

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, January 14, 2025
5:30 PM, Margaret Rivers Room

Introductory Business (5 minutes)

1. Call to Order & Introduction of New Trustees
2. Adoption of the Agenda +

Regular Business (10 minutes)

3. Consent Calendar
 - a) Adoption of December 10, 2024 Minutes +
 - b) Acknowledgement of Bills Paid in December+
 - c) December 2024 Budget Status Report +
 - d) Library Supplemental Funds: Gifts and Grants Received +
 - e) Acknowledgement of Revised City Policy on Earned Sick and Safe Time (ESST) +

Informational/Discussion (25 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. School Field Trips to the Library D+
6. Request for Review Procedural Guide D+
7. Board-sponsored library event to promote connection with staff and others D+

Decisional (15 minutes)

8. 2025 COVID-19 Leave A+
9. Grant Requests A+
10. Donor Recognition Sign A+

Reports (10 minutes)

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

14. Public Commentary

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

15. Trustee Check-in/Topics for Future Discussion

16. Adjournment

Following the regular January Meeting, the Board of Trustees will hold their Annual Meeting.

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

Minutes

PRESENT: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman

ABSENT: Council Liaison Collins

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, Simon, Weigman; No: None.

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear shared a card from former Foundation president Ann Wolff to the trustees in thanks for their sympathy for the passing of her husband Steve Wolff.

The Stillwater City Council will be awarding a proclamation to Mary Ann Sandeen for her leadership as a community member and library volunteer. This will be awarded on December 17 at 7 PM.

Trustees thanked Hemer and Weigman for their service as trustees.

AGENDA ITEM 5: School Field Trips to the Library

Motion to table discussion on school field trips to January meeting. Ellison moved. Hemer second.

As she'll no longer be on the board in January, Hemer noted that it is a wonderful idea to bring in as many young people as possible to the library.

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

AGENDA ITEM 6: New Trustee Recommendations/Selection

Hansen reported that the library received many wonderful applications. The candidates interviewed were excellent. While we can only recommend two new candidates, the interview committee hopes that candidates will consider applying for future openings. The interview committee strongly encourages other applicants to reapply or become involved with the library's support organizations.

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

Minutes

Motion to forward the interview committee's recommended candidates of Kimberly Glidden, Ashley Hausman Lohmer, and Stanley Burns for the Library Board of Trustees' vacancies to the City Council. Hansen moved. Panciera second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 7: 2025 Wage Scale Ratification

Troendle referenced page 24 of the board packet with the proposed 2025 wage scale and extension of benefits. Lockyear noted that these items come up annually in December and are consistent with past practice.

Motion to ratify the 2025 wage scale for union and nonunion positions. Burns moved. O'Brien second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.

Motion to approve the extension of 2025 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). O'Brien moved. Simon second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 8: Director and Other Staff Reports

Nothing additional reported.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet. Hansen reported that library is well within budget for 2024. The 2025 budget projections fit within initial plan.
- d) Library Advocacy: Report in packet. Goeltl reported that about 75 cards have been sent as part of the Welcome to the Library mailing project. Simon noted that the Advocacy Committee is working on a recap report of 2024 for the board.

AGENDA ITEM 10: Foundation & Friends Report

Troendle shared that the Foundation Executive Director Howe reported a 61% donor retention rate. For 2025, one of the Foundation's key objective is to go through the process to meet the standards of the Charity Review Council, which is a seal of approval for nonprofits.

Troendle reported that the Fall Book Sale raised \$5,724, not including memberships or scanner fees.

AGENDA ITEM 11: Public Commentary

Recently, Jim Hainlen, a retired orchestra teacher from Stillwater, visited the library. Jim shared that he brought his boys here 42 and 40 years ago straight from the hospital to get a library card! The boys are still avid readers, and Jim now brings his grandson here. He loves our library.

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

None.

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

Minutes

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 5:58 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in December 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 December 2024 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of December:				
December 2024 (2024 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 21,052.56	\$ 28,369.55	\$ 10,822.89	\$ 60,245.00
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
25 Prepay Expenditures	\$ 1,671.26	\$ -	\$ -	\$ 1,671.26
Total	\$ 22,723.82	\$ 28,369.55	\$ 10,822.89	\$ 61,916.26
<p><i>Bill Resolution: December 3, 2024 (\$10,013.15)</i></p> <p>2024:</p> <ul style="list-style-type: none"> • \$4,720 was paid to Xcel Energy for gas and electricity. • \$1,550 was paid to Viking Auto Sprinkler for five-year and 3-year inspection tests. <p>2025: \$455 was paid to Otis for Jan and February 2025 maintenance agreement.</p> <p><i>Bill Resolution: December 17, 2024 (\$51,903.11)</i></p> <p>2024:</p> <ul style="list-style-type: none"> • \$24,407 was paid to MN Historical Society for Newspaper Digitization. This is payment 2 of 4 for phase 2 of the digitization project and is funded by the Foundation. • \$16,874 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$3,245 was paid to SHI for firewall equipment. • \$1,881 was paid to Otis for elevator repairs. • \$1,630 was paid to Midwest Tape for audio/visual materials. <p>2025:</p> <ul style="list-style-type: none"> • \$799 was paid to Corval for quarterly maintenance of HVAC system. • \$416 was paid to the Postmaster for the library’s share of mailing the city’s winter newsletter. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 12/3/2024 Bill Resolution 12/17/2024 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:							
100401744291	11/11/2024	2565	Otis Elevator Company	Quarterly Maintenance (Jan & Feb 2025)	455.60	230-4231-3707-0000	Maintenance Agreements
2024 Payments:							
3798-243866	11/15/2024	41	Ace Hardware	Janitorial Supplies	17.97	230-4231-2102-0000	Janitorial Supplies
1C9Y-C6MG-3V61	11/18/2024	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	50.96	232-4232-2407-0000	Programs
1CFQ-4YPG-3FK3	11/18/2024	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	92.44	232-4232-2407-0000	Programs
1JGP-XHTC-4CVV	11/18/2024	5115	Amazon Business	Materials - YA	90.77	230-4230-2406-0000	Teen Books - Materials
1RMK-XM1V-9D79	11/19/2024	5115	Amazon Business	Materials - Adult Fiction (Lawson)	79.68	224-4224-2404-0000	Other Books
1V4X-9VYV-DJY1	11/21/2024	5115	Amazon Business	Materials - Juv (Lawson)	148.24	224-4224-2404-0000	Other Books
1X4K-7K9V-QXDG	11/22/2024	5115	Amazon Business	Materials - Juv (SPLF HJA Nature Backpacks)	55.02	232-4232-2113-0000	Materials
1J77-1V4N-XVMK	11/25/2024	5115	Amazon Business	Supplies	22.99	230-4230-2101-0000	General Supplies
1J77-1V4N-XVMK	11/25/2024	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	21.34	232-4232-2407-0000	Programs
1XMN-XTGY-W44V	11/25/2024	5115	Amazon Business	Supplies	35.90	230-4230-2101-0000	General Supplies
1XMN-XTGY-W44V	11/25/2024	5115	Amazon Business	Advocacy - Cardholder Welcome (SPLF)	91.96	232-4232-4099-0000	Miscellaneous Charges
1GWD-CHYG-9DP9	11/26/2024	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	3.99	232-4232-2407-0000	Programs
2179042	11/21/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Lawson)	175.92	224-4224-2404-0000	Other Books
PC2024-00040	11/18/2024	6352	Breaching Concerts LLC	Programs - Juv (SPLF HJA ELSA)	275.00	232-4232-2407-0000	Programs
FS112624	11/26/2024	5278	Chan, Karen	Programs - Adult (SPLF)	500.00	232-4232-2407-0000	Programs
10508229	11/19/2024	674	Cole Papers	Janitorial Supplies	616.90	230-4231-2102-0000	Janitorial Supplies
W24100636	11/14/2024	2217	Office of MN IT Services	Telephone - October	89.07	230-4231-3101-0000	Telephone
100401744291	11/11/2024	2565	Otis Elevator Company	Quarterly Maintenance (Dec 2024)	227.80	230-4231-3707-0000	Maintenance Agreements
7 Inv2	6/3/2024	5738	Schroer, Steven Ronald	Programs - Adult (SPLF)	100.00	232-4232-2407-0000	Programs
1025-F388744	11/20/2024	3624	Viking Auto Sprinkler Co.	5 Yr and 3 Yr Inspection and Tests	1550.00	230-4231-3703-0000	Building Repair Charges
			INVOICES SUBTOTAL		\$ 4,701.55		
LIBRARY CREDIT CARD							
2080386-2024-10-11-1	10/12/2024	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
25306	10/23/2024	4886	Elm USA Inc	Materials - Processing Supplies	103.95	230-4230-3404-0000	Processing Fee
20241014_GP	10/15/2024	1276	Grand Pizza & Catering	Staff Training (Wick)	355.43	236-4236-4099-0000	Wick - Miscellaneous Charges
7569242	10/21/2204	6102	US Bank - Credit Cards	Advocacy - Welcome Cards (SPLF)	68.40	232-4232-4099-0000	SPLF - Miscellaneous Charges
20241010-VB	10/10/2024	3589	Valley Bookseller	Materials - Juv (Lawson)	38.97	224-4224-2404-0000	Helen Lawson Fund - Other Books
			CREDIT CARD SUBTOTAL		\$ 590.74		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 904369096	11/25/24	3808	Xcel Energy	Energy	\$ 3,559.10	230-4231-3600-0000	Electricity
51-7976594-1 904369096	11/25/24	3808	Xcel Energy	Energy	\$ 1,161.76	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 4,720.86		
GRAND TOTAL					\$ 10,013.15		

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:							
895095	12/1/2024	3994	Corval Constructors	Quarterly Maintenance Agreement (2025)	799.00	230-4231-3707-0000	Maintenance Agreements
2024 Payments:							
756	12/8/2024	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1NCV-KHKH-JFPK	11/26/2024	5115	Amazon Business	Materials - Adult Fiction (Lawson)	24.95	224-4224-2404-0000	Other Books
1NCV-KHKH-JFPK	11/26/2024	5115	Amazon Business	Materials - Adult Nonfiction (Lawson)	18.85	224-4224-2404-0000	Other Books
1NCV-KHKH-JFPK	11/26/2024	5115	Amazon Business	Supplies	9.99	230-4230-2101-0000	General Supplies
1RWF-FHRV-FHFX	11/26/2024	5115	Amazon Business	Materials - Adult Nonfiction	88.00	230-4230-2405-0000	Adult Books - Non Fiction
1RWF-FHRV-FHFX	11/26/2024	5115	Amazon Business	Library Materials - Adult Nonfiction (290 Kraemer)	22.99	290-4342-4099-0000	Miscellaneous Charges
1WDH-Y11W-LDLR	11/26/2024	5115	Amazon Business	Janitorial Supplies	54.56	230-4231-2102-0000	Janitorial Supplies
1CFY-WLHL-WCCW	11/27/2024	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	23.98	232-4232-2407-0000	Programs
17JM-WGTV-CCNP	12/6/2024	5115	Amazon Business	Supplies	229.74	230-4230-2101-0000	General Supplies
1XND-VVNT-C3PY	12/9/2024	5115	Amazon Business	Materials - Adult Nonfiction	152.40	230-4230-2405-0000	Adult Books - Non Fiction
1CXL-4GHT-IVQY	12/11/2024	5115	Amazon Business	Equipment - Storage	263.96	230-4231-2302-0000	Other Minor Equipment
B6891262	11/12/2024	452	Brodart Co	Materials - Juv	263.11	230-4230-2400-0000	Childrens Books
B6891262	11/12/2024	452	Brodart Co	Materials - YA	86.87	230-4230-2406-0000	Teen Books - Materials
B6891262	11/12/2024	452	Brodart Co	Materials - Processing Fee	22.68	230-4230-3404-0000	Processing Fee
B6891297	11/12/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	15.11	224-4224-2404-0000	Other Books
B6891297	11/12/2024	452	Brodart Co	Materials - Juv (Lawson)	5.93	224-4224-2404-0000	Other Books
B6891297	11/12/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	26.44	229-4229-2113-0000	Materials
B6891297	11/12/2024	452	Brodart Co	Materials - Juv	16.01	230-4230-2400-0000	Childrens Books
B6891297	11/12/2024	452	Brodart Co	Materials - Processing Fee	1.62	230-4230-3404-0000	Processing Fee
B6891491	11/12/2024	452	Brodart Co	Materials - Juv (Lawson)	190.15	224-4224-2404-0000	Other Books
B6891491	11/12/2024	452	Brodart Co	Materials - Adult Fiction	45.30	230-4230-2401-0000	Adult Books - Fiction
B6891491	11/12/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6891491	11/12/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	100.40	232-4232-2113-0000	Materials
B6891491	11/12/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	137.92	232-4232-2113-0000	Materials
B6891534	11/12/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	50.14	229-4229-2113-0000	Materials
B6891534	11/12/2024	452	Brodart Co	Materials - Adult Fiction	22.65	230-4230-2401-0000	Adult Books - Fiction
B6891534	11/12/2024	452	Brodart Co	Materials - YA	7.13	230-4230-2406-0000	Teen Books - Materials
B6891534	11/12/2024	452	Brodart Co	Materials - Processing Fee	27.27	230-4230-3404-0000	Processing Fee
B6891534	11/12/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	21.60	232-4232-2113-0000	Materials
B6891534	11/12/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	72.44	232-4232-2113-0000	Materials
B6892046	11/13/2024	452	Brodart Co	Materials - Adult Fiction	159.17	230-4230-2401-0000	Adult Books - Fiction
B6892046	11/13/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6892046	11/13/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	140.33	232-4232-2113-0000	Materials
B6892046	11/13/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	74.86	232-4232-2113-0000	Materials
B6892046	11/13/2024	452	Brodart Co	Materials - Juv (SPLF)	9.78	232-4232-2113-0000	Materials
B6892144	11/13/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	1078.88	224-4224-2404-0000	Other Books
B6892144	11/13/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	338.83	224-4224-2404-0000	Other Books
B6892144	11/13/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	24.03	229-4229-2113-0000	Materials
B6892144	11/13/2024	452	Brodart Co	Materials - Processing Fee	59.94	230-4230-3404-0000	Processing Fee
B6892144	11/13/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	21.60	232-4232-2113-0000	Materials
B6894573	11/19/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	20.47	224-4224-2404-0000	Other Books
B6894573	11/19/2024	452	Brodart Co	Materials - Juv (Lawson)	34.61	224-4224-2404-0000	Other Books
B6894573	11/19/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	15.09	229-4229-2113-0000	Materials
B6894573	11/19/2024	452	Brodart Co	Materials - YA	87.23	230-4230-2406-0000	Teen Books - Materials
B6894573	11/19/2024	452	Brodart Co	Materials - Processing Fee	5.67	230-4230-3404-0000	Processing Fee
B6894593	11/19/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	15.11	224-4224-2404-0000	Other Books
B6894593	11/19/2024	452	Brodart Co	Materials - Juv	15.12	230-4230-2400-0000	Childrens Books
B6894593	11/19/2024	452	Brodart Co	Materials - Adult Fiction	69.06	230-4230-2401-0000	Adult Books - Fiction
B6894593	11/19/2024	452	Brodart Co	Materials - Adult Nonfiction	186.99	230-4230-2405-0000	Adult Books - Non Fiction
B6894593	11/19/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6894593	11/19/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	61.54	232-4232-2113-0000	Materials
B6894593	11/19/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	21.60	232-4232-2113-0000	Materials
B6894683	11/19/2024	452	Brodart Co	Materials - Juv (Lawson)	36.69	224-4224-2404-0000	Other Books
B6894683	11/19/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	21.41	229-4229-2113-0000	Materials
B6894683	11/19/2024	452	Brodart Co	Materials - YA	22.66	230-4230-2406-0000	Teen Books - Materials
B6894683	11/19/2024	452	Brodart Co	Materials - Processing Fee	4.86	230-4230-3404-0000	Processing Fee
B6894683	11/19/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	32.40	232-4232-2113-0000	Materials
B6895439	11/20/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	42.47	224-4224-2404-0000	Other Books
B6895439	11/20/2024	452	Brodart Co	Materials - Juv (Lawson)	30.63	224-4224-2404-0000	Other Books
B6895439	11/20/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	30.43	229-4229-2113-0000	Materials
B6895439	11/20/2024	452	Brodart Co	Materials - Processing Fee	4.05	230-4230-3404-0000	Processing Fee
B6895512	11/20/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	10.71	224-4224-2404-0000	Other Books
B6895512	11/20/2024	452	Brodart Co	Materials - Juv (Lawson)	59.05	224-4224-2404-0000	Other Books
B6895512	11/20/2024	452	Brodart Co	Materials - Processing Fee	1.62	230-4230-3404-0000	Processing Fee
B6895512	11/20/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	10.80	232-4232-2113-0000	Materials
B6895577	11/20/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	105.37	224-4224-2404-0000	Other Books
B6895577	11/20/2024	452	Brodart Co	Materials - Juv	574.58	230-4230-2400-0000	Childrens Books
B6895577	11/20/2024	452	Brodart Co	Materials - Adult Fiction	212.58	230-4230-2401-0000	Adult Books - Fiction
B6895577	11/20/2024	452	Brodart Co	Materials - YA	697.59	230-4230-2406-0000	Teen Books - Materials
B6895577	11/20/2024	452	Brodart Co	Materials - Processing Fee	69.66	230-4230-3404-0000	Processing Fee
B6897071	11/22/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	31.28	224-4224-2404-0000	Other Books
B6897071	11/22/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	70.63	224-4224-2404-0000	Other Books
B6897071	11/22/2024	452	Brodart Co	Materials - Juv (Lawson)	261.20	224-4224-2404-0000	Other Books

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6897071	11/22/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	32.92	229-4229-2113-0000	Materials
B6897071	11/22/2024	452	Brodart Co	Materials - YA	19.42	230-4230-2406-0000	Teen Books - Materials
B6897071	11/22/2024	452	Brodart Co	Materials - Processing Fee	4.86	230-4230-3404-0000	Processing Fee
B6897302	11/22/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	96.08	224-4224-2404-0000	Other Books
B6897302	11/22/2024	452	Brodart Co	Materials - Adult Fiction	65.60	230-4230-2401-0000	Adult Books - Fiction
B6897302	11/22/2024	452	Brodart Co	Materials - Processing Fee	5.67	230-4230-3404-0000	Processing Fee
B6897888	11/25/2024	452	Brodart Co	Materials - Adult Fiction	170.22	230-4230-2401-0000	Adult Books - Fiction
B6897888	11/25/2024	452	Brodart Co	Materials - Adult Nonfiction	79.84	230-4230-2405-0000	Adult Books - Non Fiction
B6897888	11/25/2024	452	Brodart Co	Materials - Processing Fee	66.66	230-4230-3404-0000	Processing Fee
B6897888	11/25/2024	452	Brodart Co	Materials - Juv (SPLF)	74.87	232-4232-2113-0000	Materials
B6897888	11/25/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	49.80	235-4235-2101-0000	General Supplies
B6898700	11/26/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	211.31	224-4224-2404-0000	Other Books
B6898700	11/26/2024	452	Brodart Co	Materials - Juv (Lawson)	18.43	224-4224-2404-0000	Other Books
B6898700	11/26/2024	452	Brodart Co	Materials - Adult Fiction	61.59	230-4230-2401-0000	Adult Books - Fiction
B6898700	11/26/2024	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B6898700	11/26/2024	452	Brodart Co	Materials - Processing Fee	12.96	230-4230-3404-0000	Processing Fee
B6898700	11/26/2024	452	Brodart Co	Materials - Juv (SPLF)	10.25	232-4232-2113-0000	Materials
B6898700	11/26/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	21.59	290-4342-4099-0000	Miscellaneous Charges
B6899300	11/27/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	14.04	224-4224-2404-0000	Other Books
B6899300	11/27/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	1516.93	224-4224-2404-0000	Other Books
B6899300	11/27/2024	452	Brodart Co	Materials - Processing Fee	60.75	230-4230-3404-0000	Processing Fee
B6899300	11/27/2024	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	72.18	235-4235-2101-0000	General Supplies
B6899300	11/27/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	63.70	290-4342-4099-0000	Miscellaneous Charges
B6900755	12/3/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	19.44	224-4224-2404-0000	Other Books
B6900755	12/3/2024	452	Brodart Co	Materials - Adult Fiction	15.13	230-4230-2401-0000	Adult Books - Fiction
B6900755	12/3/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6900755	12/3/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	223.84	232-4232-2113-0000	Materials
B6900755	12/3/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	132.08	232-4232-2113-0000	Materials
B6900755	12/3/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	26.66	290-4342-4099-0000	Miscellaneous Charges
B6901476	12/4/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	36.54	229-4229-2113-0000	Materials
B6901476	12/4/2024	452	Brodart Co	Materials - Juv	208.34	230-4230-2400-0000	Childrens Books
B6901476	12/4/2024	452	Brodart Co	Materials - Adult Fiction	40.99	230-4230-2401-0000	Adult Books - Fiction
B6901476	12/4/2024	452	Brodart Co	Materials - Processing Fee	69.69	230-4230-3404-0000	Processing Fee
B6901476	12/4/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	31.31	232-4232-2113-0000	Materials
B6901476	12/4/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	148.08	232-4232-2113-0000	Materials
B6901992	12/5/2024	452	Brodart Co	Materials - Juv	75.72	230-4230-2400-0000	Childrens Books
B6901992	12/5/2024	452	Brodart Co	Materials - Adult Fiction	67.24	230-4230-2401-0000	Adult Books - Fiction
B6901992	12/5/2024	452	Brodart Co	Materials - Adult Nonfiction	180.19	230-4230-2405-0000	Adult Books - Non Fiction
B6901992	12/5/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6901992	12/5/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	10.79	232-4232-2113-0000	Materials
B6902022	12/5/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	39.20	224-4224-2404-0000	Other Books
B6902022	12/5/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	137.89	224-4224-2404-0000	Other Books
B6902022	12/5/2024	452	Brodart Co	Materials - Juv (Lawson)	69.53	224-4224-2404-0000	Other Books
B6902022	12/5/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	37.99	229-4229-2113-0000	Materials
B6902022	12/5/2024	452	Brodart Co	Materials - YA	10.80	230-4230-2406-0000	Teen Books - Materials
B6902022	12/5/2024	452	Brodart Co	Materials - Processing Fee	4.05	230-4230-3404-0000	Processing Fee
B6902736	12/6/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	58.87	224-4224-2404-0000	Other Books
B6902736	12/6/2024	452	Brodart Co	Materials - Juv (Lawson)	24.02	224-4224-2404-0000	Other Books
B6902736	12/6/2024	452	Brodart Co	Materials - Adult Fiction	159.69	230-4230-2401-0000	Adult Books - Fiction
B6902736	12/6/2024	452	Brodart Co	Materials - Processing Fee	8.91	230-4230-3404-0000	Processing Fee
B6902736	12/6/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	16.20	290-4342-4099-0000	Miscellaneous Charges
B6903657	12/9/2024	452	Brodart Co	Materials - Juv (Lawson)	372.93	224-4224-2404-0000	Other Books
B6903657	12/9/2024	452	Brodart Co	Materials - Adult Fiction	32.39	230-4230-2401-0000	Adult Books - Fiction
B6903657	12/9/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6904138	12/10/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	1649.47	224-4224-2404-0000	Other Books
B6904138	12/10/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	1042.94	224-4224-2404-0000	Other Books
B6904138	12/10/2024	452	Brodart Co	Materials - Juv (Lawson)	132.05	224-4224-2404-0000	Other Books
B6904138	12/10/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	79.73	229-4229-2113-0000	Materials
B6904138	12/10/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	29.69	229-4229-2113-0000	Materials
B6904138	12/10/2024	452	Brodart Co	Materials - Adult Fiction	88.15	230-4230-2401-0000	Adult Books - Fiction
B6904138	12/10/2024	452	Brodart Co	Materials - Adult Fiction (Weigman)	31.65	230-4230-2401-0000	Adult Books - Fiction
B6904138	12/10/2024	452	Brodart Co	Materials - Adult Nonfiction	31.15	230-4230-2405-0000	Adult Books - Non Fiction
B6904138	12/10/2024	452	Brodart Co	Materials - Adult Nonfiction (Hemer)	53.36	230-4230-2405-0000	Adult Books - Non Fiction
B6904138	12/10/2024	452	Brodart Co	Materials - YA	138.66	230-4230-2406-0000	Teen Books - Materials
B6904138	12/10/2024	452	Brodart Co	Materials - Processing Fee	645.39	230-4230-3404-0000	Processing Fee
B6904148	12/10/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	177.10	224-4224-2404-0000	Other Books
B6904148	12/10/2024	452	Brodart Co	Materials - Juv (Lawson)	339.63	224-4224-2404-0000	Other Books
B6904148	12/10/2024	452	Brodart Co	Materials - YA	113.05	230-4230-2406-0000	Teen Books - Materials
B6904148	12/10/2024	452	Brodart Co	Materials - Processing Fee	27.54	230-4230-3404-0000	Processing Fee
B6904163	12/10/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	752.82	224-4224-2404-0000	Other Books
B6904163	12/10/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	229.36	224-4224-2404-0000	Other Books
B6904163	12/10/2024	452	Brodart Co	Materials - Processing Fee	34.83	230-4230-3404-0000	Processing Fee
B6904163	12/10/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	16.17	232-4232-2113-0000	Materials
B6904163	12/10/2024	452	Brodart Co	Materials - Juv (SPLF)	16.01	232-4232-2113-0000	Materials
226368888	12/1/2024	683	Comcast	Internet - December	188.27	230-4230-3098-0000	Technology Support
1.61205E+11	11/21/2024	782	Cub Foods	Programs - Adult (235)	74.16	235-4236-4099-0000	Miscellaneous Charges
306-02444792-3-202411	11/30/2024	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
17238	12/3/2024	3062	HealthPartners Occupational Medicine	Employee Screening	58.00	230-4230-4099-0000	Miscellaneous Charges
20367407	12/3/2024	5848	Huebsch Service	Towels & Rugs	295.85	230-4231-4099-0000	Miscellaneous Charges
253173	12/7/2024	1959	Loft Literary Center	Programs - Juv (SPLF HJA ELSA)	375.00	232-4232-2407-0000	Programs
48078	12/2/2024	2124	Menards	Janitorial Supplies	126.54	230-4231-2102-0000	Janitorial Supplies
506322046	11/12/2024	2175	Midwest Tape	Materials - Video (JV)	264.61	230-4230-2408-0000	Film/Video
506322046	11/12/2024	2175	Midwest Tape	Materials - Processing Fee	57.97	230-4230-3404-0000	Processing Fee
506359666	11/19/2024	2175	Midwest Tape	Materials - Video (JV)	106.44	230-4230-2408-0000	Film/Video
506359666	11/19/2024	2175	Midwest Tape	Materials - Processing Fee	17.94	230-4230-3404-0000	Processing Fee
506389559	11/26/2024	2175	Midwest Tape	Materials - Processing Fee	77.49	230-4230-3404-0000	Processing Fee
506389559	11/26/2024	2175	Midwest Tape	Materials - Juv (SPLF)	935.79	232-4232-2113-0000	Materials

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
506394470	11/26/2024	2175	Midwest Tape	Materials - Video (JV)	130.43	230-4230-2408-0000	Film/Video
506394470	11/26/2024	2175	Midwest Tape	Materials - Processing Fee	39.77	230-4230-3404-0000	Processing Fee
ALR0170190X	11/30/2024	2246	MN Dept of Labor and Industry	Elevator Permit Renewal (2)	200.00	230-4231-4099-0000	Miscellaneous Charges
32570	12/9/2024	2271	MN Historical Society	Newspaper Digitization (Pmt 2 of 4 - SPLF)	24407.00	232-4232-4099-0000	Miscellaneous Charges
CL18072001	12/3/2024	2565	Otis Elevator Company	Elevator Repair - Ramp	1160.00	230-4231-3703-0000	Building Repair Charges
CL18089001	12/5/2024	2565	Otis Elevator Company	Elevator Repair - Ramp Gal Contact	721.20	230-4231-3703-0000	Building Repair Charges
B19139404	12/11/2024	4014	SHI International Corp	Fortinet	3245.00	230-4230-2303-0000	Minor Computer Equipment
			INVOICES SUBTOTAL		\$ 51,486.45		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
2025 Prepayments:							
Permit 206 12/17/2024	12/13/24	2702	Postmaster	Library - Newsletter Postage	\$ 416.66	230-4230-3102-0000	Postage
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 416.66		
GRAND TOTAL					\$ 51,903.11		

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 December 31, 2024. This is not the final report for 2024. Additional invoices for 2024, journal entries, and other year-end financial transactions are still in process. 2024 invoices will be paid by the end of February with year-end financial transactions (payroll transfers and insurance) to be entered by Finance in the spring in conjunction with or following the annual audit.</p> <p>Fund 120 – Capital Outlay The capital budget for 2024 is \$820,000. \$486,176 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. A final bill has not been received as a few repairs are still pending. • \$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 was added to the capital project plan for 2025. • \$20,000 is a grant from the Huelsmann Foundation. Originally intended to prepare the 4th Street garden area for the relocation of the Kinji Akagawa sculptures, the funds were reallocated to enhance the 4th Street garden area and add a Huelsmann memorial plaque. Landscaping bill of \$15,926 was 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). \$12,454 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 \$1,110,320 through the 12/28/2024 pay period. This is about \$28,000 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.). \$61,106 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). \$56,427 expended to date.</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. \$29,755 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$131,195. \$129,553 expended to date through the 12/28/2024 pay period. This is on track with the budgeted pace.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$10,334 expended to date.

Plant Services and Charges: The plant services and charges budget is \$147,700. \$94,006 expended to date. The key budget items are:

- Energy (\$80,000): \$56,561 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 and natural gas prices remained at lower than expected rate.
- Insurance (\$42,000): Insurance costs won't be known until Spring 2025.
- Building repairs and maintenance agreements (\$20,000): This is over budget with \$35,927 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. \$62,789 expended through the 12/28/2024 pay period.

224 Helen Lawson Fund: \$10,425 distribution received from Helen Lawson Fund. \$19,838 expended to date for materials. Expenditures using prior year Lawson balance.

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

229 Friends:

- Donations: \$19,844 donation received.
- Materials: \$10,113 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: \$26,121 expended to date.
- Minor Equipment: \$65 expended to date.
- Programs: \$33,202 expended to date.
- Misc: \$86,385 expended to date (MNHS: \$77,025; signage; ShelfLife newsletter; advocacy).

235 Library Donations:

- Donations: \$4,610 received to date.
- Materials (235-4235): \$1,727 expended to date.
- Programs (235-4236): \$4,849 expended to date
- Misc (235-4238): \$1,679 expended to date (Book Lovers Breakfast, Plants/Pots)

236 Wick:

- Misc: \$1,504 (Staff Training)

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024 Library Budget Status Report (Through 12/31)
2024 Supplemental Report (Through 12/31)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

Library Budget Status Report (City)

End.GLPeriod 1224 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 /

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	
Segment120 - 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	-3,918.57	418.57	111.95%
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	-327.00	-1,173.00	21.80%
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	-2,294.17	294.17	114.70%
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	-4.11	4.11	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-28.00	-172.00	14.00%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,565,996.00	-1,565,996.04	.04	100.00%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
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	-1,578,450.38	-15,332.62	
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	-1,578,450.38	-15,332.62	

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	239,421.62	-2,898.59	101.22%
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	20,480.36	-16,980.36	585.15%
230-4230-1113-0000	Vacation Pay(E)	.00	47,890.31	-47,890.31	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	581,588.23	95,299.02	85.92%

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	64,186.52	4,319.60	93.69%
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	68,029.69	1,846.87	97.35%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	84,482.17	3,822.23	95.67%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	3,741.09	174.75	95.53%
230-4230-1540-0000	Life Insurance(E)	769.00	500.95	268.05	65.14%
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	3,927.55	-927.55	130.91%
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	26,867.86	2,232.14	92.32%
230-4230-2400-0000	Childrens Books(E)	14,500.00	14,597.23	-97.23	100.67%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	15,608.42	-108.42	100.69%
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	11,063.83	-363.83	103.40%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	4,260.42	-760.42	121.72%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	5,390.92	109.08	98.01%
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	8,693.13	806.87	91.50%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	4,322.74	677.26	86.45%
230-4230-3100-0000	Circulation System(E)	6,400.00	.00	6,400.00	0.00%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	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	12,402.72	-1,402.72	112.75%
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	271.23	-71.23	135.61%
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	1,439.00	561.00	71.95%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
Total Expenditure:		1,323,985.20	1,257,610.58	66,374.62	
Segment4230 - LIBRARY OPERATIONS		1,323,985.20	1,257,610.58	66,374.62	

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	65,683.58	8,490.42	88.55%
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	4,663.11	-4,663.11	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	7,528.58	-7,528.58	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	22,971.06	5,968.94	79.37%
230-4231-1410-0000	PERA(E)	7,674.00	7,506.96	167.04	97.82%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	7,822.14	65.86	99.16%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	12,750.31	-851.59	107.15%
230-4231-1520-0000	Dental Insurance(E)	505.00	568.35	-63.35	112.54%
230-4231-1540-0000	Life Insurance(E)	116.00	59.40	56.60	51.20%
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	7,467.13	-3,467.13	186.67%
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	650.80	149.20	81.35%
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	1,384.29	315.71	81.42%
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	46,571.91	3,428.09	93.14%
230-4231-3601-0000	Natural Gas(E)	30,000.00	9,989.85	20,010.15	33.29%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	21,481.74	-12,481.74	238.68%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	10,927.73	72.27	99.34%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	3,518.25	-518.25	117.27%
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	233,894.85	51,500.87	

Account Number	Account Title	Budget	YTD	Variance	% Budget
Segment4231 - LIBRARY PLANT		285,395.72	233,894.85	51,500.87	
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Segment4900 - IMPROVEMENT PROJECTS					
Expenditure					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
Segment4900 - IMPROVEMENT PROJECTS		.00	.00	.00	
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Segment230 - LIBRARY FUND		15,597.92	-86,944.95	102,542.87	
SegmentTotal:		835,597.92	399,231.75	436,366.17	

CITY OF STILLWATER

Library Supplemental Funds Report

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Account Number	Account Title	YTD
Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1000-0000	Full Time Salaries(E)	2,446.32
223-4223-1112-0000	Sick Pay(E)	262.50
223-4223-1113-0000	Vacation Pay(E)	281.65
223-4223-1200-0000	Part Time Salaries(E)	49,550.58
223-4223-1410-0000	PERA(E)	3,445.63
223-4223-1420-0000	FICA/Medicare(E)	4,109.85
223-4223-1500-0000	Hospital / Medical(E)	2,606.82
223-4223-1520-0000	Dental Insurance(E)	42.77
223-4223-1540-0000	Life Insurance(E)	45.25
223-4223-3500-0000	General Insurance(E)	-1.93
Total Expenditure:		<u>62,789.44</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)	19,838.41
Total Expenditure:		<u>19,838.41</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>

Account Number	Account Title	YTD
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Fund229 - FRIENDS OF STILLWATER LIBRARY

Expenditure

229-4229-2113-0000	Materials(E)	10,113.21
229-4229-2302-0000	Other Minor Equipment(E)	4,844.98
229-4229-2407-0000	Programs(E)	8,079.53
Total Expenditure:		<u>23,037.72</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)	26,121.89
232-4232-2302-0000	Other Minor Equipment(E)	65.81
232-4232-2407-0000	Programs(E)	33,202.37
232-4232-4099-0000	Miscellaneous Charges(E)	86,385.01
Total Expenditure:		<u>145,775.08</u>

Fund235 - LIBRARY DONATIONS FUND

Revenue

235-0000-3820-0100	Donations(R)	-2,000.00
235-3235-3820-0100	Donations-Library Materials(R)	-1,425.00
235-3236-3820-0100	Donations - Library Programs(R)	-1,185.00
Total Revenue:		<u>-4,610.00</u>

Expenditure

235-4235-2101-0000	General Supplies(E)	1,727.93
235-4235-4099-0000	Miscellaneous Charges(E)	11.99
235-4236-4099-0000	Miscellaneous Charges(E)	4,849.22
235-4238-4099-0000	Miscellaneous Charges(E)	1,679.05
Total Expenditure:		<u>8,268.19</u>

Account Number	Account Title	YTD
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Fund236 - WICK ESTATE FUND

Expenditure

236-4236-4099-0000	Wick - Miscellaneous(E)	1,504.43
Total Expenditure:		<u>1,504.43</u>

		<u>138,408.46</u>
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and 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 the supplemental gifts and grants received by the library in Quarter 4 of 2024.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – December 31, 2024.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 12/31/2024	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2024 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2024)
Updated 1/8/2025

2024 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
2024	1/12/2024	\$100 tribute in memory of Jjim Schaefer, Jeff Bowers, Angela Westby, Dan Powell, and Jim Smith	\$100	None	235-0000-3820-0100	TBD	Rec'd by library in 2023; Deposited in 2024 and counted as a 2024 donation.
G1	1/25/2024	\$25 tribute gift in memory of Rita Updyke	\$25	None	230-0000-3820-0100	Expend in 2024	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	Board approved 10/8/24.
G8	7/25/2024	\$30 tribute gift in memory of Emert	\$30	Book purchase	230-0000-3820-0100	Expend in 2024	Board approved 10/8/24.
G9	8/22/2024	\$100 restricted donation for adult mysteries	\$100	Book purchase	235-3235-3820-0100	2024/2025	Board approved 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	Board approved 10/8/24.
G11	10/9/2024	\$10 cash donation	\$10	None	230-0000-3820-0100	Expend in 2024	For board review and approval 1/14/2025.
G12	10/9/2024	\$100 tribute gift in memory of Sharon Lee Baker	\$100	None	235-0000-3820-0100	TBD	For board review and approval 1/14/2025.
G13	10/17/2024	Gift-in-kind of vintage, floor-standing sign holder; Est. Value = \$50.		None	N/A	N/A	For board review and approval 1/14/2025.
G14	11/13/2024	\$300 unrestricted gift	\$300	None	235-0000-3820-0100	TBD	For board review and approval 1/14/2025.
G15	11/14/2024	In-kind gift of used magazine rack and used metal book cart; Est. Value = \$150		None	N/A	N/A	For board review and approval 1/14/2025.
G16	11/26/2024	\$30 tribute gift in memory of Pat Johnson.	\$30	Book purchase	230-0000-3820-0100	Expend in 2024	For board review and approval 1/14/2025.
G17	12/17/2024	\$172 tribute gift	\$172	Book purchase	230-0000-3820-0100	Expend in 2024	For board review and approval 1/14/2025.
G18	12/27/2024	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	For board review and approval 1/14/2025.
G19	12/27/2024	\$100 restricted donation for adult mysteries	\$100	Book purchase	235-0000-3820-0100	TBD	For board review and approval 1/14/2025.
G20	12/30/2024	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	For board review and approval 1/14/2025.
			\$19,177.00				
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	Board approved 10/8/24.
FRND3	1/25/2024	Friends 2024-07 AED	\$4,725.00	2 AEDs	228-0000-3820-010	Expend in 2023	Board approved 10/8/24.
			\$19,844.98				
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 - Adult	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	6/30/2024	232 SPLF DR 2024-06 DR Andersen Newspaper	\$90,000	Newspaper Digitization	232-4900-3099-0000	Expend 1/2 in 2024 and 1/2 in 2025	For board review and approval 1/14/2025.
SPLF14	9/30/2024	232 SPLF DR 2024-09 DR Memorial Books (Crooks)	\$30	Books - Juv	232-0000-3820-0310	Expend in 2024	For board review and approval 1/14/2025.
SPLF15	10/31/2024	232 SPLF DR 2024-10 DR Sunrise Rotary Early Lit	\$750	Books - Juv	232-0000-3820-0310	Expend in 2024	For board review and approval 1/14/2025.
SPLF16	11/30/2024	232 SPLF DR 2024-11 DR Adult Art (Brown)	\$1,000	Programs - Adult	232-0000-3820-0320	Expend in 2025	For board review and approval 1/14/2025.
SPLF17	11/30/2024	232 SPLF DR 2024-11 DR New Books (Bahri)	\$1,000	Books - Adult	232-0000-3820-0310	Expend in 2025	For board review and approval 1/14/2025.
SPLF18	12/31/2024	232 SPLF DR 2024-12 DR Heuer Newspapers (any remaining \$ to AFIC)	\$4,000	Newspapers/Periodicals	232-0000-3820-0310	Expend in 2025	For board review and approval 1/14/2025.
SPLF19	12/31/2024	232 SPLF DR 2024-12 DR Heuer Youth Services	\$1,000	Youth Services	232-0000-3820-0100	Expend in 2025	For board review and approval 1/14/2025.
SPLF20	12/31/2024	232 SPLF DR 2024-12 DR Stone Mystery/Quilting (Restricted for Quilting or Mystery)	\$150	Books - Adult	232-0000-3820-0310	Expend in 2025	For board review and approval 1/14/2025.
SPLF21	12/31/2024	232 SPLF DR 2024-12 DR Buchman Children's Programming	\$100	Programs - Juv	232-0000-3820-0320	Expend in 2025	For board review and approval 1/14/2025.

LIBRARY SUPPLEMENTAL FUNDS: 2024 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2024)
Updated 1/8/2025

				\$222,180.00				
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.	Board approved 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.	Board approved 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.	Board approved 10/8/24.	
SPLF In Kind 10	10/25/2024	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2024.	For board review and approval 1/14/2025.	
SPLF In Kind 11	11/25/2024	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2024.	For board review and approval 1/14/2025.	
SPLF In Kind 12	12/25/2024	Volunteer Coordinator Contract	\$1,451.39	Volunteer Coordinator	230-0000-3820-0110	Paid in 2024.	For board review and approval 1/14/2025.	
			\$17,416.68					

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Revised City Policy on Earned Sick and Safe Time (ESST)	
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: Acknowledgment and Approval of Library’s Alignment with Revised City Policy on Earned Sick and Safe Time (ESST).	
BACKGROUND/CONTEXT: <p>Effective January 1, 2025, the Minnesota Legislature expanded Earned Sick and Safe Time (ESST). On December 17, 2024, the Stillwater City Council approved policy revisions recommended by the City’s HR Manager to conform with those changes. This consent agenda item is to acknowledge and approve departmental alignment with the updated City policy on ESST.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: City of Stillwater ESST resolution approved by City Council	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



DATE: December 17, 2024
TO: Honorable Mayor and City Councilmembers
FROM: Saige Kroells, HR Manager
SUBJECT: Policy Revisions Related to Earned Sick and Safe Time

DISCUSSION

The City's current policy related to Sick Leave and Earned Sick and Safe Time (ESST) require revisions due to recent amendments to ESST signed into law by the State of Minnesota on May 24, 2024.

ESST is paid leave employers must provide to employees working in Minnesota.

Effective January 1, 2025, the MN legislature expanded ESST. If an employer provides employees with paid time off for absences due to personal illness or injury that is more generous than the minimum amount required under the ESST law, the entire paid time off bank must meet the same requirements as the ESST hours. Minn. Stat. § 181.9448.

Under the ESST law, when employees take leave for an ESST qualifying purpose there are provisions related to eligible uses, covered family members, documentation, notice, anti-retaliation, and replacement workers. Effectively, this means, as of January 1, 2025, sick leave banks will be subject to the ESST law's anti-retaliation protections, expanded definitions of covered family members and uses of leave, and prohibitions on requesting employees to find replacement workers.

The legislature clarified, however, that if the employer has regular documentation requirements, it can enforce those on hours that exceed the minimum ESST hour requirements by adding applicable language into the existing policy.

RECOMMENDATION

Recommending revisions to the Sick Leave and Earned Safe and Sick Time policies within the Employment Policy Manual.

ACTION REQUESTED

Motion to approve the resolution titled, "Approving Policy Revisions Related to Earned Safe and Sick Time."

City of Stillwater
Washington County, Minnesota

RESOLUTION 2024-XXX

APPROVING POLICY REVISIONS RELATED TO EARNED SICK AND SAFE TIME

WHEREAS, Earned Sick and Safe Time (ESST) is a state-mandated program in which every person working in Minnesota accrues ESST at the same rate regardless of classification; and

WHEREAS, the City Council Adopted resolution 2023-171 on December 19, 2023, implementing the ESST Policy for the City of Stillwater.

WHEREAS, effective January 1, 2025, the MN legislature expanded Minn. Stat. 181.9447, which covers ESST.

WHEREAS, any employer providing a more generous paid leave bank for absences due to personal illness or injury must now provide this paid leave with all attributes and flexibility of ESST.

WHEREAS, the documentation exception outlined in Minn. Stat. § 181.9448 will be incorporated into the City's ESST policy, which will restrict ESST documentation requirements outlined in Minn. Stat. 181.9447, subd. 3, to the minimum amount required by ESST.

WHEREAS, bereavement leave has now been added as an "eligible use" for ESST.

WHEREAS, the legislature clarified that volunteer firefighters or paid on-call firefighters are now exempt from ESST.

WHEREAS, the City of Stillwater ESST Policy needs to be updated to reflect these changes.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Stillwater hereby approves revisions to the Earned Sick and Safe Time (ESST) paid leave effective January 1, 2025.

Adopted by the City Council this 17th day of December, 2024.

CITY OF STILLWATER

Ted Kozlowski, Mayor

ATTEST:

Beth Wolf, City Clerk

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 12/16/2024, Troendle shared an article from Book Riot on behalf of Simon titled “Innovative Study by UPenn and NYPL Finds That Public Libraries Positively Impact Community Health and Well-Being.”</p> <p>On 12/17/2024, Troendle shared an article from The Washington Post on behalf of Panciera titled “Who’s Afraid of a Public Library?”</p> <p>On 12/19/2024, Troendle shared an article from the Star Tribune on behalf of Burns titled “Osseo school board votes to keep Toni Morrison book on library shelves.”</p> <p>On 12/26/2024, Troendle shared an article from The New York Times on behalf of Ellison titled “Judge Strikes Down Portions of Arkansas Law That Threatened Librarians.”</p> <p>On 12/26/2024, Troendle shared an article from The Guardian on behalf of Hansen titled “Part of Arkansas book ban law is unconstitutional, federal judge rules.”</p> <p>The Advocacy Committee would like to share that MLA Library Legislative Day at the Capitol is on Thursday, February 20, 2025. Last year, Lockyear and Foundation Director Howe attended. Event is open to library advocates from across the state.</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: Request for Review Procedural Guide	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
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, a trustee requested a procedural guide to supplement the Request for Review Policy. The following document was compiled from the minutes of the October 2022 board meeting, during which an appeal was made to the board. Several comments from the City Attorney have been included. These guidelines are only intended as suggestions for how to proceed in the event of a patron’s appeal of a staff decision regarding a request for review.</p> <p>Please bring any questions about the procedures or suggested changes to the meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Procedural Guide – Request for Review	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Procedural Guide — Request for Review

1. Patron submits the first request for review to staff.
2. Patron has 30 days from the date of the staff response to contact the Director to appeal the staff's decision and request a hearing by the Library Board at the earliest possible regularly scheduled board meeting.
3. Trustees will be notified by the Director of the appeal.
4. The Director will provide trustees with the following documents:
 - Titles of the materials in question
 - The patron's request for review form
 - The staff response to the request
5. Trustees should review and familiarize themselves with the following documents in preparation for addressing the appeal at a board meeting:
 - Materials in question
 - Request for Review form submitted by patron(s)
 - Staff response to Request for Review
 - Stillwater Public Library Request for Review Policy
 - Stillwater Public Library Collection Development and Management Policy
 - Stillwater Public Library Circulation Policy
 - Stillwater Public Library Public Comment Policy
 - ALA Library Bill of Rights, ALA Freedom to Read, and ALA Freedom to View statements

At the board meeting, the following guidance should be considered:

- The appeal should appear early on the agenda, preferably following the consent calendar.
- The presiding officer may introduce the agenda item addressing the appeal by providing a brief introduction (see transcript from October 2022 below, and the November 2022 board packet for the October 2022 meeting minutes).
- The presiding officer will explain the procedures for the meeting and assign a trustee to be the timekeeper.
- Per the City Attorney, only the patron(s) requesting the review and trustees may speak. Observers are welcome to attend but may not speak. Observers wishing to make a comment may email the library or contact the Director or President directly.
- Patron(s) requesting the review will have 10 minutes to present their appeal.

- A motion from the board will be made and seconded, followed by discussion and consideration by the trustees.
 - Patron(s) will have 3 minutes for a response.
 - Following the response, the board will vote on the motion.
 - The board's decision is the final step in the Request for Review process.
-

Guidance from the City Attorney regarding the Request for Review:

- The City Attorney recommends that the library continue to make collection decisions based on its policy and in a viewpoint-neutral manner.
 - Library staff is correct to base a denial on library policy exclusively.
 - The library's policies, including those that incorporate the ALA's Library Bill of Rights, Freedom to Read, and Freedom to View, provide a thoughtful and lawful basis for making collection decisions.
 - It is important that both the decision and the intent behind the decision are viewpoint-neutral.
-

Minnesota Statute §134.51 — Access to Library Materials and Rights:

This statute prohibits book banning. A public library must not ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions it conveys.

For more details, see the full statute: [Minnesota Statute §134.51](#)

President's Request for Review Introduction (from the October 2022 board meeting):

Libraries fill a central role in any functioning democracy: upholding the rights of citizens to read, to seek information, to speak freely. Librarians select materials and curate collections to fulfill this role.

The Stillwater Public Library has policies that guide the selection of library materials and resources. The policies follow established library principles.

The community is encouraged to participate in the collection development process through suggestions and feedback. Stillwater Public Library welcomes patrons' expressions of opinion regarding library materials, programs, displays, exhibits, website content, or related resources.

Two options for contacting the board or library:

- A link to the library board's email (libraryboard@stillwatermn.gov) is on the library's website.
- Contact the library director or board president directly.

If a patron has a concern about a library resource, the Request for Review policy provides the framework to request a review of the resource in question.

Moving now to agenda item 5 (the appeal), the Board packet includes the following documents:

- Request for Review – From Patrons
- Request for Review – Staff Reply
- Request for Review Policy
- Collection Development and Management Policy
- Circulation Policy

The trustees have read these documents and the related foundation documents (ALA Freedom to Read, ALA Library Bill of Rights, ALA Freedom to View).

Here's how we will proceed:

- Because this is an appeal, the City Attorney has advised that only the patrons who requested the review and the trustees may speak. Others in attendance are welcome to observe but may not speak.
- Patrons will have 10 minutes to present their appeal.
- The Board will consider the appeal, make and second a motion, and discuss.
- When the Board discussion is complete, patrons will have 3 minutes for a response.
- After the response, the Board will vote on the motion.
- The decision of the Board is the final step in the Request for Review process.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board-sponsored library event to promote connection with staff and others	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
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>In 2024, the board established an Event Planning Task Force to organize an event designed to foster connections and increase knowledge of the staff and others who support the library. A breakfast was held on Friday, June 21, 2024. Volunteers, staff, Friends, and Foundation members attended. It was well attended and received positive feedback.</p> <p>The question to discuss is: Does the board wish to hold a similar event in 2025?</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: COVID-19 Leave	
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: Approve pro-rated COVID-19 leave for benefited library employees in 2025, in alignment with City	
BACKGROUND/CONTEXT: <p>On December 17, City Council approved a resolution allocating up to 80 hours of paid COVID leave for city employees for 2025. This is for use by staff affected by COVID for the care of self or a family member. The COVID leave allocation cannot be utilized for any other purposes, does not accrue, does not carry over into future years.</p> <p>COVID-19 leave may be especially helpful to newer employees not yet eligible to use regular sick leave or with a smaller bank of available sick leave. COVID leave is not automatically applied to leave balances, and a COVID Leave Request form must be submitted to Human Resources to receive leave.</p> <p>Financial projections and historical use indicate that it is likely the benefit would not be used by all eligible staff and that costs would be manageable.</p> <p>To be in alignment with the City, the director recommends approving a pro-rated allocation of up to 80 hours of COVID-19 Leave, to be used in 2025 by benefited Library employees as follows:</p> <ul style="list-style-type: none"> • Care of Self <ul style="list-style-type: none"> ○ Employee Vaccination: Become vaccinated with a COVID-19 vaccine authorized for use by the World Health Organization and the U.S. Food and Drug Administration ○ Recover: Recover from side effects from each dose ○ Isolation/Quarantine: Employees who test positive for COVID-19 must stay home from work and isolate or quarantine for five or more days ○ Experiencing COVID-19 symptoms and seeking a medical diagnosis/test result • Care of Family Member who has been advised by a health care provider to isolate or quarantine due to concerns related to COVID-19 • City of Stillwater Public Library employee COVID-19 leave coverage eligibility begins January 1, 2025, and sunsets December 31, 2025. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Grant Request	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve 2025 grant requests of the Huelsmann Foundation and Better World Books	
BACKGROUND/CONTEXT: <p>Huelsmann Foundation: Stillwater Public Library Foundation annually requests funding from the Huelsmann Foundation. The library's portion of the grant request has typically supported a specific project or program.</p> <p>Recommend approval of a \$20,000 request of the Huelsmann Foundation to create a more inviting and welcoming terrace for library patrons. Terrace improvements, which are part of the library's 2025 capital plan, would include additional seating and new planters, and a successful request could fund initial enhancements. Staff are also considering incorporating educational components in this or a future phase.</p> <p>Better World Books Literacy Grant: Recommend approval of up to a \$5000 request of Better World Books to enhance the children's collection of read-along, audio-enabled books. The popularity of VOX Books and Wonderbooks continues to grow, especially among young readers and parents seeking interactive learning tools. Additional resources would help expand our offerings.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Donor Sign Recognition	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the wording and design concept of the proposed sign and expenditure plan outlined below.	
BACKGROUND/CONTEXT: <p>In recognition of donor support for the 4th Street garden enhancements implemented in October, and to foster greater awareness of the sculptural artwork on the terrace, a rendering of a proposed sign is presented for the board's consideration.</p> <p>Bronze is the recommended medium due to its durability, low maintenance, and classic appearance. The plaque would feature flat relief, with raised copy and a single line border. For maximum visibility, the Facilities Committee recommends mounting the sign on a post near the current location of the garbage can. Maintenance Worker Shain Henry supports that proposal, and would recommend moving the garbage can closer to surface parking lot, near the bicycle rack.</p> <p>The sign and post are estimated to cost \$2,438.07, which will be covered by the \$4,073 remaining from the original grant. Any remaining funds could be applied to enhancing the terrace.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Sign rendering	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Facilities Committee	

In memory of
Dick Huelsmann
1941 – 2007

*These gardens are made possible by
the Huelsmann Foundation.*

*We also invite you to visit the library's
Johnson Terrace to view the sculptural
artwork created by Kinji Akagawa,
honoring the memory of community
leader and philanthropist
Dick Huelsmann.*



Report from the Library Director, Mark Troendle

Major Accomplishments

- We're pleased to report that City Councilmember Ryan Collins was reappointed as the liaison to the library board, trustee Stan Burns was reappointed to the library board by City Council, and the Council also appointed Kim Glidden and Ashley Hausman Lohmer to serve as new trustees.
- A library tour was provided to our new trustees as part of the board orientation, and the trustee guide was updated too.
- Attended the December 17 City Council meeting, at which Mary Ann Sandeen was honored with a proclamation, particularly for her years of service to our library as a trustee, founder of the Stillwater Public Library Foundation, and a founder and long-time president of the Friends of the Stillwater Public Library. Though she wasn't able to attend, Jordan Simkins of Valley Access Channels generously made DVD copies of the meeting so that Mary Ann and her family were able to view it a later time.
- IT replaced the majority of staff laptops (10 of 12) with new models, and staff also transitioned to Windows 11 as part of the upgrade.
- Business & Communications Manager Keri Goeltl created a two-page library insert that will be included in the City's quarterly print newsletter, which will be mailed in January. As per our practice, the PDF was also provided to Stillwater Township for posting on their website.
- Mark and Keri completed a staffing survey for the Public Library Association.
- Worked with HR to make a revision to the Circulation Services Lead position description.
- Two union positions were posted internally in December due to upcoming retirements.
- Completed HR and Payroll paperwork as part of the onboarding process for a new Library Associate Substitute hired in December.
- Finalized an end-of-year progress report for a donor, which was submitted in December.
- Collaborated with our signage vendor to develop the proposed donor recognition sign rendering.
- Four Library Corner articles were written and published in December.

Heads-Up

- Lori Houston is retiring on January 31, and Cindy Selnes is retiring February 1. Though they do not wish to have a public celebration of their years of service, friends and patrons are welcome to leave cards and notes, and staff will honor them in a low-key manner. Cindy transitioned from a teaching career to join us more than five years ago. And Lori has been the heart of the library for more than 40 years. Both are tremendously valued and will be missed. Each will be honored with a resolution at the January 21 City Council meeting.
- The final shipment of new pavers for the terrace has arrived. The roofing company would like to remove the remaining 56 pavers and replace them with the new ones on January 14, weather permitting.
- The library will be closed on Martin Luther King Jr. Day, observed on Monday, January 20.

Near-Term Future Focus

- Collaborating with staff on a plan to enhance terrace amenities in 2025.
- Continuing to work with Keri and our signage vendor on enhancing the parking ramp interior entrance.
- Various HR-related tasks and projects.

Report from the Information Services Supervisor, Sarah Rosten

Art & Music

- **Emerald Candle Holder in Acrylic with Karen Chan:** 21 students painted using Zoom to connect on Thursday, December 19. Participant comment: “Karen is such an inspiring teacher!”
- **Make & Take Craft: Holiday Card-Making:** 10 participants crafted personalized holiday cards using supplies from [Rose Mille](#) on Wednesday, December 4. Participant comment: “Great program, great supplies!”
- **Mystery Book Club:** 6 participants had a lively conversation about mysteries “set somewhere you used to live” on Wednesday, December 18. Participant comment: “It was great to hear about the books as well as if the books reflected the experiences people had had somewhere they used to live.”

Lifelong Learning

- **Jigsaw Puzzle Competition:** On Saturday, December 7, 8 teams with a total of 27 attendees competed to see who could finish a 500-piece puzzle the fastest. The first-place winners completed the puzzle in a little over 30 minutes, 2nd place took 48 minutes, and third place took 52 minutes. 100% of survey responses indicated that the puzzle competition made participants feel more connected in the local community. Patron comment: “More puzzle competitions!”
- **Medicare Counseling with Senior Linkage Line:** On Monday, December 2, 3 people attended a 1:1 counseling session with [Trellis](#), the designated area agency on aging.
- **Tech Help:** 4 sessions were offered throughout the month with a total of 5 attendees. Most were attended by individuals and one session was attended by a couple.

Displays & Outreach

- **The Estates at Greeley:** On Monday, December 2, the library shared materials with 5 residents.
- **The Lodge:** On Monday, December 9, the library shared large print books with 8 residents.
- **Nonfiction Display:** On the lower level of the library, staff offered a display featuring books to help navigate family relationships during the holiday season.

St. Croix Collection

- **December & November Monthly Visits:** 15 visits were recorded in December, including 7 residents of Stillwater and 8 visitors. *November was missed in last month's report:* 25 visits were recorded in November, including 13 residents and 12 visitors.
- **December research topics and sources:** Railroad history, local house history, Holcombe photographs, and newspapers on microfilm.
- **Annual Visits:** 202 visits were recorded in 2024, with an average of 16 visits each month. November had the highest number of monthly visits at 25, followed by August with 23 and May with 22.
- **Genealogy Help:** 1 attendee met with volunteer Catherine Bloomquist on Saturday, December 14.

December Program Photos

Karen Chan, Emerald Candle Holder in Acrylic, Thursday, December 19



Jigsaw Puzzle Competition, Saturday, December 7



Report from the Youth Services Supervisor, Angela Petrie

December Programs and Activities – To allow for program and project planning during this slower month, there was a break from weekly storytimes. Instead, we offered a special staff-developed Puppet Show, *The Gingerbread Man (a.k.a. Super-Cookie)*.

Early Literacy (0-5)

- Puppet Shows specifically geared to ages 3 and up.
 - December 2, dress rehearsal; school group outreach show (57 attended)
 - December 4, public show at Stillwater Public Library (150 attended)
 - December 10, public show at Bayport Public Library (130 attended – Bayport Library Director Jill Smith said this was a new record for them in the room used. I think their previous record was 115, at the 3 Pigs puppet show this past summer)
 - December 14, public show at Stillwater Public Library (118 attended)

School-aged (6-12)

- Two Chess Club sessions (13 attended)
- Silly Millies Clay Snow Globes (32 attended)

Children's Drop-in Activities

- Weather Scavenger Hunt (335 sheets counted)
- So Cold - ICE CREAM themed Discovery Room

Teen Activity

- *Introduction to Fantasy Writing* – Loft Literary Center (7 attended)
- *Would You Rather?* – November and December Activity (14 participated)
 - Fight a reindeer or turkey (12 votes for turkey), give up cookies or pie (12 votes for pie), travel around the world or get your dream mansion (6 mansion and 6 travel), have it always be summer or always be winter (9 votes for summer)

Upcoming Programs

- [Natural Wonders - Animal Connections with MN DNR](#) – Friday, January 3
- [Drop-in Children's Craft - Heart Animals](#) – Monday, January 13
- [Bruce the Bug Guy](#) – Saturday, January 18
- [Drop-in Children's Craft - Make a Button](#) – Monday, February 10
- [Be Your Own Favorite Writer- Loft Literary Center](#) – Saturday, February 15

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Facilities Date: Friday, December 20, 2024, 4:30 PM Location: Conference Room Present: Steve Ellison, Paula Hemer, Pat Lockyear, Mark Troendle</p> <p><u>Agenda Item Covered:</u> Determine new signage to recommend to the Board.</p> <ul style="list-style-type: none"> - To recognize the Huelsmann Foundation for funding the 4th Street lawn and garden enhancements, the Facilities committee is recommending the placement of a plaque just outside the front of the library for patrons to view as they enter the building. - The recommended plaque would be approximately 8 1/2x11", bronze, in flat relief with raised copy and secured with a 1" square post. The estimated cost from Image360 is \$2,438.07. There is enough money remaining in the Huelsmann grant to cover this cost. - Where to place the plaque was discussed at length. The committee felt it would be best viewed from the two sidewalks if placed where the garbage can currently sits. One option is to relocate the garbage can just to the west of the wrought iron bench; another could be to move it closer to the parking lot. - The text would be as follows and include a photo of Dick Huelsmann: <p style="text-align: center;">In memory of Dick Huelsmann 1941-2007 These gardens are made possible by the Huelsmann Foundation.</p> <p style="text-align: center;">We also invite you to visit the library's Johnson Terrace to view the sculptural artwork created by Kinji Akagawa, honoring the memory of community leader and philanthropist Dick Huelsmann.</p> <p><u>Follow-up:</u></p> <ul style="list-style-type: none"> - Mark will consult with the library's maintenance worker, Shain, regarding the committee's recommendation for placement of the plaque and best place to relocate the garbage can. - The above recommendation will be presented at the January Board meeting for their feedback and action. 	

Agenda Item Cover Sheet

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Advocacy Date & Time: Wednesday, January 8, 2024, 4 PM Location: Teen Room, Stillwater Public Library Present: Goeltl, Hullander, Howe, O’Brien, Simon Absent: None</p> <p>Agenda Item 1: Review of December Minutes Committee approved.</p> <p>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</p> <ul style="list-style-type: none"> • Trustees: <ul style="list-style-type: none"> ○ Board discussion on school field trips to the library was postponed until the January meeting. ○ On December 17, the City Council honored Mary Ann Sandeen. ○ Two new trustees are joining the board - Kim Glidden and Ashley Hausman Lohmer. ○ DaVinci Fest is on January 25. O’Brien will staff the Bayport and Stillwater Public Library table at DaVinci Fest with Bayport Library Director Jill Smith. Goeltl will provide any needed handouts for distribution to O’Brien. Simon requested that the library’s presence at the event be promoted on social media leading up to the event. • Friends: No new updates. Next meeting is in February. • Foundation: The Foundation hosted Wednesday Coffee today at the library. Looking ahead, they have the Chamber Coffee Mixer scheduled for April 2, Light a Spark scheduled for July 4, and Townie Tuesday scheduled for August 26. • Staff: Two library staff members are retiring - Lori Houston and Cindy Selnes. Lori has worked at the library for more than 40 years. Cindy has worked at the library for more than 5 years. She was an ESL teacher for over 20 years prior to joining the library. Their positions - Circulation Services Lead and Library Assistant I - are working their way through the posting process. Per Lori and Cindy’s request, there will not be a public gathering. Information about the retirement will be shared in the library’s e-newsletter, Gazette, and Lowdown. Signage about the retirement is up at the library with a card box for people to share their memories and notes of thanks. <p>Agenda Item 3: 2025 Planning Session The purpose of this planning session is to begin discussions about two advocacy initiatives: 1) library outreach at events and to community groups, and 2) documenting and sharing library stories.</p>	

For this January meeting, the committee discussed the documenting and sharing library stories project. The project aims to collect, document, and share inspiring stories from Stillwater Public Library. The stories will serve to highlight the library’s role and value in the community; expand the community’s knowledge of the many programs, classes, materials, and services offered; and convey the benefit of supporting the library (with tax dollars or donations). At a high-level, the project work consists of identifying desired stories, obtaining library stories (photos, videos, narratives), and publishing and sharing stories.

As part of the 2025 budget request, the Foundation granted \$10,000 in funding for the project. Staffing and resources needed include coordination of the collection, organization, and dissemination of stories; videography and photography of the stories to produce professional quality videos and photos that convey emotional resonance and significance; and editing of stories to refine and enhance written content.

For the February meeting, Simon will begin drafting a brief for videographer/photographer that outlines the details of the project, including desired shots, style/tone, technical requirements, key messages, etc.

Simon will also connect with Lockyear regarding the Advocacy Committee overall as committee assignments may be transitioning for 2025.

For other 2025 initiatives, Howe suggested:

- Writing a “happy new year” letter to the City Council and our state legislative representatives. Committee discussed that Library Legislative Day is February 20, 2025, so perhaps the letter could be mailed prior to the event or brought to the event. O’Brien expressed interest in attending the event.
- Creating materials about how people can get involved at the library. These materials would reflect different involvement opportunities from across the library and its support groups, such as volunteering at the desk, helping with the Book Sale, serving on the Foundation board. Goeltl indicated that she could create a brochure for this.

Agenda Item 4: 2024 Advocacy Recap

The document “SPL Advocacy: 2024 Year in Review” is attached with a recap of the library’s 2024 advocacy efforts.

Next Meeting:

Wednesday, February 5, 2025 at 4 PM

Meeting Room: Conference Room

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

SPL Advocacy: 2024 Year In Review

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater

Public Library

SPL Advocacy: 2024 Year in Review

Committee Structure & Advocacy Planning

- Regular monthly meetings of the Advocacy Committee throughout 2024
- 2024 project management plan for advocacy efforts developed and implemented
- 2024 shared calendar for advocacy and promotions created
- 2024 and 2025 budget requests submitted to Board and Foundation, with budgets approved specifically for advocacy initiatives
- Library Advocacy and Funding Conference attended online by committee members.

Community Engagement & Outreach

- Library presentations to City Council in May and August
- Library Board President and Library Director presentation to Stillwater Township
- Library Board President and Foundation Executive Director at Library Legislative Day
- Library presentations to community groups at Zvago, Noon Rotary & Sunrise Rotary
- Library booth at two Summer Tuesday nights (staffed entirely by volunteers)
- Library booth at DaVinci Fest and Stillwater Farmers Market (handled by staff)
- Library staff at Greeley and the Lodge (at The Lakes) on a monthly basis
- Library staff doorstep delivery to qualifying Stillwater residents as requested
- Library staff summer reading program visits to Stonebridge, New Heights, and Rutherford Elementary Schools
- Library staff visit ECFE
- Library staff attend Little Moments Count St. Croix Valley Council meetings
- Library staff present August and December puppet shows at Bayport Public Library
- Foundation and Friends table at River Market Co-op
- Foundation Executive Director participating in 2024/2025 Leadership in the Valley
- Foundation event at LiftBridge Brewery
- Foundation staff at Stillwater Chamber Coffee Talks

Outreach & Initiatives at Library

- Weekly visits by New Heights students to library for materials, resources, and education for students of all ages
- Monthly preschool storytime class for Trinity LADC and other preschools
- Special puppet show dress rehearsals for preschool/school groups
- Tours provided to groups upon request
- Monthly first Wednesday coffee hosted by Foundation
- Foundation For the Love of the Library, Light a Spark, and Volunteer Appreciation events
- Friends Spring and Fall Book Sales

Stillwater

Public Library

Marketing & Communications Strategies

- Daily posting on Facebook and Instagram about library materials, services, programs, local history, and patron stories. Website metrics are being tracked and reviewed.
- Library ad published in Stillwater's Community Education Catalog, mailed to 33,000 homes and businesses.
- Library Corner article published weekly in Gazette.
- ShelfLife e-newsletter sent out monthly.
- Library events promoted on the monthly print calendar, social media, website, and in Gazette. Selected library events published on St. Croix Splash and Rain Taxi's website.
- Discover Stillwater contacted about its upcoming 2025 Visitor Guide and improving library visibility on various pages. Changes were made.
- Cards sent to new residents in 55082 to welcome them to the library.
- New cardholder packets provided to those signing up for a library card.
- June and November surveys conducted about library value, programs and services
- Library-branded coffee mugs ordered. Used to motivate patrons to sign up for Shelf-Life newsletter. Stories gathered from patrons that won mugs and shared on social media.

Stillwater Public Library 2025 Calendar

<p>January 1: Library Closed, New Year’s Day 14: Trustee Meeting, 5:30 pm 20: Library Closed, MLK Day 31: 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 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 17: Library Closed, Presidents’ Day</p>	<p>March 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 11: Presentation at Stillwater Township, 7:00 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 6-12: National Library Week 8: Trustee Meeting, 5:30 pm (CONF RM) 9-12: Friends Used Book Sale 14: Friends Meeting, 6:30 pm 20: Library Closed, Easter 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Annual report data to board • Facilities 101 	<p>May 12: Friends Meeting, 6:30 pm 13: Trustee Meeting, 5:30 pm 25: Library Closed Sundays in Summer 26: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2025 budget prep 	<p>June 10: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 27: 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 8: Trustee Meeting, 5:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2025 operating budget due and 2025-2029 CIP due 	<p>August 4: Trustee Meeting, 5:30 pm (MON MTG) 6: TBD – Will request a presentation to City Council, 4:30 pm</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 1: Library Closed, Labor Day 7: Sunday Hours Resume 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Director evaluation: annual review • Negotiate labor contract with union if due (Executive Committee)
<p>October 13: Library Closed Until 2 PM for Staff Training Day 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 24: 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 2024) 	<p>November 10: Friends Meeting, 6:30 pm 11: Library Closed, Veterans Day 12: Trustee Meeting, 5:30 pm (WED MTG, CONF RM) 12-15: Friends Used Book Sale 27: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> • Report on self-assessment results every 2-3 years • Adopt holidays for succeeding year 	<p>December 5: SPLF Board Meeting, 8:30 am 9: 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

2025 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	2nd Term: Jan 1, 2025 - Dec 31, 2027	3
Steve Ellison	1st Term: Jan 1, 2024 - Dec 31, 2026	1
Kim Glidden	1st Term: Jan 1, 2025 - Dec 31, 2027	2
Craig Hansen	2nd Term: Jan 1, 2024 - Dec 31, 2026	1
Pat Lockyear	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Ashley Hausman Lohmer	1st Term: Jan 1, 2025 - Dec 31, 2027	1
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
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2024 Committee Rosters (2025 Committees and Officers TBD):

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 1/8/2025