grades 6-8 (part 1 of 2) – Saturday, October 5
- [Writing Contest and Author Visit with Erin Soderberg Downing](#) – Thursday, October 10
- [SafeSitter Babysitting Safety Course](#) for grades 6-8 (part 2 of 2) – Saturday, October 12
- [Bugs with Silly Millies](#) – Thursday, October 17
- [Amazing Animal Adaptations with Carpenter Nature Center](#) – Saturday, October 19



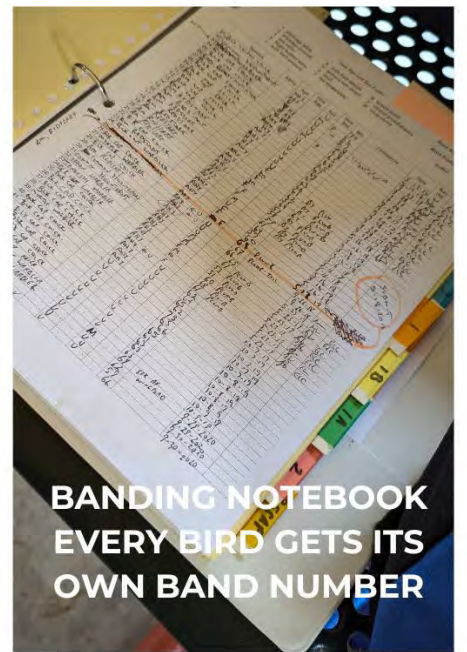
**DEMONSTRATING  
PRAIRIE SEED  
COLLECTION**



**SEPTEMBER 2024**



**BIRD BANDING  
EQUIPMENT**



**BANDING NOTEBOOK  
EVERY BIRD GETS ITS  
OWN BAND NUMBER**

**Agenda Items Details**

|  |   |
|--|---|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Facilities Committee Report</b>  |   |
| OWNER:<br><b>Facilities Committee</b>  | PRESENTER:<br><b>Facilities Committee</b>                       |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>I</b>   | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?<br><b>No</b> |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  |   |
| <p>DESCRIPTION:</p> <p><b>Committee:</b> Facilities<br/> <b>Date:</b> Tuesday, September 17, 2024, 4:30 PM<br/> <b>Location:</b> Conference Room<br/> <b>Present:</b> Steve Ellison, Paula Hemer, Pat Lockyear, Mark Troendle</p> <p><b>Agenda Item Covered:</b></p> <p><b>1. Plan for the 4th Street garden areas</b></p> <ul style="list-style-type: none"> <li>• Andy Carlson from Abrahamson Nurseries provided a plan to remove and replace plantings on the north side of the 4th Street lawn as well as the area in front of the library, on either side of the entrance. The bid came in at \$17,075.70, less than the \$18,000 the committee is proposing to use from the Huelsmann Foundation.</li> <li>• The plan uses bluestone flagstone pads to provide a solid surface for the bench. Coneflowers, rudbeckia, dropseed grass and Bobo &amp; Little Lime hydrangea will be planted for color and minimal maintenance.</li> <li>• The project can be completed yet this fall according to Andy. The committee agreed that the Abrahamson plan was appropriate for the areas.</li> <li>• Questions for Andy: <ul style="list-style-type: none"> <li>– When can the project begin?</li> <li>– Will there be a day or two when the sidewalk and parking lot cannot be used?</li> <li>– Can a site plan be provided?</li> <li>– Will he be overseeing the project?</li> </ul> </li> </ul> <p><b>Assignments:</b><br/>Pat will contact Andy to ask the above questions.</p> <p><b>Next Regular Meeting:</b><br/>Tuesday, October 15, 4:30 in the Library Conference Room</p> |   |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS  |   |
| PREVIOUS ACTION ON ITEM:   |   |
| REVIEWED BY COMMITTEE?:  |   |



www.stillwaterlibraryfoundation.org  
224 Third Street North|Stillwater MN 55082  
651-504-2350|splf@stillwaterlibraryfoundation.org

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

**Members Present:** Jeneane, Ryan, Summer, Sandie, Drew, Shawn, Erin

**Absent:** Mary Ann, Roger, Mark

**Remote:** Dustin, Kevin

**Staff Present:** Elsbeth, Annette

1. **Call to Order** - Summer called the meeting to order at 8:30 am
2. **Adoption of Agenda**  
Motion Shawn/Jeneane accept the agenda as presented, approved.
3. [Approve last meeting's minutes](#) - Motion to approve Erin/Drew. Motion carried.
4. **Reports**
  - a. **President's Report**
    - i. City Administrator has recommended the full library budget request to go forward to City Council. City Council vote is in September.
    - ii. Thank you Summer and Craig for an excellent presentation to the City Finance Committee. Thank you [Keri Goeltl](#) for preparing the slide deck.
    - iii. Ryan and Summer staffed the table at Riverside Community Co-op for Round-up at the Register.
    - iv. Volunteer Appreciation event is September 24, 3 -4:30 pm. Please attend if you are able.
    - v. Summer will be reaching out to all board members to help prepare for Elsbeth's performance review.
  - b. [Library Director's Report](#) - In Mark's absence Elsbeth highlighted:
    - i. Terrace roof project is planned to start in early September. The sculptures were originally planned to be relocated, but the new terrace has the structural integrity to allow them to remain on the terrace.
    - ii. New HR management system being implemented.
    - iii. All staff training October 14. Annette and Elsbeth will attend.

Stillwater Public Library Foundation is a 501(c)(3) ~~non~~profit organization.  
**Our Mission: To engage the community and its resources to expand the reach and impact of the Stillwater Public Library.**



c. Treasurer's Report

i. P&L YTD, P&L Month, Income Statement, & Balance Sheet

1. This month the Hugh J. Andersen grant for the newspaper digitization project was received.
2. Expenses for the month are inline with expectations.
  - a. Membership and Dues expense will be reclassified because this is Elsbeth's fee for Chamber's Leadership in the Valley program.
  - b. Advocacy expense is currently reported as an Office Expense. This will be changed.
3. Balance Sheet
  - a. Update the Discretionary Fund to reflect this is a grant to the Library Director.

ii. 2025 Budget

1. Items to highlight
  - a. Assumptions:
    - i. Two grants
    - ii. Two events
    - iii. Donations at historical levels
  - b. Library funding expense of \$314,061 is based on the library's request. This is a sizable increase from historical levels.

Motion to approve Shawn/Kevin the budget as presented.

Discussion:

Keep in mind we have two investment accounts: an endowment fund with the St. Croix Valley Foundation and an investment account at First State Bank and Trust.

Discussion on how this large of a withdrawal would affect our base investment. This would be about \$100,000 over our typical which is slightly above the 3% of the total value of the account.

Another consideration is to develop a distribution policy which would govern our annual library funding.

Stillwater Public Library Foundation is a 501(c)(3) ~~profit~~ organization.

**Our Mission: To engage the community and its resources to expand the reach and impact of the Stillwater Public Library.**





www.stillwaterlibraryfoundation.org  
224 Third Street North|Stillwater MN 55082  
651-504-2350|splf@stillwaterlibraryfoundation.org

Of the \$314,061 budgeted amount, \$261,267 is for new requests.

**ACTION:** Verify with Mark how much are one-time expenditures.

**ACTION:** Review the Accounting Services line item.

Motion Shawn/Kevin to amend the approval of the budget for further review at the September meeting. Motion carried.

- iii. Draft [Financial Policies](#)
  - 1. The investment policy was provided by First State Bank and Trust's policy.
  - 2. Discussion:
    - i. Minor language changes were made.
    - ii. Continue discussion on the 4.5% spending policy.
    - iii. Consider delineating a cash reserve amount (six months).
- iv. Draft [Accounting Manual](#)
  - 1. This manual specifies responsibilities and clarifies procedures.
  - 2. Discussion:
    - i. Add a section for the Treasurer and identify responsibilities.

Motion Shawn/Sandie to accept the Treasurer's report as presented.  
Motion carried.

- d. Events & Marketing Report
  - i. Townie Tuesday 09/10/24
    - 1. Board members please attend from 5 - 7 p.m.
    - 2. Summer following up with prizes from Valley Bookseller
    - 3. Brine's donating a variety of sausages - 6 dozen Drew will grill!
    - 4. Summer will donate the condiment pack
    - 5. Staff check on plates, etc.
  - ii. Fall/TBD new logo unveiling

Stillwater Public Library Foundation is a 501(c)(3) ~~profit~~ **nonprofit** organization.  
**Our Mission: To engage the community and its resources to expand the reach and impact of the Stillwater Public Library.**



www.stillwaterlibraryfoundation.org  
224 Third Street North|Stillwater MN 55082  
651-504-2350|splf@stillwaterlibraryfoundation.org

- e. [Executive Director Report](#)
  - i. Reviewed the list of what the Library supports.
  - ii. There is a new [Board Nomination Form](#) for you to use. Follow-up with nominees will be done by Summer and Elsbeth.
  - iii. New grant request submitted to Sunrise Rotary for resources to enhance early literacy.
  - iv. Discussion of new email donor newsletter and Summer suggested mailing it to donors for whom we don't have email addresses.
  - v. We'll have further discussion on what constitutes a major donor.

**ACTION:** Update the Events page on the website

**5. Old Business:**

- a. [Donor contact and selection](#)
  - i. Thanks for making thank you calls. There is a [script](#) to help you get started.

**6. Action Items:**

- a.

**7. Discussion/Topics for Future Discussion**

- a. First Reading Financial Policies (in Treasurer's Report)
- b. [Bylaws](#) (first reading September/ approve in October)

**8. Adjourn** Motion to adjourn Jeneane/Ryan at 10:03 a.m.

**\*Virtual Link: SPLF Board Meeting:** On calendar invitation



www.stillwaterlibraryfoundation.org  
224 Third Street North | Stillwater MN 55082  
651-504-2350 | splf@stillwaterlibraryfoundation.org

Stillwater Public Library Foundation  
Board Meeting Minutes  
**Friday, July 26, 2024, 8:30am - 10:00am**  
Stillwater Public Library Conference Room or Virtual\*

**Members Present:** Ryan, Summer, Sandie, Mark, Drew, Shawn  
**Absent:** Mary Ann  
**Remote:** Erin, Jeneane, Roger, Dustin, Kevin  
**Staff Present:** Elsbeth, Annette

1. **Call to Order** - Summer called the meeting to order at 8:30 a.m..
2. **Adoption of Agenda** - no changes suggested.
3. [Approve last meeting's minutes](#) - **Motion to approve with recommended revisions. Shawn/Ryan. Motion carried.**
4. **Reports**
  - a. **President's Report**
    - i. August is round-up month at the River Valley Co-op - this can be a lucrative fundraiser, so please patronize the co-op.
      1. The co-op has been approached to sponsor Light a Spark, but has declined and indicated this has been their policy since the pandemic.
      2. We have an opportunity to have a table at the Co-op to promote the Foundation. Having a table elevates our presence and may encourages the cashiers to mention the round-up option.
      3. **ACTION:** Create a schedule for board member staffing a table at the co-op.
    - ii. SPL presentation to Stillwater City Council 08/07/24 - Craig Hansen and Summer will present at the 4:30 workshop session of the Council. Please plan to attend. The presentation will also be given to the Library Trustee's on August 6.
    - iii. Summer attended the funeral for Ann Wolff's husband. Ann was an instrumental founder of the Foundation. Flowers were sent on behalf of the Foundation and Library.



www.stillwaterlibraryfoundation.org  
224 Third Street North | Stillwater MN 55082  
651-504-2350 | splf@stillwaterlibraryfoundation.org

b. Library Director's Report

- i. City announced the rescheduled 4th of July fireworks will be August 31.
- ii. Summer Wednesday's have been excellent with large attendance.
- iii. Final summer reading program is August 10 and includes ice cream!

c. Treasurer's Report

- i. P&L YTD, P&L Month, Income Statement, & Balance Sheet
  1. Hugh J. Andersen Foundation's grant for phase 2 of the newspaper digitization project is reflected in the income. We are the fiscal agent for this project.
  2. We received \$5000 from the Berglund Foundation as a memorial gift in honor of their board member Gregory DeWitt, a supporter of our library.
  3. We're working on reclassifying individual donations that should be attributed to Light a Spark.
  4. Met with First State Bank's and Trust's trust office and they project about a 3% return on investment.
  5. We are over \$700,000 in revenues which means we'll need to have an audit.
  6. Met with [Keri Goelt](#) to learn how our grants are tracked within the library and how reimbursements are requested. There will be a reimbursement request before the end of July.

ii. 2025 Budget

1. Keri and Mark projected budgets for the library for the next 10 years.
2. The Finance Committee will continue to work on the budget process, and we expect an increase in a budget request from the library this year. The library has submitted their budget to the City with an approximately 5% increase over the previous year. We'll know near the end of August what the City Administrator is recommending to Council as their contribution to the library budget. By the end of September, we'll have a better idea how much of the budget request the City plans to provide to the library in 2025.

iii. Investment Policy Statement

Stillwater Public Library Foundation is a 501(c)(3) non-profit organization.  
Our Mission: To engage the community and its resources to expand the reach and impact of the Stillwater Public Library.



www.stillwaterlibraryfoundation.org  
224 Third Street North | Stillwater MN 55082  
651-504-2350 | splf@stillwaterlibraryfoundation.org

1. **ACTION:** Please review the investment policy prior to August and we will discuss/approve at the August meeting.

Elsbeth expressed gratitude for the work Jeneane and the entire committee have done on the budget process.

**Motion to approve the financial statements at presented. Shawn/Drew.  
Motion carried.**

- d. Events & Marketing Report
  - i. LAS Recap & Board Feedback
    1. Summer commented that overall felt the event was a success.
    2. Elsbeth - Thank you to all. Everyone worked so hard on this event and we appreciate everyone's contribution.
    3. Net revenue about \$30,000.
    4. Sponsorship conversations need to highlight the difference between the Foundation from the library. We need to steward our sponsors throughout the year.
    5. Further conversations will take place about the mission of the event - fundraiser vs community event.
    6. Committee will discuss food - appetizers vs. dinner buffet. Dinner buffet was provided because this is what The Grand had capacity for on the 4th.
- e. Board Updates - none
- f. [Executive Director Report](#)
  - i. Elsbeth is in the next class of the Chamber's Leadership in the Valley.
  - ii. Impact Report will be submitted to the designer today.
  - iii. Working on the Hugh J. Andersen grant with Mark and library staff
  - iv. Starting cultivation of lapsed donors.
  - v. Logo roll-out and branding work will be done this fall.

## 5. Old Business:

Stillwater Public Library Foundation is a 501(c)(3) non-profit organization.  
**Our Mission: To engage the community and its resources to expand the reach and impact of the Stillwater Public Library.**



[www.stillwaterlibraryfoundation.org](http://www.stillwaterlibraryfoundation.org)  
224 Third Street North | Stillwater MN 55082  
651-504-2350 | [splf@stillwaterlibraryfoundation.org](mailto:splf@stillwaterlibraryfoundation.org)

- a. [Donor contact process and selection](#)
  - i. **ACTION:** Sign up if you're interested in making a few thank you calls. There is a [thank you script to get you started](#).
- b. Case for Support planning
  - i. Would like to shift work on this work to the Events and Marketing Committee.
- c. Additional action items from this meeting:
  - i. Need photos of our new board members - Sandie, Erin, Mary Ann.
  - ii. Social media posting for the co-op round-up and for our event with Lift Bridge.

**6. Action Items:**

**7. Discussion/Topics for Future Discussion**

**8. Adjourn - at 9:35 a.m.**

**\*Virtual Link: SPLF Board Meeting:** On calendar invitation



# Friends of the Stillwater Public Library

May 13, 2024 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

**Attendees:**  
 Mary Ann Sandeen, Jan Kilkelly,  
 Tracy Salvati, Gemma Lockrem,  
 Lyndon Lockrem, Mark Troendle,  
 Mary Glennon, Elsbeth Howe  
 (Foundation), Ed Fagerland, Laurie  
 Burns

## Agenda

**Friends of the Stillwater Public Library Agenda**  
**Monday, April 8, 2024 at 6:30 pm**  
**Conference Room**

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Spring 2024 Booksale, replacement donation drop box, Light a Spark Sponsorship, Fall Booksale date (Keri is working on them)
6. Update: Mark Troendle
7. Adjourn: All

\*\*\*\*\*

**Meeting called to order by Mary Ann Sandeen**

- Tracy distributed the minutes from Monday, March 11, 2024 for review
  - Minutes approved

**Treasurer's report Jan Kilkelly**

**4/1/2024 – 4/31/2024**

**Opening Balance: \$55,992.48**  
 Total Receipts: \$8,888.00  
 Total Disbursements: \$531.45  
 Ending Balance: \$64,349.03

**Membership report Gemma Lockrem**

102 memberships

## Topics:

### Fall 2024 Book sale:

- Collection: Sat. Nov. 9<sup>th</sup>, 2024  
Sale Wed. Nov. 13 – Sat. 16 | Clean up Sun. Nov. 17

### Discussion regarding Spring 2025 Booksale

- Collection: April 5, 2025  
Sale April 9-12 | Cleanup on Sun. April 13

### Discussion FALL 2025

- Collection: Saturday Nov.8, 2025  
Booksale Nov. 12 -15 | Clean up Sun. Nov. 16

**Notes:** 1 donation day is sufficient.  
Closing the booksale Wed. and Thurs. at 7pm worked well.

### New Scanner process worked well.

People received a receipt and told to bring it back if they return.  
Master list created with Name and phone #.

During the Booksale, request to display more pricing signs in the Margaret Rivers room.

### Tip Jar:

We received \$195.00 in tips  
Jan brought a tip jar in, very nice.

### Replacement Donation Drop Box

Box is broken. Hinge was loose. We will be replacing.  
Mark did some research and presented several 'Floor-Standing Ballot Box' options  
Friends voted on Floor-Standing Suggestion Box. Pochar LLC.  
Mark will order.

### \*\*Light a Spark Sponsorship

Mary Ann suggested a sponsorship for the event listed below.\*\*  
Friends group would like to be an "Bottle Rocket" \$1,000.00

- Friends board approved.
- Elsbeth received check

### Advocacy update:

May 21<sup>st</sup> Foundation presenting at the City Council  
Summer Tues. Booth in Park  
July 23 and Aug 13 in Park



## **Mark Troendle update:**

AED: Allina program: Heart safe communities. Mark will purchase AED through the Allina program: Heart safe communities. FRIENDS will pay for this. Once order is placed, Mark will send invoice to us.

2024-2025 book sale dates (also noted above): Options were presented for several future book sale dates. The dates selected were:

### **Fall 2024**

Nov. 9: Collect donations

Nov. 13-16: Sale

### **Spring 2025**

April 5: Collect donations

April 9-12: Sale

### **Fall 2025**

Nov. 8: Collect donations

Nov. 12-15: Sale

AED update: The estimate is \$4,725 for two new Zoll AED models, a trainer model, an instructional class for staff, and one wall cabinet. The price could change slightly because the cabinet choice hasn't been determined. The Zoll is recommended by our fire department and is the same model used by our local Target store. They will be purchased through Allina Health's Heart Safe Communities program.

Donation drop box replacement: The old box can't be repaired. Handouts showing photos and specifications of two potential replacements were distributed. Both are all metal. Karah asked for Mark's recommendation. His preferred option is less expensive, has a built-in display panel in front, 2 side pockets for brochures, and a slightly wider opening at the top that's easier to drop donations through. The other option is not as streamlined, doesn't have a display panel, and costs about \$100 more, but it is available now and has a larger access panel to remove donations. Overall, the less expensive model has more features and looks nicer.

**Meeting Adjourned at 7:00 pm**

**Next meeting will be on: Monday, Sept. 9, 2024**

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

| Period:                    | <u>6/1/24 -<br/>6/30/2024</u> | Year-to-Date<br><u>6/30/2024</u> |
|----------------------------|-------------------------------|----------------------------------|
| Opening Balance            | \$63,821.03                   | \$68,602.34                      |
| <b>Receipts:</b>           |                               |                                  |
| Memberships                | \$40.00                       | \$3,380.00                       |
| Donations                  | \$130.00                      | \$2,535.46                       |
| Ongoing Book Sales         | \$319.00                      | \$2,189.50                       |
| Semi-Annual Book Sales     |                               | \$ 5,322.00                      |
| Scanner Fees               |                               | \$175.00                         |
| Book Bag Sales             | \$15.00                       | \$60.00                          |
| <b>Total Receipts</b>      | <b>\$504.00</b>               | <b>\$13,661.96</b>               |
| <b>Disbursements:</b>      |                               |                                  |
| Grants to Library          |                               | \$15,000.00                      |
| Sponsorships               |                               | \$1,500.00                       |
| Memberships                |                               | \$35.00                          |
| Postage                    |                               | \$121.00                         |
| Printing & Supplies        | \$119.98                      | \$227.25                         |
| Sales Tax                  |                               | \$1,176.00                       |
| Fees                       |                               | \$0.00                           |
| Misc.                      |                               | \$0.00                           |
| <b>Total Disbursements</b> | <b>\$119.98</b>               | <b>\$18,059.25</b>               |
| <b>Ending Balance</b>      | <b>\$64,205.05</b>            | <b>\$64,205.05</b>               |

*Outstanding Grants Due to Library:*

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

*Other:*

|                     |                   |
|---------------------|-------------------|
| Book Sale Apr. 2018 | \$768.42          |
| Book Sale Apr. 2019 | \$4,519.50        |
| Book Sale Apr. 2021 | \$500.00          |
| Book Sale Apr. 2022 | \$4,475.00        |
| Book Sale Apr. 2023 | \$5,128.00        |
|                     | <u>\$5,322.00</u> |
|                     | \$20,712.92       |

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

| Period:                    | <u>7/1/24 -<br/>7/31/2024</u> | Year-to-Date<br><u>7/31/2024</u> |
|----------------------------|-------------------------------|----------------------------------|
| Opening Balance            | \$ 64,205.05                  | \$ 68,602.34                     |
| <b>Receipts:</b>           |                               |                                  |
| Memberships                |                               | \$ 3,380.00                      |
| Donations                  |                               | \$ 2,535.46                      |
| Ongoing Book Sales         | \$ 480.00                     | \$ 2,669.50                      |
| Semi-Annual Book Sales     |                               | \$ 5,322.00                      |
| Scanner Fees               |                               | \$ 175.00                        |
| Book Bag Sales             | \$ 15.00                      | \$ 75.00                         |
| <b>Total Receipts</b>      | <b>\$ 495.00</b>              | <b>\$ 14,156.96</b>              |
| <b>Disbursements:</b>      |                               |                                  |
| Grants to Library          | \$ 4,725.00                   | \$ 19,725.00                     |
| Sponsorships               |                               | \$ 1,500.00                      |
| Memberships                |                               | \$ 35.00                         |
| Postage                    |                               | \$ 121.00                        |
| Printing & Supplies        |                               | \$ 227.25                        |
| Sales Tax                  |                               | \$ 1,176.00                      |
| Fees                       |                               | \$ -                             |
| Misc.                      |                               | \$ -                             |
| <b>Total Disbursements</b> | <b>\$ 4,725.00</b>            | <b>\$ 22,784.25</b>              |
| <b>Ending Balance</b>      | <b>\$ 59,975.05</b>           | <b>\$ 59,975.05</b>              |

*Outstanding Grants Due to Library:*

|                     |        |
|---------------------|--------|
| Book Sale Nov. 2021 |        |
| Book Sale Nov. 2022 |        |
| Book Sale Nov. 2023 |        |
|                     | \$0.00 |

*Other:*

|                     |             |
|---------------------|-------------|
| Book Sale Apr. 2018 |             |
| Book Sale Apr. 2019 | \$562.92    |
| Book Sale Apr. 2021 | \$500.00    |
| Book Sale Apr. 2022 | \$4,475.00  |
| Book Sale Apr. 2023 | \$5,128.00  |
|                     | \$5,322.00  |
|                     | \$15,987.92 |

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

| <b>Period:</b>             | <b>8/1/24 -<br/><u>8/31/2024</u></b> | <b>Year-to-Date<br/><u>8/31/2024</u></b> |
|----------------------------|--------------------------------------|--|
| Opening Balance            | \$59,975.05                          | \$ 68,602.34                             |
| <b>Receipts:</b>           |                                      |  |
| Memberships                |                                      | \$ 3,380.00                              |
| Donations                  |                                      | \$ 2,535.46                              |
| Ongoing Book Sales         | \$318.00                             | \$ 2,987.50                              |
| Semi-Annual Book Sales     |                                      | \$ 5,322.00                              |
| Scanner Fees               |                                      | \$ 175.00                                |
| Book Bag Sales             | \$15.00                              | \$ 90.00                                 |
| <b>Total Receipts</b>      | <b>\$333.00</b>                      | <b>\$ 14,489.96</b>                      |
| <b>Disbursements:</b>      |                                      |  |
| Grants to Library          |                                      | \$ 19,725.00                             |
| Sponsorships               |                                      | \$ 1,500.00                              |
| Memberships                |                                      | \$ 35.00                                 |
| Postage                    |                                      | \$ 121.00                                |
| Printing & Supplies        |                                      | \$ 227.25                                |
| Sales Tax                  |                                      | \$ 1,176.00                              |
| Fees                       |                                      | \$ -                                     |
| Misc.                      |                                      | \$ -                                     |
| <b>Total Disbursements</b> | <b>\$0.00</b>                        | <b>\$ 22,784.25</b>                      |
| <b>Ending Balance</b>      | <b>\$60,308.05</b>                   | <b>\$ 60,308.05</b>                      |

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

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

***Other:***

|                     |                   |
|---------------------|-------------------|
| Book Sale Apr. 2018 |                   |
| Book Sale Apr. 2019 | \$562.92          |
| Book Sale Apr. 2021 | \$500.00          |
| Book Sale Apr. 2022 | \$4,475.00        |
| Book Sale Apr. 2023 | \$5,128.00        |
|                     | <u>\$5,322.00</u> |
|                     | \$15,987.92       |

# Stillwater Public Library 2024 Calendar

|   |  |  |
|---|--|--|
| <p><b>January</b><br/> 1: Library Closed, New Year’s Day<br/> 9: Trustee Meeting, 5:30 pm<br/> 15: Library Closed, MLK Day<br/> 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><br/> 13: Trustee Meeting, 5:30 pm<br/> 19: Library Closed, Presidents’ Day<br/> 23: SPLF Board Meeting, 8:30 am</p>   | <p><b>March</b><br/> 11: Friends Meeting, 6:30 pm<br/> 12: Trustee Meeting, 5:30 pm<br/> 12: Presentation at Stillwater Township, 7:00 pm<br/> 22: SPLF Board Meeting, 8:30 am<br/> 31: Library Closed, Easter</p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>   |
| <p><b>April</b><br/> 1: Annual Report to State Due<br/> 7-13: National Library Week<br/> 8: Friends Meeting, 6:30 pm<br/> 9: Trustee Meeting, 5:30 pm<br/> 24-27: Friends Used Book Sale<br/> 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><br/> 8: Boards &amp; Commissions Training, 6 pm<br/> 13: Friends Meeting, 6:30 pm<br/> 14: Trustee Meeting, 5:30 pm<br/> 21: Presentation to City Council, 7 pm<br/> 24: SPLF Board Meeting, 8:30 am<br/> 26: Library Closed Sundays in Summer<br/> 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><br/> 11: Trustee Board Meeting, 5:30 pm<br/> 19: Library Closed, Juneteenth<br/> 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><br/> 4: Library Closed, Independence Day<br/> 9: Trustee Meeting, 5:30 pm<br/> 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><br/> 6: Trustee Meeting, 5:30 pm<br/> 7: Presentation to City Council, 4:30 pm<br/> 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><br/> 2: Library Closed, Labor Day<br/> 8: Sunday Hours Resume<br/> 9: Friends Meeting, 6:30 pm<br/> 10: Townie Tuesday, 5-7:30 pm<br/> 10: Trustee Meeting, 5:30 pm<br/> 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><br/> 8: Trustee Meeting, 5:30 pm<br/> 14: Friends Meeting, 6:30 pm<br/> 14: Library Closed Until 2 PM for Staff Training Day<br/> 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><br/> TBD: Friends Meeting, 6:30 pm<br/> 11: Library Closed, Veterans Day<br/> 12: Trustee Meeting, 5:30 pm<br/> 13-16: Friends Used Book Sale<br/> 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><br/> 6: SPLF Board Meeting, 8:30 am<br/> 10: Trustee Meeting, 5:30 pm<br/> 24: Library Closed, Christmas Eve<br/> 25: Library Closed, Christmas Day<br/> 31: Library Closed, New Year’s Eve<br/> 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

---

## 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<br>Secretary/Treasurer       | 2nd Term: Jan 1, 2024 - Dec 31, 2026 | 1    |
| Paula Hemer                               | 3rd Term: Jan 1, 2022 - Dec 31, 2024 | 3    |
| Pat Lockyear<br>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<br>Vice President            | 1st Term: Jan 1, 2022 - Dec 31, 2024 | 4    |
| <i>Council Liaison:</i><br>Ryan Collins   |                                      | 1    |
| <i>Library Director:</i><br>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