

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, December 10, 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 November 12, 2024 Minutes +
 - b) Acknowledgement of Bills Paid in November+
 - c) November 2024 Budget Status Report +

Informational/Discussion (20 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. School Field Trips to the Library D+

Decisional (10 minutes)

6. New Trustee Recommendations/Selection A+
7. 2025 Wage Scale Ratification A+

Reports (10 minutes)

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

11. Public Commentary

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

12. Trustee Check-in/Topics for Future Discussion

13. 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, December 9, 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
Conference Room
Tuesday, November 12, 2024**

Minutes

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

ABSENT: Simon

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. Panciera second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Weigman; No: None.

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Collins reported that the local option sales tax passed with 63% support. Projects will be going out to bid soon.

Weigman attended the MLA Conference in Rochester, MN. She presented about shared storytime planning. This weekend is CORE, a library leadership conference, that Weigman is attending in St. Paul.

AGENDA ITEM 5: Board Self-Assessment Survey

Trustees discussed the results of the self-assessment survey completed in October 2024. Results of the survey were included in the board packet, along with responses from the October 2021 survey where questions aligned.

Lockyear noted that areas of confidence (all 100%) were working together effectively as a group, policies consistent with mission and vision, maintaining an effective relationship with director, and efficient meetings. Lockyear commented that the board can continue to work on understanding the library's budget and financials, advocating for the library, and monitoring the library's strategic plan. Panciera noted that most ratings were 4 and 5.

Trustees discussed the comments and described the training suggestions as helpful.

Burns noted that the board has a solid request for review policy documents, but he suggested including bullet points on the request for review process as a refresher for the board. Lockyear noted she could compile some helpful information from the city attorney and prior experience about how the request for review meeting should be conducted.

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AGENDA ITEM 6: 2025 Library Holidays/Closing Dates

Troendle provided a recommended list of closing dates for 2025 in the board packet. The dates of closure correspond with closures agreed to in union contract. As in prior years, the schedule includes a partial-day closure for staff training.

Weigman noted that Washington County Library is keeping the library open on July 5. Stillwater aligns with this. Anoka County Library decided to close for the weekend. She noted that staffing may be more challenging over a holiday weekend.

Motion to adopt 2025 holidays and closing dates as presented in the board packet. Burns moved. Hansen second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Weigman; No: None.

AGENDA ITEM 7: 2025 Board Meeting Dates

Board of Trustee meetings are generally held on the second Tuesday of the month at 5:30 PM. In 2025, two of these regularly scheduled meeting dates need to be adjusted. The August meeting is on a primary election date, and the November meeting is on Veterans Day. Public meetings are prohibited on these dates per state statute.

Motion to adopt 08/04/2025 as the date of the August board meeting and 11/12/2025 as the date of the November board meeting, with the provision that the August meeting could be canceled at the July meeting if there were insufficient items to address. Ellison moved. Hemer second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Weigman; No: None.

AGENDA ITEM 8: Director and Other Staff Reports

Troendle reported that Shain Henry made improvements to the lighting in the area by the parking ramp entry doors, making the space brighter.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Report in packet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Report in packet. Trustees discussed results of Polco Survey. Burns suggested that Advocacy/trustees use feedback to shape direction and future actions. Panciera recommends a change to question two in June survey – potentially separate into two questions. One would be for attending, and one would be for benefiting as a measure.

AGENDA ITEM 10: Foundation & Friends Report

Friends book sale is this week.

AGENDA ITEM 11: Public Commentary

Lockyear received an email from a patron regarding applying for a trustee position.

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AGENDA ITEM 12: Trustee Check-in/Topics for Future Discussion

Ellison would like to discuss the possibility of busing school groups to the library for a field trip. A visit to the public library may be an important experience for students.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 6:07 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in November 2024				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of November 2024 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of November:				
November 2024 (2024 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 33,232.85	\$ 10,915.41	\$ 16,474.33	\$ 60,622.59
Capital Expenditures	\$ 470,250.00	\$ 15,926.70	\$ -	\$ 486,176.70
25 Prepay Expenditures	\$ 14,311.70	\$ 2,467.07	\$ -	\$ 16,778.77
Total	\$ 517,794.55	\$ 29,309.18	\$ 16,474.33	\$ 563,578.06
<p><i>Bill Resolution: November 6, 2024 (\$523,880.07)</i></p> <ul style="list-style-type: none"> • \$470,250 was paid to Peterson Brothers Roofing for the terrace roof capital project. Additional invoices will be coming. • \$15,926 was paid to Abrahamson Nurseries for 4th Street landscaping capital project. This was funded through the Foundation. • \$8,022 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$5,058 was paid to Xcel Energy for gas and electricity. • \$3,205 was paid to Andrew Weaver for his naturalist program series for Stillwater and Bayport libraries. This was funded through the Foundation. <p>In addition, four invoices, totaling \$10,766.95, were prepayments for 2025 and will be paid out of the library’s 2025 budget. The largest payment of \$9,560 was to Bibliotheca for the 2025 maintenance agreement on the library’s self-checks.</p> <p><i>Bill Resolution: November 19, 2024 (\$39,697.99)</i></p> <ul style="list-style-type: none"> • \$13,622 was paid to Dell for new laptops for staff. • \$11,360 paid to Washington County Library for electronic materials purchased through Overdrive. • \$3,471 was paid to Otis for elevator button panel repairs. • \$1,828 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. <p>Prepayments were also made for 2025. \$5,411 was paid to Ebsco for the renewal of periodical subscriptions. \$600 was paid to Mobile Beacon for service plan renewals for hotspots for 2025.</p>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 11/6/2024 Bill Resolution 11/19/2024 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE:				

2024 Bill Resolutions

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
INVOICES PAYABLE							
2025 Prepayments:							
INV-US77978	10/23/2024	4385	Bibliotheca LLC	2025 Maintenance Agreement for SelfChecks	9560.50	230-4230-3713-0000	Computer Maintenance/Licenses
894286	10/18/2024	3994	Corval Constructors	Quarterly Maintenance Agreement (Jan 2025)	266.33	230-4231-3707-0000	Maintenance Agreements
3441835	10/29/2024	209	Per Mar Security Services	Security Monitoring (Jan/Feb 2025)	190.12	230-4231-3707-0000	Maintenance Agreements
27922498-60-12-PRO-2	10/29/2024	5409	When To Work LLC	When to Work Scheduling Software (2025)	750.00	230-4230-3098-0000	Technology Support
2024 Payments:							
24194	10/24/2024	31	Abrahamson Nurseries	Library Grounds (CIP 23-4231-962, SPLF Funded)	15926.70	120-4230-5200-0000	C/O & Improvements
3798-243577	10/23/2024	41	Ace Hardware	Janitorial Supplies	67.92	230-4231-2102-0000	Janitorial Supplies
11KV-YQCV-3DVC	10/15/2024	5115	Amazon Business	Janitorial Supplies	-4.18	230-4231-2102-0000	Janitorial Supplies
1RD6-331L-3CHQ	10/15/2024	5115	Amazon Business	Janitorial Supplies	-0.74	230-4231-2102-0000	Janitorial Supplies
1W4M-TCDD-33WQ	10/15/2024	5115	Amazon Business	Janitorial Supplies	-2.07	230-4231-2102-0000	Janitorial Supplies
1WQ4-Q3DX-3666	10/15/2024	5115	Amazon Business	Supplies	387.15	230-4230-2101-0000	General Supplies
1WQ4-Q3DX-3666	10/15/2024	5115	Amazon Business	Janitorial Supplies	33.95	230-4231-2102-0000	Janitorial Supplies
1XDT-CYWF-NWLV	10/23/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	370.35	232-4232-2407-0000	Programs
1994-1VLD-1GHV	10/24/2024	5115	Amazon Business	Janitorial Supplies	88.17	230-4231-2102-0000	Janitorial Supplies
1LQJ-61CP-DH16	10/25/2024	5115	Amazon Business	Supplies	128.91	230-4230-2101-0000	General Supplies
19310	10/16/2024	122	Amdahl Locksmith Inc, Chris	Keys Cut	194.90	230-4231-3099-0000	Other Professional Services
2173717	10/15/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Lawson)	40.00	224-4224-2404-0000	Other Books
2174934	10/22/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Lawson)	32.00	224-4224-2404-0000	Other Books
B6791558	5/17/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	26.69	224-4224-2404-0000	Other Books
B6791558	5/17/2024	452	Brodart Co	Materials - Processing Fee	12.12	230-4230-3404-0000	Processing Fee
B6874537	10/9/2024	452	Brodart Co	Materials - Juv (Lawson)	152.96	224-4224-2404-0000	Other Books
B6874537	10/9/2024	452	Brodart Co	Materials - Juv (Lawson)	7.01	224-4224-2404-0000	Other Books
B6874537	10/9/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	78.32	229-4229-2113-0000	Materials
B6874537	10/9/2024	452	Brodart Co	Materials - Processing Fee	7.29	230-4230-3404-0000	Processing Fee
B6874537	10/9/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	45.35	232-4232-2113-0000	Materials
B6874537	10/9/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	33.82	235-4235-2101-0000	General Supplies
B6874541	10/9/2024	452	Brodart Co	Materials - Juv (Lawson)	509.93	224-4224-2404-0000	Other Books
B6874541	10/9/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	314.14	229-4229-2113-0000	Materials
B6874541	10/9/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	300.00	229-4229-2113-0000	Materials
B6874541	10/9/2024	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B6874541	10/9/2024	452	Brodart Co	Materials - Processing Fee	67.23	230-4230-3404-0000	Processing Fee
B6874541	10/9/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	47.32	232-4232-2113-0000	Materials
B6874541	10/9/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	220.24	232-4232-2113-0000	Materials
B6874541	10/9/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	16.20	235-4235-2101-0000	General Supplies
B6878027	10/16/2024	452	Brodart Co	Materials - Juv (Lawson)	56.95	224-4224-2404-0000	Other Books
B6878027	10/16/2024	452	Brodart Co	Materials - Juv (Lawson)	30.76	224-4224-2404-0000	Other Books
B6878027	10/16/2024	452	Brodart Co	Materials - Juv (Lawson)	10.25	224-4224-2404-0000	Other Books
B6878027	10/16/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	60.33	229-4229-2113-0000	Materials
B6878027	10/16/2024	452	Brodart Co	Materials - Adult Fiction	31.99	230-4230-2401-0000	Adult Books - Fiction
B6878027	10/16/2024	452	Brodart Co	Materials - Processing Fee	8.91	230-4230-3404-0000	Processing Fee
B6878027	10/16/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	101.38	232-4232-2113-0000	Materials
B6878027	10/16/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	18.90	232-4232-2113-0000	Materials
B6878027	10/16/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	16.90	235-4235-2101-0000	General Supplies
B6878110	10/16/2024	452	Brodart Co	Materials - Juv (Lawson)	10.25	224-4224-2404-0000	Other Books
B6878110	10/16/2024	452	Brodart Co	Materials - Processing Fee	39.39	230-4230-3404-0000	Processing Fee
B6878110	10/16/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	146.81	232-4232-2113-0000	Materials
B6878110	10/16/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	109.46	232-4232-2113-0000	Materials
B6878110	10/16/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	15.12	235-4235-2101-0000	General Supplies
B6878110	10/16/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	15.12	290-4342-4099-0000	Miscellaneous Charges
B6878555	10/17/2024	452	Brodart Co	Materials - Juv (Lawson)	119.81	224-4224-2404-0000	Other Books
B6878555	10/17/2024	452	Brodart Co	Materials - Juv (Lawson)	30.93	224-4224-2404-0000	Other Books
B6878555	10/17/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	56.90	229-4229-2113-0000	Materials
B6878555	10/17/2024	452	Brodart Co	Materials - Adult Fiction	19.04	230-4230-2401-0000	Adult Books - Fiction
B6878555	10/17/2024	452	Brodart Co	Materials - Processing Fee	7.29	230-4230-3404-0000	Processing Fee
B6878555	10/17/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	33.47	232-4232-2113-0000	Materials
B6878559	10/17/2024	452	Brodart Co	Materials - Juv (Lawson)	262.26	224-4224-2404-0000	Other Books
B6878559	10/17/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	223.50	229-4229-2113-0000	Materials
B6878559	10/17/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	15.12	229-4229-2113-0000	Materials
B6878559	10/17/2024	452	Brodart Co	Materials - YA	291.57	230-4230-2406-0000	Teen Books - Materials
B6878559	10/17/2024	452	Brodart Co	Materials - Processing Fee	38.07	230-4230-3404-0000	Processing Fee
B6878559	10/17/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	77.62	232-4232-2113-0000	Materials
B6878647	10/17/2024	452	Brodart Co	Materials - Juv (Lawson)	279.70	224-4224-2404-0000	Other Books
B6878647	10/17/2024	452	Brodart Co	Materials - Juv (Lawson)	19.68	224-4224-2404-0000	Other Books
B6878647	10/17/2024	452	Brodart Co	Materials - Juv (Lawson)	10.77	224-4224-2404-0000	Other Books
B6878647	10/17/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	32.40	229-4229-2113-0000	Materials
B6878647	10/17/2024	452	Brodart Co	Materials - Processing Fee	3.24	230-4230-3404-0000	Processing Fee
B6879518	10/18/2024	452	Brodart Co	Materials - Juv (Lawson)	33.79	224-4224-2404-0000	Other Books
B6879518	10/18/2024	452	Brodart Co	Materials - Juv (Lawson)	276.81	224-4224-2404-0000	Other Books
B6879518	10/18/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	119.00	229-4229-2113-0000	Materials
B6879518	10/18/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	22.02	229-4229-2113-0000	Materials
B6879518	10/18/2024	452	Brodart Co	Materials - YA	66.81	230-4230-2406-0000	Teen Books - Materials
B6879518	10/18/2024	452	Brodart Co	Materials - Processing Fee	8.91	230-4230-3404-0000	Processing Fee
B6879518	10/18/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	5.94	232-4232-2113-0000	Materials
B6879518	10/18/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	109.44	232-4232-2113-0000	Materials
B6879518	10/18/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	52.81	290-4342-4099-0000	Miscellaneous Charges
B6880323	10/21/2024	452	Brodart Co	Materials - Juv (Lawson)	59.59	224-4224-2404-0000	Other Books
B6880323	10/21/2024	452	Brodart Co	Materials - Adult Fiction	94.49	230-4230-2401-0000	Adult Books - Fiction

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6880323	10/21/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6880323	10/21/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	110.68	232-4232-2113-0000	Materials
B6880323	10/21/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	17.84	232-4232-2113-0000	Materials
B6880323	10/21/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	33.75	235-4235-2101-0000	General Supplies
B6880916	10/22/2024	452	Brodart Co	Materials - Juv (Lawson)	57.23	224-4224-2404-0000	Other Books
B6880916	10/22/2024	452	Brodart Co	Materials - Juv (Lawson)	133.69	224-4224-2404-0000	Other Books
B6880916	10/22/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	49.80	229-4229-2113-0000	Materials
B6880916	10/22/2024	452	Brodart Co	Materials - Processing Fee	5.67	230-4230-3404-0000	Processing Fee
B6880916	10/22/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	48.60	232-4232-2113-0000	Materials
B6880916	10/22/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	26.70	232-4232-2113-0000	Materials
B6881024	10/22/2024	452	Brodart Co	Materials - Juv (Lawson)	526.60	224-4224-2404-0000	Other Books
B6881024	10/22/2024	452	Brodart Co	Materials - Juv (Lawson)	38.97	224-4224-2404-0000	Other Books
B6881024	10/22/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	42.75	229-4229-2113-0000	Materials
B6881024	10/22/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	24.92	229-4229-2113-0000	Materials
B6881024	10/22/2024	452	Brodart Co	Materials - YA	106.86	230-4230-2406-0000	Teen Books - Materials
B6881024	10/22/2024	452	Brodart Co	Materials - Processing Fee	230.28	230-4230-3404-0000	Processing Fee
B6881024	10/22/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	50.01	232-4232-2113-0000	Materials
B6881024	10/22/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	198.41	232-4232-2113-0000	Materials
B6881024	10/22/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	191.24	235-4235-2101-0000	General Supplies
B6882367	10/24/2024	452	Brodart Co	Materials - Juv (Lawson)	445.60	224-4224-2404-0000	Other Books
B6882367	10/24/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	80.08	229-4229-2113-0000	Materials
B6882367	10/24/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	15.65	229-4229-2113-0000	Materials
B6882367	10/24/2024	452	Brodart Co	Materials - Processing Fee	7.29	230-4230-3404-0000	Processing Fee
B6882367	10/24/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	37.99	232-4232-2113-0000	Materials
B6882367	10/24/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	164.94	232-4232-2113-0000	Materials
B6882494	10/24/2024	452	Brodart Co	Materials - Juv (Lawson)	44.74	224-4224-2404-0000	Other Books
B6882494	10/24/2024	452	Brodart Co	Materials - Juv (Lawson)	181.59	224-4224-2404-0000	Other Books
B6882494	10/24/2024	452	Brodart Co	Materials - YA	8.89	230-4230-2406-0000	Teen Books - Materials
B6882494	10/24/2024	452	Brodart Co	Materials - Processing Fee	6.48	230-4230-3404-0000	Processing Fee
B6882494	10/24/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	47.52	232-4232-2113-0000	Materials
B6884190	10/28/2024	452	Brodart Co	Materials - Juv (Lawson)	31.05	224-4224-2404-0000	Other Books
B6884190	10/28/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	30.24	229-4229-2113-0000	Materials
B6884190	10/28/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	15.65	229-4229-2113-0000	Materials
B6884190	10/28/2024	452	Brodart Co	Materials - YA	8.89	230-4230-2406-0000	Teen Books - Materials
B6884190	10/28/2024	452	Brodart Co	Materials - Processing Fee	1.62	230-4230-3404-0000	Processing Fee
B6884190	10/28/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	11.89	232-4232-2113-0000	Materials
B6884190	10/28/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	17.55	232-4232-2113-0000	Materials
B6884190	10/28/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	17.76	290-4342-4099-0000	Miscellaneous Charges
1001	10/23/2024	6322	Carpenter Scott Dominic	Programs - Adult (235)	528.14	235-4236-4099-0000	Miscellaneous Charges
O-1226	5/15/2024	5653	Carpenter St. Croix Valley Nature Cent	Programs - Juv (SPLF HJA ELSA)	178.60	232-4232-2407-0000	Programs
SS102124	10/21/2024	5278	Chan, Karen	Programs - Adult (235)	450.00	235-4236-4099-0000	Miscellaneous Charges
22297	10/20/2024	5610	Clay Squared to Infinity	Programs - Juv (SPLF HJA ELSA)	295.00	232-4232-2407-0000	Programs
219669649	10/1/2024	683	Comcast	Internet	188.27	230-4230-3098-0000	Technology Support
894286	10/18/2024	3994	Corval Constructors	Quarterly Maintenance Agreement (Nov/Dec 2024)	532.67	230-4231-3707-0000	Maintenance Agreements
1.61251E+11	9/26/2024	782	Cub Foods	Programs - Adult (235)	83.27	235-4236-4099-0000	Miscellaneous Charges
4301184	10/25/2024	822	Dalco	Janitorial Supplies	366.44	230-4231-2102-0000	Janitorial Supplies
16716	10/2/2024	3062	HealthPartners Occupational Medicine	Drug Screening	58.00	230-4230-4099-0000	Miscellaneous Charges
20240921-KOE	9/21/2024	5089	Koegel, Christian M	Cataloging / Processing	192.00	230-4230-3404-0000	Processing Fee
2304	7/14/2024	6325	Mejia Mindy	Programs - Adult (235)	547.57	235-4236-4099-0000	Miscellaneous Charges
45708	10/10/2024	2124	Menards	Janitorial Supplies	100.07	230-4231-2102-0000	Janitorial Supplies
45874	10/14/2024	2124	Menards	Supplies	84.34	230-4231-2102-0000	Janitorial Supplies
506089184	9/24/2024	2175	Midwest Tape	Materials - Audio (JM)	10.79	230-4230-2402-0000	Audio
506089184	9/24/2024	2175	Midwest Tape	Materials - Processing Fee	2.29	230-4230-3404-0000	Processing Fee
506089186	9/24/2024	2175	Midwest Tape	Materials - Video (SAV)	9.74	230-4230-2408-0000	Film/Video
506089186	9/24/2024	2175	Midwest Tape	Materials - Processing Fee	2.29	230-4230-3404-0000	Processing Fee
506123531	10/1/2024	2175	Midwest Tape	Materials - Audio (JM)	12.74	230-4230-2402-0000	Audio
506123531	10/1/2024	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
506123533	10/1/2024	2175	Midwest Tape	Materials - Video (SAV)	18.74	230-4230-2408-0000	Film/Video
506123533	10/1/2024	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
506160841	10/8/2024	2175	Midwest Tape	Materials - Audio (JM)	10.49	230-4230-2402-0000	Audio
506160841	10/8/2024	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
119	10/10/2024	6313	Now. Make. Art.	Programs - Juv (SPLF HJA SRP)	1400.00	232-4232-2407-0000	Programs
W24090634	10/11/2024	2217	Office of MN IT Services	Telephone - September	134.59	230-4231-3101-0000	Telephone
3441835	10/29/2024	209	Per Mar Security Services	Security Monitoring (December 2024)	95.06	230-4231-3707-0000	Maintenance Agreements
20241024-PET	10/24/2024	2652	Petrie, Angela	Supplies	15.00	230-4230-2101-0000	General Supplies
20241024-PET	10/24/2024	2652	Petrie, Angela	Programs - Juv (SPLF HJA SRP) Staff Reimbursement	46.99	232-4232-2407-0000	Programs
20241024-PET	10/24/2024	2652	Petrie, Angela	Programs - Juv (SPLF HJA ELSA) Staff Reimbursement	24.63	232-4232-2407-0000	Programs
477779	10/14/2024	5582	Playaway Products	Materials - Audio (Juv WB SPLF Rotary)	343.94	232-4232-2113-0000	Materials
22026	10/30/2024	6091	Rose Mille Inc	Programs - Adult (235)	90.00	235-4236-4099-0000	Miscellaneous Charges
1	10/23/2024	6324	Savage Kathryn	Programs - Adult (235)	532.56	235-4236-4099-0000	Miscellaneous Charges
100	7/17/2024	6323	Starck Lindsay	Programs - Adult (235)	533.50	235-4236-4099-0000	Miscellaneous Charges
509268	10/25/2024	3309	Stillwater Printing Co.	Advocacy - Welcome Cards (SPLF)	137.78	232-4232-4099-0000	Miscellaneous Charges
1025-F384746	10/28/2024	3624	Viking Auto Sprinkler Co.	Annual Inspection	850.00	230-4230-3707-0000	Maintenance Agreements
20241016-WEA	10/16/2024	6328	Weaver Andrew	Programs - Juv (SPLF HJA Nature)	3205.36	232-4232-2407-0000	Programs
2020644307	10/28/2024	5893	YMCA North	Programs - Juv (235 MELSA)	780.00	235-4236-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL		\$ 47,924.87		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
31059	10/10/24	1423	Heritage Printing Inc.	Newsletter Printing (SPLF)	\$ 646.67	232-4232-4099-0000	Miscellaneous Charges
25969 App1	09/25/24	6295	Peterson Bros. Roofing & Construction	Library Terrace Roof Project	\$ 470,250.00	120-4230-5200-0000	C/O & Improvements(E)
51-7976594-1 9001660	10/25/24	3808	Xcel Energy	Energy	\$ 4,600.35	230-4231-3600-0000	Electricity
51-7976594-1 9001660	10/25/24	3808	Xcel Energy	Energy	\$ 458.18	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 475,955.20		
GRAND TOTAL					\$ 523,880.07		

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
INVOICES PAYABLE							
2025 Prepayments:							
1751627	11/1/2024	941	Ebsco Publishing	Materials - Periodicals 2025	2,971.80	230-4230-2403-0000	Periodicals
1751627	11/1/2024	941	Ebsco Publishing	Materials - Subscriptions 2025	572.95	230-4230-4001-0000	Subscriptions
1751627	11/1/2024	941	Ebsco Publishing	Materials - Periodicals 2025 (SPLF)	1,867.07	232-4232-2113-0000	Materials
20241112MOB	11/12/2024	5259	Mobile Beacon	Materials - Hotspots 2025 (SPLF)	600.00	232-4232-2113-0000	Materials
2024 Payments:							
753	11/8/2024	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
3798-243838	11/13/2024	41	Ace Hardware	Janitorial Supplies	76.85	230-4231-2102-0000	Janitorial Supplies
1Y47-KWYR-1HMJ	10/30/2024	5115	Amazon Business	Materials - Adult Fiction (Book Club Kit SPLF)	89.80	232-4232-2113-0000	Materials
141P-11KQ-RRL4	11/1/2024	5115	Amazon Business	Materials - Adult Fiction (Lawson)	18.99	224-4224-2404-0000	Other Books
1VDD-47MK-1G9J	11/12/2024	5115	Amazon Business	Janitorial Supplies	18.98	230-4231-2102-0000	Janitorial Supplies
1VDD-47MK-1G9J	11/12/2024	5115	Amazon Business	Equipment - Vacuum	236.98	230-4231-2302-0000	Other Minor Equipment
1K4X-GFC4-3DCW	11/13/2024	5115	Amazon Business	Programs - Juv (SPLF ELSA)	36.39	232-4232-2407-0000	Programs
2038664212	10/29/2024	280	Baker and Taylor	Materials - Juv Vox (SPLF)	229.11	232-4232-2113-0000	Materials
2038689776	11/8/2024	280	Baker and Taylor	Materials - Juv Vox (SPLF)	88.80	232-4232-2113-0000	Materials
B6885702	10/30/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	32.66	224-4224-2404-0000	Other Books
B6885702	10/30/2024	452	Brodart Co	Materials - Juv (Lawson)	14.99	224-4224-2404-0000	Other Books
B6885702	10/30/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	143.33	229-4229-2113-0000	Materials
B6885702	10/30/2024	452	Brodart Co	Materials - Juv	17.79	230-4230-2400-0000	Childrens Books
B6885702	10/30/2024	452	Brodart Co	Materials - YA	13.49	230-4230-2406-0000	Teen Books - Materials
B6885702	10/30/2024	452	Brodart Co	Materials - Processing Fee	8.91	230-4230-3404-0000	Processing Fee
B6885702	10/30/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	63.66	232-4232-2113-0000	Materials
B6885702	10/30/2024	452	Brodart Co	Materials - Juv (SPLF)	15.09	232-4232-2113-0000	Materials
B6885779	10/30/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	209.49	224-4224-2404-0000	Other Books
B6885779	10/30/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	694.92	229-4229-2113-0000	Materials
B6885779	10/30/2024	452	Brodart Co	Materials - Processing Fee	39.69	230-4230-3404-0000	Processing Fee
B6886646	10/31/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	17.28	224-4224-2404-0000	Other Books
B6886646	10/31/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	79.37	229-4229-2113-0000	Materials
B6886646	10/31/2024	452	Brodart Co	Materials - Processing Fee	4.05	230-4230-3404-0000	Processing Fee
B6889990	11/8/2024	452	Brodart Co	Materials - Juv (Lawson)	113.30	224-4224-2404-0000	Other Books
B6889990	11/8/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	58.19	229-4229-2113-0000	Materials
B6889990	11/8/2024	452	Brodart Co	Materials - Adult Nonfiction	16.90	230-4230-2405-0000	Adult Books - Non Fiction
B6889990	11/8/2024	452	Brodart Co	Materials - YA	12.45	230-4230-2406-0000	Teen Books - Materials
B6889990	11/8/2024	452	Brodart Co	Materials - Processing Fee	10.53	230-4230-3404-0000	Processing Fee
B6889990	11/8/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	64.80	232-4232-2113-0000	Materials
B6890070	11/8/2024	452	Brodart Co	Materials - Juv (Lawson)	152.91	224-4224-2404-0000	Other Books
B6890070	11/8/2024	452	Brodart Co	Materials - Processing Fee	12.15	230-4230-3404-0000	Processing Fee
B6890070	11/8/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	32.38	232-4232-2113-0000	Materials
222229272	11/1/2024	683	Comcast	Internet - November	188.27	230-4230-3098-0000	Technology Support
161209116532	10/5/2024	782	Cub Foods	Programs - Adult (235)	24.46	235-4236-4099-0000	Miscellaneous Charges
306-02444792-3-20241031	10/31/2024	783	Culligan of Stillwater	Water	64.73	230-4230-4099-0000	Miscellaneous Charges
2404923	3/13/2024	941	Ebsco Publishing	Materials - Periodicals (Credit Memo)	-47.44	230-4230-2403-0000	Periodicals
2501309	10/13/2024	941	Ebsco Publishing	Materials - Periodicals (Credit Memo)	-19.95	230-4230-2403-0000	Periodicals
9295741434	10/28/2024	1271	Grainger	Building Repair Supplies	262.66	230-4231-2202-0000	Building Repair Supplies
20360443	11/5/2024	5848	Huebsch Service	Rugs and Towels	295.85	230-4231-4099-0000	Miscellaneous Charges
202423	11/4/2024	3293	ISD #834 Stillwater Area Schools	Advocacy - Community Ed Ad (SPLF)	800.00	232-4232-4099-0000	Miscellaneous Charges
CL17958001	10/31/2024	2565	Otis Elevator Company	Elevator Repairs - Button Lights	2,710.00	230-4231-3703-0000	Building Repair Charges
CL17962001	10/31/2024	2565	Otis Elevator Company	Elevator Repairs - Button Lights	761.01	230-4231-3703-0000	Building Repair Charges
226418	11/6/2024	3657	Washington County Library	Q3 Overdue Notices	313.76	230-4230-3102-0000	Postage
226419	11/6/2024	3657	Washington County Library	Q3 Lost & Damaged	88.89	230-0000-3880-0030	Lost Materials
226422	11/6/2024	3657	Washington County Library	Materials - Electronic (Lawson Overdrive)	6,066.25	224-4224-2404-0000	Other Books
226422	11/6/2024	3657	Washington County Library	Materials - Electronic (Overdrive)	4,294.00	230-4230-2409-0000	Electronic Materials
226422	11/6/2024	3657	Washington County Library	Materials - Electronic (SPLF Overdrive)	1,000.00	232-4232-2113-0000	Materials
			INVOICES SUBTOTAL		\$ 25,818.54		
LIBRARY CREDIT CARD							
2080386-2024-09-11-1	9/12/2024	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
MB-182860	9/13/2024	5259	Mobile Beacon	Materials - Hotspots (SPLF)	198.00	232-4232-2113-0000	Materials
23479	9/3/2024	6341	The Global Display Solution	Supplies	34.60	230-4230-2101-0000	General Supplies
			CREDIT CARD SUBTOTAL		\$ 256.59		
CITY/SPECIAL BILL PAYOUTS							
10780587920	11/5/2024	850	Dell Marketing L.P.	Library Staff Laptops	13,622.86	230-4230-2303-0000	Minor Computer Equipment
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 13,622.86		
GRAND TOTAL					\$ 39,697.99		

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Following is a budget status report through November 30, 2024.</p> <p>Fund 120 – Capital Outlay The capital budget for 2024 is \$820,000. \$470,250 has been expended to date.</p> <ul style="list-style-type: none"> • \$750,000 is for the terrace roof project using capital improvement reserve funds. A portion of this project’s cost – \$470,250 – was paid by the city in October. • \$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. • \$20,000 is a grant from the Huelsmann Foundation. It was originally intended to prepare the 4th 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 the 4th Street garden area and add a Huelsmann memorial plaque. Landscaping bill of \$15,926 will be paid in November. <p>Fund 230 – Library (City \$) <u>Revenue</u> The library’s city budget for 2024 is \$1,593,783. This consists of \$1,565,996 from the city levy and \$27,787 in projected library revenues (which include meeting room fees, copy charges, and \$17,167 in-kind volunteer coordinator wages). \$11,292 in library revenues have been received to date.</p> <p><u>Operating Expenditures</u> Operating Personnel: The operating personnel budget is \$1,148,282 (excluding the in-kind volunteer coordinator). Expenditures are \$979,618 through the 11/16/2024 pay period. This is about \$27,000 under the budgeted pace due to open staff positions and healthcare election changes.</p> <p>Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. This accounts for just under 50% of the total collection budget with the remaining purchases funded by supplemental gifts (Friends, Foundation, Lawson, etc.). \$56,153 in city invoices have been paid to date.</p> <p>Technology: The library budgeted \$66,000 for technology-related expenditures of IT equipment (\$29,100); selfcheck and sorter maintenance agreements (\$21,000); tech apps and support (\$9,500); and the circulation system (\$6,400). \$52,590 expended to date.</p> <p>Other: The library budgeted \$32,436 for other operating expenses. This includes vendor fees for processing/cataloging materials; legal, HR, and other professional service fees; general insurance; and supplies. \$27,516 expended to date.</p>	

Plant Expenditures

Plant Personnel: The plant personnel budget is \$131,195. \$113,477 expended to date through the 11/16/2024 pay period. This is on track with the budgeted pace.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$9,254 expended to date.

Plant Services and Charges: The plant services and charges budget is \$147,700. \$85,041 expended to date. The key budget items are:

- Energy (\$80,000): \$51,840 expended to date. Electricity is on track with budgeted pace, but gas is running significantly under budget. Mild weather conditions throughout year have reduced heating/cooling energy usage.
- Insurance (\$42,000): Insurance costs won't be known until Spring 2025.
- Building repairs and maintenance agreements (\$20,000): This is over budget with \$28,750 expended to date.

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. \$53,933 expended through the 11/16/2024 pay period.

224 Helen Lawson Fund: \$10,425 distribution received from Helen Lawson Fund. \$21,884 in orders have been placed for materials from the Helen Lawson fund to date with \$10,102 in invoices received and paid.

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

229 Friends:

- Donations: \$19,844 donation received.
- Materials: \$9,728 expended to date for materials.
- Equipment: \$4,844 expended to date for equipment (AEDs).
- Programs: \$8,079 expended to date for programs.

232 Foundation:

- Donations: \$82,924 in reimbursements for 232 and 223 received to date.
- Materials: \$23,762 expended to date.
- Minor Equipment: \$65 expended to date.
- Programs: \$31,759 expended to date.
- Misc: \$61,817 expended to date (MNHS: \$52,618; signage; ShelfLife newsletter; advocacy).

235 Library Donations:

- Donations: \$2,925 received to date.
- Materials (235-4235): \$1,617 expended to date.
- Programs (235-4236): \$4,775 expended to date

<ul style="list-style-type: none">Misc (235-4238): \$1,679 expended to date (Book Lovers Breakfast, Plants/Pots) <p>236 Wick:</p> <ul style="list-style-type: none">Misc: \$1,149 (Staff Training)
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2024 Library Budget Status Report (Through 11/30) 2024 Supplemental Report (Through 11/30)
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

Library Budget Status Report (City)

End.GLPeriod 1124 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AND

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Segment4230 - LIBRARY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	820,000.00	486,176.70	333,823.30	59.28%
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%
Total Expenditure:		820,000.00	486,176.70	333,823.30	
Segment4230 - LIBRARY		820,000.00	486,176.70	333,823.30	
Segment4231 - LIBRARY PLANT					
Expenditure					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
Segment4231 - LIBRARY PLANT		.00	.00	.00	
120 - CAPITAL OUTLAY		820,000.00	486,176.70	333,823.30	
Fund230 - LIBRARY FUND					
Segment -					
Revenue					
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	-3,490.97	-9.03	99.74%
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	-155.00	-1,345.00	10.33%
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	-420.00	.00	100.00%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-2,046.58	46.58	102.32%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%

230-0000-3880-0100	Miscellaneous Income(R)	.00	-15.00	15.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	-656.00	156.00	131.20%
230-0000-3880-0300	Cash Short/Over(R)	.00	-4.08	4.08	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-23.00	-177.00	11.50%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,565,996.00	-1,435,496.37	-130,499.63	91.66%
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%
Total Revenue:		-1,593,783.00	-1,447,098.49	-146,684.51	
Expenditure					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
Segment -		-1,593,783.00	-1,447,098.49	-146,684.51	

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%
Total Revenue:		.00	.00	.00	

Expenditure

230-4230-1000-0000	Full Time Salaries(E)	236,523.03	207,705.14	28,817.89	87.81%
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	15,549.32	-12,049.32	444.26%
230-4230-1113-0000	Vacation Pay(E)	.00	40,842.15	-40,842.15	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	520,955.19	155,932.06	76.96%
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	56,651.08	11,855.04	82.69%
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	60,052.65	9,823.91	85.94%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	74,074.26	14,230.14	83.88%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	3,355.02	560.82	85.67%
230-4230-1540-0000	Life Insurance(E)	769.00	433.86	335.14	56.41%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	3,628.93	-628.93	120.96%
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	23,622.86	5,477.14	81.17%
230-4230-2400-0000	Childrens Books(E)	14,500.00	13,444.35	1,055.65	92.71%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	14,367.01	1,132.99	92.69%
230-4230-2402-0000	Audio(E)	1,900.00	1,761.41	138.59	92.70%
230-4230-2403-0000	Periodicals(E)	3,000.00	2,923.73	76.27	97.45%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	10,291.90	408.10	96.18%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	2,975.45	524.55	85.01%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	4,889.44	610.56	88.89%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	5,500.17	-.17	100.00%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	8,100.87	1,399.13	85.27%
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	2,222.81	-722.81	148.18%
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	10,603.32	396.68	96.39%
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	3,780.74	-780.74	126.02%
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	249.60	-49.60	124.80%
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	1,319.10	680.90	65.95%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
Total Expenditure:		1,323,985.20	1,115,878.83	208,106.37	

Segment4230 - LIBRARY OPERATIONS

1,323,985.20

1,115,878.83

208,106.37

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%
Total Revenue:		.00	.00	.00	

Expenditure

230-4231-1000-0000	Full Time Salaries(E)	74,174.00	57,675.80	16,498.20	77.75%
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	4,183.75	-4,183.75	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	6,819.71	-6,819.71	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	19,686.98	9,253.02	68.02%
230-4231-1410-0000	PERA(E)	7,674.00	6,594.77	1,079.23	85.93%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	6,854.00	1,034.00	86.89%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	11,106.11	792.61	93.33%
230-4231-1520-0000	Dental Insurance(E)	505.00	505.20	-.20	100.03%
230-4231-1540-0000	Life Insurance(E)	116.00	51.30	64.70	44.22%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	6.99	193.01	3.49%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	6,651.16	-2,651.16	166.27%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	2,209.85	-709.85	147.32%
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	386.84	413.16	48.35%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	194.90	805.10	19.49%
230-4231-3101-0000	Telephone(E)	1,700.00	1,295.22	404.78	76.18%
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	43,012.81	6,987.19	86.02%
230-4231-3601-0000	Natural Gas(E)	30,000.00	8,828.09	21,171.91	29.42%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	18,050.54	-9,050.54	200.56%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	10,699.93	300.07	97.27%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	3,022.40	-22.40	100.74%
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%
Total Expenditure:		285,395.72	207,774.27	77,621.45	

Segment4231 - LIBRARY PLANT

285,395.72

207,774.27

77,621.45

Segment4900 - IMPROVEMENT PROJECTS

Expenditure					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
Segment4900 - IMPROVEMENT PROJECTS		.00	.00	.00	
<hr/>					
Fund230 - LIBRARY FUND		15,597.92	-123,445.39	139,043.31	
Total:		835,597.92	362,731.31	472,866.61	

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 1124 AND [Account].AccountNumber 2200000000000000{-}22999999999999999999!

Account Number	Account Title	YTD
Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1000-0000	Full Time Salaries(E)	2,023.85
223-4223-1112-0000	Sick Pay(E)	262.50
223-4223-1200-0000	Part Time Salaries(E)	42,836.84
223-4223-1410-0000	PERA(E)	2,938.75
223-4223-1420-0000	FICA/Medicare(E)	3,538.77
223-4223-1500-0000	Hospital / Medical(E)	2,258.96
223-4223-1520-0000	Dental Insurance(E)	36.70
223-4223-1540-0000	Life Insurance(E)	38.75
223-4223-3500-0000	General Insurance(E)	-1.93
Total Expenditure:		<u>53,933.19</u>

Fund224 - HELEN LAWSON FUND

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

Expenditure		
224-4224-2404-0000	Other Books(E)	10,102.64
Total Expenditure:		<u>10,102.64</u>

Fund227 - GOVERNMENT GIFTS

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

Fund228 - FRIENDS OF LIBRARY

Revenue		
228-0000-3820-0100	Donations(R)	-19,844.98
Total Revenue:		<u>-19,844.98</u>

Fund229 - FRIENDS OF STILLWATER LIBRARY

Expenditure		
229-4229-2113-0000	Materials(E)	9,728.80
229-4229-2302-0000	Other Minor Equipment(E)	4,844.98
229-4229-2407-0000	Programs(E)	8,079.53
Total Expenditure:		<u>22,653.31</u>

Fund232 - STILLWATER LIBRARY FOUNDATION

Revenue		
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
Total Revenue:		<u>-82,924.83</u>

Expenditure		
232-4232-2113-0000	Materials(E)	23,762.41
232-4232-2302-0000	Other Minor Equipment(E)	65.81
232-4232-2407-0000	Programs(E)	31,759.66
232-4232-4099-0000	Miscellaneous Charges(E)	61,817.65
Total Expenditure:		<u>117,405.53</u>

Fund235 - LIBRARY DONATIONS FUND

Revenue		
235-0000-3820-0100	Donations(R)	-1,500.00
235-3235-3820-0100	Donations-Library Materials(R)	-1,425.00
Total Revenue:		<u>-2,925.00</u>

Expenditure		
235-4235-2101-0000	General Supplies(E)	1,605.95
235-4235-4099-0000	Miscellaneous Charges(E)	11.99
235-4236-4099-0000	Miscellaneous Charges(E)	4,775.06
235-4238-4099-0000	Miscellaneous Charges(E)	1,679.05
Total Expenditure:		<u>8,072.05</u>

Fund236 - WICK ESTATE FUND

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On 11/26/2024, Troendle shared an article on behalf of Burns titled “Book Bans Harm Kids,” published by Scientific American.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
<p>BOARD NORMS:</p> <ul style="list-style-type: none"> • Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice. • We follow open meeting law. • We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share. • We follow Robert’s Rules of Order and stick to the agenda. • We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board. • We respect each other’s time. We start meetings on time and move through meetings efficiently. • We attend meetings regularly and provide notice if absent. 	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: School Field Trips to the Library	
OWNER: Steve Ellison	PRESENTER: Steve Ellison
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>At the November meeting the idea of increasing school field trips to the library in an effort to engage students was brought forward. There are many aspects to such a project needing discussion and consideration. This initial discussion of the idea is meant to provide an opportunity to outline some of the major issues involved in such an initiative and determine how best to proceed with the exploration of an initiative to increase school field trips to the library.</p> <p>Potential discussion points:</p> <ul style="list-style-type: none"> • What are some of the major benefits to such an initiative? • What are some of the major challenges in launching such an initiative? • Should the board pursue an initiative to increase school field trips to Stillwater Public Library? • Should the idea be pursued at the committee level? 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: New Trustee Recommendations/Selection	
OWNER: Trustee Interview Committee	PRESENTER: Craig Hansen
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: A motion to forward the interview committee’s recommended candidates for the Library Board of Trustees’ vacancies to the City Council.	
BACKGROUND/CONTEXT: <p>At the December meeting, the interview committee will provide a recommendation for appointments to fill the three upcoming open positions on the Board of Trustees.</p> <p>Burns applied for reappointment to serve a second term beginning in January. Hemer completes her third term this month and is not eligible for reappointment. Weigman completes her first term this month and is not seeking reappointment.</p> <p>Per city policy, a vacancy notice was publicly posted with an application deadline of noon, November 12. Following the application deadline, the interview committee was provided with redacted applications of residents who applied for consideration.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Wage Scale Ratification	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ol style="list-style-type: none"> 1. Motion to ratify the 2025 wage scale for union and nonunion positions. 2. Motion to approve the extension of 2025 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). 	
BACKGROUND/CONTEXT: <p>The library’s agreement 2024-2025 with its union membership included a wage structure for 2025 in Appendix B of the union agreement. Historically, the board has also adopted a wage scale for its nonunion employees that aligns with the union pay structure. Attached are the proposed wage scales for all library positions for 2025.</p> <p>In addition, the agreement between the union and the library includes language pertaining to insurance. Past practice extends employer-paid union benefits to eligible nonunion professional and supervisory staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Appendix B Union Agreement 2025 Wage Scale Ratification	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Appendix B

Stillwater Public Library
2025 Union Wage Scale (11/27/23)

2025 Union Wage Scale (3.0% Increase from 2024)														
Position Title	Range		Grade 1 to 15	Pay Range (Hourly)										
	Min Pts	Max Pts		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	281	304	1	\$ 19.25883	\$ 19.83659	\$ 20.43169	\$ 21.04464	\$ 21.67598	\$ 22.32626	\$ 22.99605	\$ 23.68593	\$ 24.39651	\$ 25.12841	\$ 25.88226
Aide	305	331	2	\$ 20.99212	\$ 21.62188	\$ 22.27054	\$ 22.93866	\$ 23.62682	\$ 24.33562	\$ 25.06569	\$ 25.81766	\$ 26.59219	\$ 27.38996	\$ 28.21166
Custodian I, Library Assistant I	332	361	3	\$ 22.88142	\$ 23.56785	\$ 24.27489	\$ 25.00314	\$ 25.75323	\$ 26.52583	\$ 27.32160	\$ 28.14125	\$ 28.98549	\$ 29.85505	\$ 30.75070
	362	394	4	\$ 24.94074	\$ 25.68886	\$ 26.45987	\$ 27.25324	\$ 28.07107	\$ 28.91337	\$ 29.78062	\$ 30.67388	\$ 31.59421	\$ 32.54210	\$ 33.51808
	395	431	5	\$ 27.18561	\$ 28.00084	\$ 28.84104	\$ 29.70622	\$ 30.59741	\$ 31.51513	\$ 32.46094	\$ 33.43485	\$ 34.43789	\$ 35.47057	\$ 36.53501
	432	472	6	\$ 29.63235	\$ 30.52093	\$ 31.43657	\$ 32.37978	\$ 33.35109	\$ 34.35153	\$ 35.38214	\$ 36.44396	\$ 37.53701	\$ 38.66335	\$ 39.82298
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 32.29914	\$ 33.26784	\$ 34.26620	\$ 35.29422	\$ 36.35292	\$ 37.44336	\$ 38.56658	\$ 39.72362	\$ 40.91550	\$ 42.14278	\$ 43.40698
Circulation Services Lead, Librarian I	519	569	8	\$ 35.20577	\$ 36.26188	\$ 37.34972	\$ 38.47034	\$ 39.62476	\$ 40.81302	\$ 42.03769	\$ 43.29877	\$ 44.59783	\$ 45.93591	\$ 47.31353

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

Stillwater Public Library
2025 Wage Scale (Updated 12/4/2024)

2025 Wage Scale (3.0% Increase from 2024)

Position Title	Range		Grade 1 to 15	Pay Range (Hourly)										
	Min Pts	Max Pts		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	281	304	1	\$ 19.25883	\$ 19.83659	\$ 20.43169	\$ 21.04464	\$ 21.67598	\$ 22.32626	\$ 22.99605	\$ 23.68593	\$ 24.39651	\$ 25.12841	\$ 25.88226
Aide	305	331	2	\$ 20.99212	\$ 21.62188	\$ 22.27054	\$ 22.93866	\$ 23.62682	\$ 24.33562	\$ 25.06569	\$ 25.81766	\$ 26.59219	\$ 27.38996	\$ 28.21166
Custodian I, Library Assistant I	332	361	3	\$ 22.88142	\$ 23.56785	\$ 24.27489	\$ 25.00314	\$ 25.75323	\$ 26.52583	\$ 27.32160	\$ 28.14125	\$ 28.98549	\$ 29.85505	\$ 30.75070
	362	394	4	\$ 24.94074	\$ 25.68886	\$ 26.45987	\$ 27.25324	\$ 28.07107	\$ 28.91337	\$ 29.78062	\$ 30.67388	\$ 31.59421	\$ 32.54210	\$ 33.51808
	395	431	5	\$ 27.18561	\$ 28.00084	\$ 28.84104	\$ 29.70622	\$ 30.59741	\$ 31.51513	\$ 32.46094	\$ 33.43485	\$ 34.43789	\$ 35.47057	\$ 36.53501
	432	472	6	\$ 29.63235	\$ 30.52093	\$ 31.43657	\$ 32.37978	\$ 33.35109	\$ 34.35153	\$ 35.38214	\$ 36.44396	\$ 37.53701	\$ 38.66335	\$ 39.82298
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 32.29914	\$ 33.26784	\$ 34.26620	\$ 35.29422	\$ 36.35292	\$ 37.44336	\$ 38.56658	\$ 39.72362	\$ 40.91550	\$ 42.14278	\$ 43.40698
Circulation Services Lead, Librarian I	519	569	8	\$ 35.20577	\$ 36.26188	\$ 37.34972	\$ 38.47034	\$ 39.62476	\$ 40.81302	\$ 42.03769	\$ 43.29877	\$ 44.59783	\$ 45.93591	\$ 47.31353
Supervisory Librarian, Business & Communications Manager	570	625	9	\$ 41.12569	\$ 42.35972	\$ 43.63017	\$ 44.93911	\$ 46.28708	\$ 47.67615	\$ 49.10630	\$ 50.57965	\$ 52.09669	\$ 53.65953	\$ 55.26970
Assistant Director	626	687	10	\$ 43.18222	\$ 44.47765	\$ 45.81157	\$ 47.18606	\$ 48.60166	\$ 50.05993	\$ 51.56137	\$ 53.10858	\$ 54.70158	\$ 56.34244	\$ 58.03273
Director (Exempt)	688	756	11	\$ 50.14681	\$ 51.65137	\$ 53.20066	\$ 54.79679	\$ 56.44079	\$ 58.13367	\$ 59.87806	\$ 61.67448	\$ 63.52449	\$ 65.43016	\$ 67.39305
	757	833	12	\$ 56.16452	\$ 57.84961	\$ 59.58465	\$ 61.37222	\$ 63.21338	\$ 65.11021	\$ 67.06323	\$ 69.07503	\$ 71.14718	\$ 73.28176	\$ 75.48033
	834	918	13	\$ 62.90435	\$ 64.79130	\$ 66.73495	\$ 68.73686	\$ 70.79913	\$ 72.92331	\$ 75.11096	\$ 77.36414	\$ 79.68498	\$ 82.07553	\$ 84.53787
	919	1012	14	\$ 70.84231	\$ 72.96753	\$ 75.15673	\$ 77.41149	\$ 79.73390	\$ 82.12546	\$ 84.58938	\$ 87.12714	\$ 89.74087	\$ 92.43317	\$ 95.20610
	1013	1117	15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

2025 Wages for Other Positions

Position	Hourly Pay
Shelvers	\$ 12.98542
Event Prep Worker	\$ 16.23177
Library Assistant I Substitutes	\$ 20.59326
Custodian I Substitutes	\$ 20.59326
Library Associate Substitutes	\$ 29.06923

Report from the Library Director, Mark Troendle

Major Accomplishments

- Danette Parr, the city's new Community Development Director, was provided a tour of the library on November 18.
- While the Friends of the Stillwater Public Library did not have a board meeting in November, their treasurer reported the November book sale was very successful, surpassing previous totals!
- Thank you to Pat for switching out the fall-themed planting to a winter theme in the pot by the 4th Street entrance.
- 2025 holidays and closed dates were added to the library's website.
- Mark had a productive meeting with the city's HR Manager to clarify various questions and discuss ideas for collaboration on potential future projects.
- Interviews for five trustee applicants and the interview committee were coordinated.
- On November 25, an 8 terabyte hard drive containing a copy of the digital batch files, metadata and ResCarta files used for the Phase 1 schedule for the Minnesota Digital Newspaper Hub was presented to Taylor Kiel, managing editor of the Stillwater Gazette. Present were Anne Levin and Jillian Odland, representing the Minnesota Historical Society; Taylor Kiel; Matt Thueson, chair of Stillwater's Heritage Preservation Commission; Elsbeth Howe, Executive Director of the Library Foundation; and Mark represented the library. Phase 2 began this fall. Charts that detail both phases are provided on the following page.
- Five Library Corner articles were written and published in November.
- A November/December issue of ShelfLife was published on November 1.

Heads-Up

- Kanopy will likely be a new streaming service offered by Washington County Library and Stillwater Public Library in early 2025. Bayport Public Library has also expressed interest. Kanopy describes its service as a way to "find movies, documentaries, foreign films, classic cinema, independent films and educational videos that inspire, enrich and entertain." The content will be ad-free.
- Staff are considering making tweaks to the arrangement of certain furniture on the lower level, including the Teen and Welcome areas. In November, several staff temporarily rearranged furniture prior to opening to assess the potential changes. Goals include providing more functional seating for teens to study, and reconfiguring parts of the Welcome area to better serve the public. Supervisors Angie Petrie, Sarah Rosten and Keri Goeltl, along with input from other staff, have been very thoughtful about potential changes to benefit our patrons.
- A gradual rollout of new staff computers will begin on December 6.
- The library will be closed on December 24, 25, 31, and January 1.

Near-Term Future Focus

- Drafting a final progress report for a 2024 grant, due December 31; and preparing a new grant application, due January 15.
- Continuing to work with Keri and our signage vendor on two projects: an appropriate plaque honoring the benefactor of our garden renovation and enhancing the parking ramp interior entrance.
- Collaborating with staff on a plan to enhance terrace amenities in 2025.

Stillwater FY2023-FY2024 Newspaper Digitization Project -- Production Schedule (Feb 2024)

Project date span : January 26, 2023 - March 31, 2024

*January-February 2023: Microfilm evaluation/preparation and metadata collection

Batch Start Date	Batch #	Est. Reels	Est. Pages	Titles Included	Batch Completion Date	Hub Upload Date
Feb 2023	1	18	7,829	Stillwater Gazette weekly (1870-1874), Stillwater Messenger (1911-1926)	3/24/2023	4/19/2023
Apr 2023	2	14	8,474	Stillwater Daily Gazette (1888-1894)	5/18/2023	5/24/2023
June 2023	3	16	8,952	Stillwater Daily Gazette (1895-1901)	7/13/2023	7/26/2023
July 2023	4	14	8,469	Stillwater Daily Gazette (1902-1907)	8/3/2023	8/30/2023
Aug 2023	5	14	8,748	Stillwater Daily Gazette (1908-6/1911)	9/6/2023	9/28/2023
Aug 2023	6	15	8,827	Stillwater Daily Gazette (7/1911-3/1915)	9/27/2023	10/25/2023
Oct 2023	7	16	8,720	Stillwater Daily Gazette (4/1915-1918)	11/6/2023	11/29/2023
Nov 2023	8	16	8,889	Stillwater Daily Gazette (1919-1922)	12/8/2023	12/27/2023
Dec 2023	9	16	9,004	Stillwater Daily Gazette (1923-1926)	1/23/2024	1/31/2024
Feb 2024	10	13	7,293	Stillwater Messenger (1927-1928), Stillwater Daily Gazette (1927-1929)	2/22/2024	2/28/2024
		TOTAL	85,205			

Stillwater Phase 2 Newspaper Digitization Project -- Production Schedule (November 2024)

Project date span : September 2024 - December 31, 2025

Batch Start Date	Batch #	Est. Reels	Est. Pages	Titles Included	Batch Completion Date	Hub Upload Date
Sep 2024	1	23	9,455	Bayport Herald, Bayport Photo News, Elmo Echo, Marine Mascot, Newport Community Life, Newport News, St. Paul Park Review, St. Paul Park Suburbanite, Willernie Town Crier, Forest Lake Advertiser, Forest Lake Enterprise, Forest Lake Times (1916-1944)	11/18/2024	11/27/2024
Oct 2024	2	6	8,682	Forest Lake Times (1945-1956)	Nov 2024	Dec 2024
Dec 2024	3	6	8,220	Forest Lake Times (1956-1966)	Jan 2025	Feb 2025
Jan 2025	4	7	8,170	Forest Lake Times (1966-1972)	Feb 2025	Mar 2025
Mar 2025	5	9	8,330	Forest Lake Times (1973-1977), Stillwater Post-Messenger (1928-1931)	Apr 2025	May 2025
Apr 2025	6	14	9,044	Stillwater Post-Messenger (1932-1948)	May 2025	Jun 2025
Jun 2025	7	14	8,615	Stillwater Post-Messenger (1948-1950), Stillwater Daily Gazette (1930-Mar 1933)	Jul 2025	Aug 2025
Jul 2025	8	17	8,315	Stillwater Daily Gazette (Apr 1933-Jun 1937)	Aug 2025	Sep 2025
Sep 2025	9	17	8,201	Stillwater Daily Gazette (Jul 1937-Sep 1941)	Oct 2025	Nov 2025
Oct 2025	10	14	6,896	Stillwater Daily Gazette (Oct 1941-Nov 1943), Stillwater Evening Gazette (Nov 1943-1945)	Nov 2025	Dec 2025
Sep 2024	11	print	7,926	Stillwater Gazette weekly (1875-1884), Stillwater Daily Gazette (1884-1888), Daily Evening Gazette (1883)	Nov 2025	Dec 2025
		TOTAL	91,854			

Art & Music

- **Exploring the Arts: Translating Painting into Poetry:** On Monday, November 18, 15 people learned more about the ongoing connection between painting and poetry. Participant comments:
 - "The poems were wonderful illustrations or conveyances of the artist paintings. That thoughtful attention helped us interpret these images in another light, to see and feel them differently."
- **Mixing Greens in Acrylic with Karen Chan:** On Thursday, November 21, Karen Chan taught a class of 27 art students on Zoom. This monthly class was offered virtually in November and will continue to be offered virtually throughout the winter. Participant comments:
 - "Program facilitator did an amazing job teaching how acrylics work with light and shadow. Loved it."
 - "I learn something new and practice skills with each class. Thank you so much for continuing to offer her classes."
 - "Thank you! Thank You for setting up and supporting this program! I can't say enough about it!"
- **Artist Reception:** On Thursday, November 21, artist Dan Petrov's reception was attended by 19 art fans. The reception featured light refreshments funded by the library foundation and flower arrangements provided by volunteer Carol McKinney.

Books & Lifelong Learning

- **Mystery Book Club:** On Wednesday, November 20, 8 attendees discussed [mysteries set in Rural areas](#).
- **Medicare Counseling:** Trellis, the area agency on aging for the Twin Cities metro, is providing monthly one-on-one assistance to seniors who want help navigating and selecting Medicare coverage. Appointments are available monthly on the first Monday of the month between 10am and 2pm. The first sessions were offered on Monday, November 4 and 3 scheduled appointments with a Medicare counselor were attended.
- **Monday Meditation:** 19 attended weekly meditations on Mondays throughout the month.
- **Tech Help:** 5 Tech help sessions were offered on Friday afternoons throughout the month and 4 were filled. Staff assisted patrons with smart phones, tablets, reader devices, and laptops.
- **Genealogy Help:** The genealogy help session with Catherine Bloomquist continues to be filled monthly. In November, we received the following comment:
 - "I'm grateful this class was offered!"

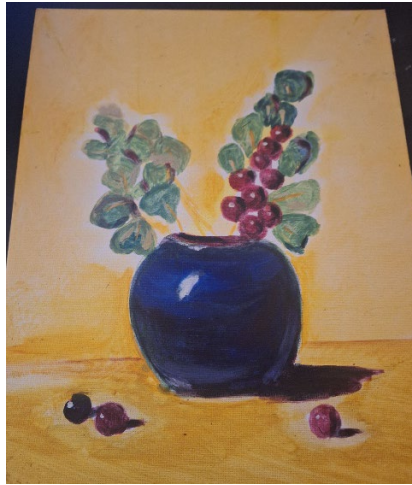
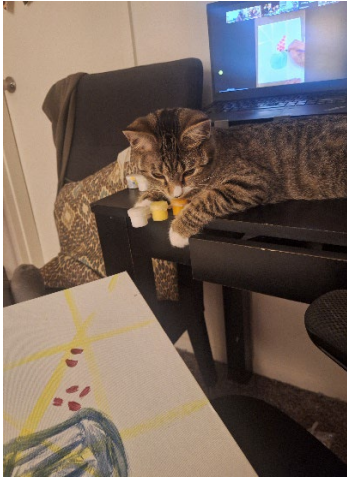
Displays & Outreach

- **Estates at Greeley:** On Monday, November 4, Library Associate Kaytee Estall delivered library materials to 5 residents at the Estates at Greeley.
- **The Lodge:** On Monday, November 18, Library Associate Kaytee Estall visited the Lodge where she delivered large print materials for 5 residents, registered 3 residents for library cards, and helped 1 resident setup a Libby account to borrow eBooks.
- **Nonfiction Display:** November is National Caregivers Month. In partnership with Family Means, the library offered a display of nonfiction library materials and flyers focused on caregivers and aging.

Heard around the library

- Earlier this year, Circulation Assistant Paula McHugh and Library Associate Kaytee Estall helped reattach a button for a patron who was on their way to a job interview. The grateful patron returned in November with a new sewing kit as a token of gratitude! The patron also reported to staff that, yes, she did get the job!

Program Photos



An attendee at the Mixing Greens in Acrylic class with Karen Chan in November shared the cat photo above and this comment: “Karen always has such a warm and inviting presence. She is lighthearted and is encouraging about all styles and skill levels. It’s really awesome to transform a blank canvas into a creative masterpiece in under 2 hrs. I always love learning from her and really appreciate these fun activities. My kitten, Kat, really liked learning as well :-). He still has green paint on his paw lol.”



November Programs and Activities

Early Literacy (0-5)

- Eight Preschool Storytimes (501)
- One Second Saturday Family Storytime (80)
- Two Baby/Toddler Storytimes (106)
- You and Me: Mindful Connection for Families (18)
- [Petite Concerts](#) (37)
 - Attendees received a concert program with pictures for each musical piece and a short biography about the two world-traveled musicians.

School-aged (6-12)

- Space Art with the Bell Museum (26)
- Two Chess Club sessions (13)
- Adventures in Cooking—Fruity Fun (13)
- One LEGO Club (13)

Children's Drop-in Activities

- DINOVENBER Scavenger Hunt (350)
- Apple Pie Family Discovery Room

Teen Activity

- *Would You Rather?* Fight a reindeer or turkey (turkey), give up cookies or pie (pie), travel around the world or get your dream mansion (travel), have it always be summer or always be winter (tie)

Outreach

- New Heights
 - Every Tuesday, alternating between grades 2 – 5 (29 students) and grade 6 (16 students). Youth services librarians assist when possible, especially for grades 2-5.
- Lake Area Discovery Center (LADC) Storytime with Miss Kim (45)
- New Heights 11th graders learned about library resources by attending a tutorial led by Angie

Upcoming Programs

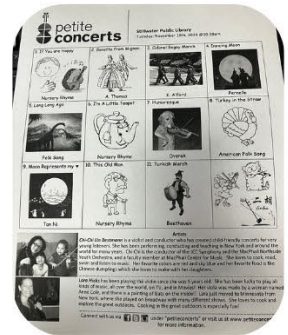
- [Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!"](#) – Wednesday, December 4
- [Introduction to Fantasy Writing - A Loft Literacy Center class for Teens](#) - Saturday, December 7
- [Second Saturday Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!"](#) – Saturday, December 14
- [Silly Millies: Snow Globes](#) – Saturday, December 21
- [Silly Millies: Snow Globes for TEENS](#) – Saturday, December 21
- [Natural Wonders - Animal Connections with MN DNR](#) – Friday, January 3



Special Storytime in the magazine area during the Friends Book Sale week



Chi Chi Bestmann (Petite Concerts) showing families her Erhu, a unique stringed Chinese instrument.



Petite Concert program with pictures for each musical piece!

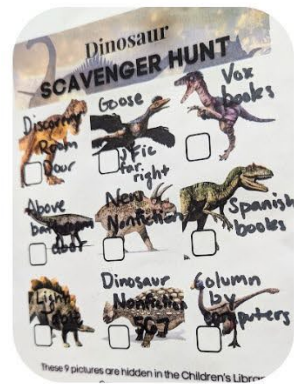
YOUTH SERVICES NOVEMBER 2024



A suspenseful Chess Game led by library volunteer Lon Newman



The fall Discovery Room Seek and Find with a Beginner side and a Super Challenger side. An observation exercise for all ages!



Hundreds of children did the DINOVENBER Scavenger Hunt practicing observation and team work



Teen Activity "Would You Rather?"

- Fight a reindeer or turkey
- Give up cookies or pie
- travel around the world or get your dream mansion
- have it always be summer or always be winter



Practicing food preparation during Adventures in Cooking-Fruity Fun



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Advocacy Meeting Date & Time: Wednesday, December 4, 2024, 4 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hullander, Howe, O'Brien, Simon Absent: None</p> <p>Agenda Item 1: Review of November Minutes Committee approved.</p> <p>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</p> <ol style="list-style-type: none"> Trustees: O'Brien and Goeltl shared that a trustee proposed future board discussion on school field trips to the library. A school field trip to a public library was a pivotal experience as a child and may be beneficial for current students as well. The Advocacy Committee discussed that there were various factors to consider when partnering with the schools on field trips, including proposed goals of plan; proposed age group or schools; service areas of library versus school district; interest and buy-in of schools; curriculum benefits for school, grade, age-group; transportation and costs; library staffing and workload impact; privacy/confidentiality concerns (for library cards); and prioritization with other outreach, advocacy, and programming efforts. In addition, there may be other outreach options to explore that may address desired goals. <p>O'Brien shared that a trustee committee is interviewing candidates for openings on the board. Many outstanding applications were received, and recommended candidates will go to the board next Tuesday.</p> <p>O'Brien shared that trustees inquired if the Advocacy Committee will dig deeper into the POLCO survey results. The Advocacy Committee discussed that action has already been taken on some responses; other suggestions require increased funding and need prioritization; others are more directional in nature.</p> <ol style="list-style-type: none"> Staff: A new library associate, Alexandre Adrian, started this week. Foundation: They are actively planning their 2025 Calendar. They are working on scheduling a Chamber Coffee Mixer at the library in the spring, planning Light a Spark for July 4, and will hold a Townie Tuesday event at Lift Bridge on August 26. Friends: The Fall Used Book Sale set a new sales record! 	

Agenda Item 3: Review of Outreach, Possible Calendar Dates, Library Stories

- Committee reviewed past and upcoming outreach opportunities, calendar dates, and library stories. Calendar will need to be updated for 2025.
- November’s library story to share involves the Facebook comments that were received in response to the post “What Library Resources are You Thankful For?” on the day before Thanksgiving.

Meghan Schnobrich: Libby + the ability to request a hold from any library and pick it up within a few days! So grateful! My son goes through multiple books a week using these services!

Marta Hohnstadt: The library is very beautiful and I am thankful for that. I am also thankful for the online books I can borrow 📖

Ryan J. Collins: The staff, volunteers, and trustees. So many great people to help make the library a true gem of our community.

Kristin Shanley: Discovery Room. 📖 Thank you to all who make this space filled with discoveries. 🙏

Carrie Simon: The Discovery Room, online books and the art displays!

Sarah Young: Libby for ebooks and audiobooks, and the kids' area.

Diane Adams-Graf: The beautiful physical space and the remarkable staff!

Jennifer Cochran Crooks: Ms Angie and Baby Bear

Cecily Sample: Interlibrary loan

Melissa Eastman: BABY BEAR!!!! And, printing. And Miss Kim. And Angie

Nick Gorski: It is a sacred space for me. To have the choice of all the voices available there is incredible.

Bevin O'Brien: Its people! Paid staff and volunteers. We wouldn't have nearly the same experience without hundreds of volunteer hours and the support of the foundation. 📖📖

Karen A. Monsen: Audiobooks!! 📖📖📖

Kelly Stanley Patnoe: Libby loans!!

Agenda Item 4: 2024 Project Updates

- The “welcome to new residents” mailing project began. Greeting cards, sample messaging, calendar insert, and mailing lists are prepared. Susie Danielson is coordinating a group of volunteers to hand-write the notes. This initial mailing targeted 450 movers. About 60 have been mailed out.
- Howe continues to participate in Leadership in the Valley. Their next meeting will be focused on government. They will be going to the State Capitol and also touring Public Works.

Agenda Item 5: 2024 Advocacy Recap

- Simon and Goeltl will update RACI and budget for 2025. They will also create a document that recaps Advocacy’s 2024 work and accomplishments for the board. Document will be shared at the January board meeting.

Next Meeting:

2025 Planning Session

Wednesday, January 8, 2025 at 4 PM

Meeting Room: TBD (UL Meeting Spaces Are Full)

Agenda:

- Developing a framework for library outreach at events and to community groups
- Developing a plan for the documenting and sharing library stories project

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



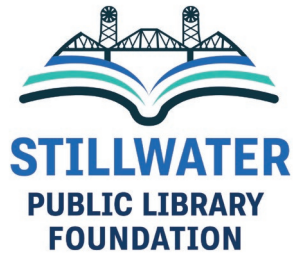
Stillwater Public Library Foundation
Board Meeting Minutes
Friday, October 25, 2024, 8:30am
Stillwater Public Library Conference Room or Virtual

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

1. **Call to Order** - Summer called the meeting to order at 8:31 a.m.
2. **Adoption of Agenda**
Motion to approve the agenda as presented. Kevin/Drew. Motion carried.
3. **Minutes:** [Approve last meeting's minutes](#)
 - a. **Motion to approve September minutes. Minutes have been corrected to reflect attendance for Drew. Drew/Jeneane Motion carried.**
4. **Reports**
 - a. President Report
 - i. Friends Book Sale is Nov. 14 - 16.
 - b. [Library Director Report](#)
 - i. Annette & Elsbeth attended the Oct. 14 staff training.
 - ii. Thank you to Elsbeth for her work on the Hugh H. Andersen Foundation grant reports.
 - iii. Terrace has reopened.
 - iv. The 4th Street landscaping has been completed. Thank you to Foundation for providing financial support.
 - v. Library is closed Nov. 11 for Veterans Day.
 - vi. Medicare 1:1 counseling appointments will begin in November.
 - c. Treasurer Report
 - i. [P&L YTD, P&L Month, Income Statement, & Balance Sheet](#)

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540
www.stillwaterlibraryfoundation.org

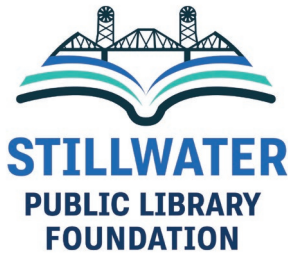
Our Mission: To engage the community and its resources to expand the reach and impact of the Stillwater Public Library.



1. Balance sheet is strong with a \$20,000 increase from investment returns. December's balance sheet will reflect the library reimbursement expense.
 2. Jeneane and Elsbeth met with our bookkeeper, Ann, and have reformatted the P&L statement to better reflect our income accounts.
 3. Reviewed the Foundation's investments with our investment managers and they have rebalanced our portfolio to 30% in cash with a goal of moving to 20%. The trust performed very well this quarter.
 - a. Discussion on whether the amount of cash on hand is necessary. The board has an investment policy specifying a moderate/conservative portfolio and Shawn confirmed our cash earns interest in a money market fund.
- ii. [2025 Budget \(1st Reading\)](#)
1. Budgeted income of \$205,000.
 2. Expenses - the biggest change is an increase in the amount requested by the library.
 3. Budgeted a net loss of \$161,547. The two recent bequests have put us in a strong financial position and this budget reflects the board's recommendation to draw from those unrestricted funds to support the library's request.
 - a. This is the first reading of the budget. After Mark finalizes the library budget the board will vote on the budget at the next board meeting on December 6th.
- iii. Action Item
1. [Approve 2024 IRS Form 990 and Minnesota Attorney General Charitable Organization Annual Report](#)
 - a. The 990 was prepared by our CPA firm, Akins Henke. Jeneane and the Finance Committee reviewed the 990 and necessary changes have been made. A public copy will be posted in the Foundation's website.

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b. Motion to approve the IRS 990 and the Minnesota Annual Report. Moved by Kevin/Shawn, motion carried unanimously.

d. [Events & Marketing Committee Report](#)

- i. Give to the Max Day is Nov. 21. It will be promoted online
- ii. Year-end appeal in November and December.
- iii. Tagline for the new logo is Bridging the Gap to a Brighter Tomorrow
- iv. 2025 events - Light a Spark and two donor appreciation events
- v. 2027 is the library's 125-year anniversary and the Foundation's 20th-year anniversary.

e. Board Updates

- i. none

f. [Executive Director Report](#)

- i. Attended a planned giving webinar.
- ii. Working on Year-end appeal.
- iii. Working on updating materials with new logo.
- iv. Newsletter will be emailed on October 29.
- v. Met with another major donor and will continue to hold these meetings.

5. Old Business:

- a. [Donor contact and selection](#) - thank you board members for making stewardship calls.

6. Action Items:

a. [Review Foundation Bylaws \(2nd reading\)](#)

- i. Discussion on following topics: rephrasing of tax monies, terms of office, past president and treasurer roles.
- ii. **Motion to approve the Bylaws with suggested edits. Kevin/Jeneane. Motion carried unanimously.**

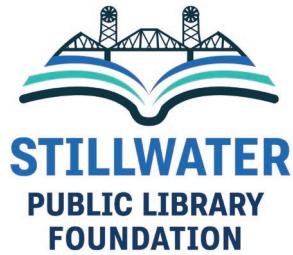
b. [2025 Foundation Board Calendar \(1st Reading\)](#)

- i. Board will meet 8 times in 2025.
- ii. Board members are invited to help staff the first Wednesday of the month morning coffees.

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- iii. Planning a Chamber morning coffee in May
- iv. Committee chairs will let Elsbeth know their meeting dates to add to the calendar.
- v. Roger suggested that FSBT present investment update to the full board in 2025
- vi. Board accepts proposed calendar for 2025.

7. Discussion/Topics for Future Discussion

- 1. Case for Support - Events and Marketing committee will help with this work.
- 2. Events are financially a break-even so as we move forward we need to evaluate their value of awareness building in relation to funds raised.
- 3. Election of officers at the next meeting December 6th.

8. Adjourn Roger/Drew adjourn at 9:37 a.m.

Next board meeting: December 6, 2024, 8:30 a.m.

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

Stillwater Public Library 2024 Calendar

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

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2024 LIBRARY BOARD

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

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

2024 Committee Rosters:

Executive:	Hansen, Lockyear, Weigman, Troendle
Facilities:	Ellison, Hemer, Lockyear, Troendle
Finance:	Burns, Hansen, Panciera, Weigman, Troendle
Advocacy Committee:	O'Brien, Simon, Keri Goeltl (Staff), Elsbeth Howe (Foundation), Karah Hullander (Friends)

Updated 7/31/2024