

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, September 10, 2024  
5:30 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
  - a) Adoption of August 6, 2024 Minutes +
  - b) Acknowledgement of Bills Paid in August +
  - c) August 2024 Budget Status Report +

Informational/Discussion (35 minutes)

4. City of Stillwater – Local Option Sales Tax Referendum I+
5. Trustee & Council Liaison Information Sharing I+
6. 2025 Budget Update I+
7. Naming Rights and Donor Recognition Policy D+

Decisional (0 minutes)

Reports (10 minutes)

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

11. Public Commentary

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

Closed Session (45 minutes)

12. Director Evaluation: Annual Review D+

Return to Open Session

13. Director Step Movement A+

14. Adjournment A

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

A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later

#=Document Distributed Previously Attachments: 2024 Calendar, 2024 Roster

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Tuesday, August 6, 2024**

**Minutes**

**PRESENT:** Burns, Ellison, Hansen (left at 6 PM), Lockyear, O'Brien, Panciera, Simon, Weigman

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

**AGENDA ITEM 3: Consent Calendar**

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

**AGENDA ITEM 4: Library Financial Presentation Preview**

Hansen and Summer Seidenkranz, President of the Stillwater Public Library Foundation, presented a preview of the financial presentation for the City Council meeting. Trustees discussed and provided feedback.

Lockyear reported that City Administrator will present the proposed 2025 city budget to the City Council on Tuesday, August 20 at 3:30 PM. It is an open meeting, and trustees are encouraged to attend.

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

The Boards and Commissions Picnic is on Wednesday, August 14. RSVPs are due on August 8.

Lockyear visited the Halifax Public Library in Nova Scotia and the Charlottetown Library Learning Centre in Prince Edward Island. Photos of the libraries are available in the board packet.

O'Brien had a literary summer. She visited the Boston Public Library and the Eric Carle Museum. She also attended LITapalooza, a literary festival for educators featuring a variety of children's authors.

**AGENDA ITEM 6: Committee Assignment Update and Ad Hoc Committees**

Lockyear reported that Hansen will be stepping down from the Advocacy Committee. O'Brien has agreed to replace Hansen on the Advocacy Committee and will leave Facilities.

Lockyear is recruiting trustees for two ad hoc committees this fall. One committee is needed to interview new trustee candidates in anticipation of two open board positions. Another committee is needed to nominate a slate of officers (President, Vice President, Treasurer) to serve in 2025 and 2026. Please contact Lockyear if interested in being on the committees.

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**AGENDA ITEM 7: Director Evaluation Process – September Annual Review and Goal Suggestions**

Lockyear directed trustees to the documents in the board packet and reminded trustees to send potential goal ideas to her prior to the September meeting.

**AGENDA ITEM 8: Naming Rights Policy Draft**

Troendle directed trustees to the draft of the Naming Rights Policy in the packet and asked for trustee feedback. Foundation Executive Director Howe will also be providing feedback.

Panciera asked for clarification on the use of the word “contract.” He noted that contract, agreement, and commitment are all used in the document and recommended using consistent language. Ellison advised the use of “naming rights agreement” throughout document for consistency.

Simon asked when Troendle thought this policy would be used. Troendle anticipated use in capital campaigns, such as renovation of the meeting room wing or the children’s area. As project plans are developed, donation and naming structures would be established for the project to provide procedural guidance for managing capital gifts.

**AGENDA ITEM 9: Request for Review Policy Revision**

The proposed revision highlights the new Minnesota law that protects access to materials and includes a reminder that, per state statute, the library needs to submit a report regarding a request for review to the commissioner of education.

*Motion to approve request for review policy revision. Panciera moved. Weigman second. Yes: Burns, Ellison, Lockyear, O’Brien, Panciera, Simon, Weigman; Absent: Hansen, Hemer; No: None.*

**AGENDA ITEM 10: Grant Requests**

Troendle discussed the grant requests presented in the board packet. One request is to the Stillwater Sunrise Rotary Club. Staff will work with Foundation to determine which of the two options presented would be most appealing. The other grant request is to the Hugh J. Andersen Foundation for 2025 funding for summer reading, early literacy and school-aged programming, and naturalist programming.

*Motion to approve grant requests. Burns moved. Panciera second. Yes: Burns, Ellison, Lockyear, O’Brien, Panciera, Simon, Weigman; Absent: Hansen, Hemer; No: None.*

**AGENDA ITEM 11: Director and Other Staff Reports**

Terrace roof project is projected to start September 3, 2024. There is a possibility that 3<sup>rd</sup> Street, from south of the exit ramp to the southern edge of the building, will be one-way only. It will be open in the northbound direction and closed in the southbound direction. Patrons will be able to enter and exit the parking ramp.

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**AGENDA ITEM 12: Board Committee Reports**

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: In packet.
- d) Library Advocacy: In packet. Simon reported that Karah Hullander, the Friends representative on the Advocacy Committee, coordinated a Summer Tuesdays booth on July 23. The booth was one of the most popular booths that evening and included face painting for kids. Hullander will be coordinating a library booth at Summer Tuesdays on August 13 from 5-8.

**AGENDA ITEM 13: Foundation & Friends Report**

Friends did not meet. Howe, Foundation Executive Director, was accepted into the Leadership in the Valley program.

**AGENDA ITEM 14: Public Commentary**

None.

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

None.

**AGENDA ITEM 16: Adjournment**

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

Meeting adjourned at 6:36 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in August 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 August 2024 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of August:				
<b>August 2024 (2024 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 26,362.04	\$ 9,920.00	\$ 3,344.49	\$ 39,626.53
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 26,362.04</b>	<b>\$ 9,920.00</b>	<b>\$ 3,344.49</b>	<b>\$ 39,626.53</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: August 7, 2024 (\$29,711.28)</i></p> <ul style="list-style-type: none"> <li>• \$8,914 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$6,024 was paid to Corval for repairs to the HVAC system’s RTU 3.</li> <li>• \$5,120 was paid to Xcel Energy for gas and electricity.</li> <li>• \$1,350 was paid to Lake Elmo Inn for the Book Lover’s Breakfast. This was paid for with supplemental funds from the 235 donations account.</li> <li>• \$1,293 was paid to Loffler Companies for Aruba wireless management and reporting.</li> </ul> <p><i>Bill Resolution: August 20, 2024 (\$9,915.25)</i></p> <ul style="list-style-type: none"> <li>• \$3,214 was paid to Midwest Tape for audio/visual materials.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 8/7/2024 Bill Resolution 8/20/2024 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
<b>INVOICES PAYABLE</b>							
14Y4-WCDY-93H1	7/11/2024	5115	Amazon Business	Materials - Adult Fiction (SPLF - Book Club Kits)	-11.77	232-4232-2113-0000	Materials
1NTY-Q71C-LPMX	7/13/2024	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	58.80	232-4232-2407-0000	Programs
1WTW-TX9W-RCPN	7/17/2024	5115	Amazon Business	Janitorial Supplies	324.31	230-4231-2102-0000	Janitorial Supplies
1KL6-7HYM-WLHT	7/18/2024	5115	Amazon Business	Programs - Juv (SPLF ELSA)	221.51	232-4232-2407-0000	Programs
1VJJ-R71J-YQJM	7/22/2024	5115	Amazon Business	Materials - Adult Fiction	46.21	230-4230-2401-0000	Adult Books - Fiction
1X7R-MT6V-CVND	7/26/2024	5115	Amazon Business	Programs - Juv (SPLF ELSA)	43.13	232-4232-2407-0000	Programs
1YV4-J4MJ-CYQP	7/27/2024	5115	Amazon Business	Supplies	81.54	230-4230-2101-0000	General Supplies
1NC7-GJTJ-LX66	7/28/2024	5115	Amazon Business	Materials - Adult Fiction	52.96	230-4230-2401-0000	Adult Books - Fiction
1NQ1-3677-7KDT	7/30/2024	5115	Amazon Business	Supplies	81.47	230-4230-2101-0000	General Supplies
2162431	7/12/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Friends)	40.00	229-4229-2113-0000	Materials
B6814185	7/1/2024	452	Brodart Co	Materials - Juv	277.00	230-4230-2400-0000	Childrens Books
B6814185	7/1/2024	452	Brodart Co	Materials - Adult Fiction	753.87	230-4230-2401-0000	Adult Books - Fiction
B6814185	7/1/2024	452	Brodart Co	Materials - Adult Nonfiction	49.96	230-4230-2405-0000	Adult Books - Non Fiction
B6814185	7/1/2024	452	Brodart Co	Materials - Processing Fee	227.25	230-4230-3404-0000	Processing Fee
B6814203	7/1/2024	452	Brodart Co	Materials - Juv	68.18	230-4230-2400-0000	Childrens Books
B6814203	7/1/2024	452	Brodart Co	Materials - Adult Fiction	247.20	230-4230-2401-0000	Adult Books - Fiction
B6814203	7/1/2024	452	Brodart Co	Materials - Adult Nonfiction	355.99	230-4230-2405-0000	Adult Books - Non Fiction
B6814203	7/1/2024	452	Brodart Co	Materials - YA	13.49	230-4230-2406-0000	Teen Books - Materials
B6814203	7/1/2024	452	Brodart Co	Materials - Processing Fee	44.55	230-4230-3404-0000	Processing Fee
B6814203	7/1/2024	452	Brodart Co	Materials - Juv (SPLF)	290.93	232-4232-2113-0000	Materials
B6814203	7/1/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	132.88	290-4342-4099-0000	Miscellaneous Charges
B6814254	7/1/2024	452	Brodart Co	Materials - Juv	9.51	230-4230-2400-0000	Childrens Books
B6814254	7/1/2024	452	Brodart Co	Materials - Adult Fiction	120.32	230-4230-2401-0000	Adult Books - Fiction
B6814254	7/1/2024	452	Brodart Co	Materials - Adult Nonfiction	130.25	230-4230-2405-0000	Adult Books - Non Fiction
B6814254	7/1/2024	452	Brodart Co	Materials - Processing Fee	16.20	230-4230-3404-0000	Processing Fee
B6814254	7/1/2024	452	Brodart Co	Materials - Juv (SPLF)	381.13	232-4232-2113-0000	Materials
B6814258	7/1/2024	452	Brodart Co	Materials - Juv	43.69	230-4230-2400-0000	Childrens Books
B6814258	7/1/2024	452	Brodart Co	Materials - Adult Fiction	296.15	230-4230-2401-0000	Adult Books - Fiction
B6814258	7/1/2024	452	Brodart Co	Materials - Adult Nonfiction	67.80	230-4230-2405-0000	Adult Books - Non Fiction
B6814258	7/1/2024	452	Brodart Co	Materials - Processing Fee	84.84	230-4230-3404-0000	Processing Fee
B6814286	7/1/2024	452	Brodart Co	Materials - Juv	24.92	230-4230-2400-0000	Childrens Books
B6814286	7/1/2024	452	Brodart Co	Materials - Adult Fiction	243.62	230-4230-2401-0000	Adult Books - Fiction
B6814286	7/1/2024	452	Brodart Co	Materials - Adult Nonfiction	17.84	230-4230-2405-0000	Adult Books - Non Fiction
B6814286	7/1/2024	452	Brodart Co	Materials - YA	36.57	230-4230-2406-0000	Teen Books - Materials
B6814286	7/1/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6814435	7/1/2024	452	Brodart Co	Materials - Adult Fiction	323.43	230-4230-2401-0000	Adult Books - Fiction
B6814435	7/1/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6815649	7/3/2024	452	Brodart Co	Materials - Juv	14.22	230-4230-2400-0000	Childrens Books
B6815649	7/3/2024	452	Brodart Co	Materials - Adult Fiction	16.02	230-4230-2401-0000	Adult Books - Fiction
B6815649	7/3/2024	452	Brodart Co	Materials - Processing Fee	1.62	230-4230-3404-0000	Processing Fee
B6815649	7/3/2024	452	Brodart Co	Materials - Juv (SPLF)	112.97	232-4232-2113-0000	Materials
B6815658	7/3/2024	452	Brodart Co	Materials - Juv	10.25	230-4230-2400-0000	Childrens Books
B6815658	7/3/2024	452	Brodart Co	Materials - Adult Fiction	25.41	230-4230-2401-0000	Adult Books - Fiction
B6815658	7/3/2024	452	Brodart Co	Materials - Processing Fee	4.05	230-4230-3404-0000	Processing Fee
B6815658	7/3/2024	452	Brodart Co	Materials - Juv (SPLF)	62.05	232-4232-2113-0000	Materials
B6815954	7/3/2024	452	Brodart Co	Materials - Adult Fiction	74.43	230-4230-2401-0000	Adult Books - Fiction
B6815954	7/3/2024	452	Brodart Co	Materials - Adult Nonfiction	43.07	230-4230-2405-0000	Adult Books - Non Fiction
B6815954	7/3/2024	452	Brodart Co	Materials - YA	42.62	230-4230-2406-0000	Teen Books - Materials
B6815954	7/3/2024	452	Brodart Co	Materials - Processing Fee	57.57	230-4230-3404-0000	Processing Fee
B6815954	7/3/2024	452	Brodart Co	Materials - Juv (SPLF)	69.76	232-4232-2113-0000	Materials
B6817847	7/9/2024	452	Brodart Co	Materials - Juv	10.25	230-4230-2400-0000	Childrens Books
B6817847	7/9/2024	452	Brodart Co	Materials - Processing Fee	3.03	230-4230-3404-0000	Processing Fee
B6818549	7/10/2024	452	Brodart Co	Materials - Adult Fiction	181.36	230-4230-2401-0000	Adult Books - Fiction
B6818549	7/10/2024	452	Brodart Co	Materials - Adult Nonfiction	319.21	230-4230-2405-0000	Adult Books - Non Fiction
B6818549	7/10/2024	452	Brodart Co	Materials - Processing Fee	106.05	230-4230-3404-0000	Processing Fee
B6818549	7/10/2024	452	Brodart Co	Materials - Juv (SPLF)	57.19	232-4232-2113-0000	Materials
B6818549	7/10/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	26.69	290-4342-4099-0000	Miscellaneous Charges
B6819343	7/11/2024	452	Brodart Co	Materials - Adult Fiction	264.05	230-4230-2401-0000	Adult Books - Fiction
B6819343	7/11/2024	452	Brodart Co	Materials - Adult Nonfiction	50.23	230-4230-2405-0000	Adult Books - Non Fiction
B6819343	7/11/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6819343	7/11/2024	452	Brodart Co	Materials - Juv (SPLF)	8.89	232-4232-2113-0000	Materials
B6820637	7/15/2024	452	Brodart Co	Materials - Juv	22.66	230-4230-2400-0000	Childrens Books
B6820637	7/15/2024	452	Brodart Co	Materials - Adult Fiction	40.92	230-4230-2401-0000	Adult Books - Fiction
B6820637	7/15/2024	452	Brodart Co	Materials - Adult Nonfiction	34.66	230-4230-2405-0000	Adult Books - Non Fiction
B6820637	7/15/2024	452	Brodart Co	Materials - Processing Fee	4.86	230-4230-3404-0000	Processing Fee
B6820637	7/15/2024	452	Brodart Co	Materials - Juv (SPLF)	31.99	232-4232-2113-0000	Materials
B6820637	7/15/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	65.74	290-4342-4099-0000	Miscellaneous Charges
B6822419	7/17/2024	452	Brodart Co	Materials - Juv	10.77	230-4230-2400-0000	Childrens Books
B6822419	7/17/2024	452	Brodart Co	Materials - Adult Fiction	185.05	230-4230-2401-0000	Adult Books - Fiction
B6822419	7/17/2024	452	Brodart Co	Materials - Adult Nonfiction	132.00	230-4230-2405-0000	Adult Books - Non Fiction
B6822419	7/17/2024	452	Brodart Co	Materials - Processing Fee	57.57	230-4230-3404-0000	Processing Fee
B6822659	7/17/2024	452	Brodart Co	Materials - Adult Fiction	53.72	230-4230-2401-0000	Adult Books - Fiction
B6822659	7/17/2024	452	Brodart Co	Materials - Adult Nonfiction	41.65	230-4230-2405-0000	Adult Books - Non Fiction
B6822659	7/17/2024	452	Brodart Co	Materials - Processing Fee	15.15	230-4230-3404-0000	Processing Fee
B6823355	7/18/2024	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B6823355	7/18/2024	452	Brodart Co	Materials - Processing Fee	0.81	230-4230-3404-0000	Processing Fee
B6824222	7/19/2024	452	Brodart Co	Materials - Adult Fiction	49.66	230-4230-2401-0000	Adult Books - Fiction

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6824222	7/19/2024	452	Brodart Co	Materials - Adult Nonfiction	76.61	230-4230-2405-0000	Adult Books - Non Fiction
B6824222	7/19/2024	452	Brodart Co	Materials - Processing Fee	21.21	230-4230-3404-0000	Processing Fee
B6825293	7/22/2024	452	Brodart Co	Materials - Juv	10.25	230-4230-2400-0000	Childrens Books
B6825293	7/22/2024	452	Brodart Co	Materials - Adult Fiction	35.34	230-4230-2401-0000	Adult Books - Fiction
B6825293	7/22/2024	452	Brodart Co	Materials - Adult (GIFT) WRC 230	16.19	230-4230-2405-0000	Adult Books - Non Fiction
B6825293	7/22/2024	452	Brodart Co	Materials - Adult Nonfiction	88.66	230-4230-2405-0000	Adult Books - Non Fiction
B6825293	7/22/2024	452	Brodart Co	Materials - YA	207.43	230-4230-2406-0000	Teen Books - Materials
B6825293	7/22/2024	452	Brodart Co	Materials - Processing Fee	34.83	230-4230-3404-0000	Processing Fee
B6825293	7/22/2024	452	Brodart Co	Materials - Juv (SPLF)	443.31	232-4232-2113-0000	Materials
B6825949	7/23/2024	452	Brodart Co	Materials - Juv	11.56	230-4230-2400-0000	Childrens Books
B6825949	7/23/2024	452	Brodart Co	Materials - Adult Fiction	31.85	230-4230-2401-0000	Adult Books - Fiction
B6825949	7/23/2024	452	Brodart Co	Materials - YA	26.95	230-4230-2406-0000	Teen Books - Materials
B6825949	7/23/2024	452	Brodart Co	Materials - Processing Fee	2.43	230-4230-3404-0000	Processing Fee
B6825949	7/23/2024	452	Brodart Co	Materials - Juv (SPLF)	83.07	232-4232-2113-0000	Materials
B6826018	7/23/2024	452	Brodart Co	Materials - Adult Fiction	32.40	230-4230-2401-0000	Adult Books - Fiction
B6826018	7/23/2024	452	Brodart Co	Materials - Adult Nonfiction	41.86	230-4230-2405-0000	Adult Books - Non Fiction
B6826018	7/23/2024	452	Brodart Co	Materials - Processing Fee	12.12	230-4230-3404-0000	Processing Fee
B6827201	7/24/2024	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B6827201	7/24/2024	452	Brodart Co	Materials - Processing Fee	1.62	230-4230-3404-0000	Processing Fee
B6827201	7/24/2024	452	Brodart Co	Materials - Juv (SPLF)	17.37	232-4232-2113-0000	Materials
B6828212	7/25/2024	452	Brodart Co	Materials - Adult Fiction	95.03	230-4230-2401-0000	Adult Books - Fiction
B6828212	7/25/2024	452	Brodart Co	Materials - Adult (GIFT) WRC 230	11.87	230-4230-2405-0000	Adult Books - Non Fiction
B6828212	7/25/2024	452	Brodart Co	Materials - Adult Nonfiction	136.39	230-4230-2405-0000	Adult Books - Non Fiction
B6828212	7/25/2024	452	Brodart Co	Materials - YA	86.61	230-4230-2406-0000	Teen Books - Materials
B6828212	7/25/2024	452	Brodart Co	Materials - Processing Fee	121.20	230-4230-3404-0000	Processing Fee
B6828212	7/25/2024	452	Brodart Co	Materials - Juv (SPLF)	179.66	232-4232-2113-0000	Materials
B6828415	7/25/2024	452	Brodart Co	Materials - Juv	13.49	230-4230-2400-0000	Childrens Books
B6828415	7/25/2024	452	Brodart Co	Materials - Adult Fiction	47.52	230-4230-2401-0000	Adult Books - Fiction
B6828415	7/25/2024	452	Brodart Co	Materials - Processing Fee	15.15	230-4230-3404-0000	Processing Fee
B6828415	7/25/2024	452	Brodart Co	Materials - Juv (SPLF)	16.90	232-4232-2113-0000	Materials
B6830310	7/29/2024	452	Brodart Co	Materials - Adult Fiction	22.01	230-4230-2401-0000	Adult Books - Fiction
B6830310	7/29/2024	452	Brodart Co	Materials - Processing Fee	9.09	230-4230-3404-0000	Processing Fee
B6830310	7/29/2024	452	Brodart Co	Materials - Juv (SPLF)	10.25	232-4232-2113-0000	Materials
B6832052	7/31/2024	452	Brodart Co	Materials - Adult Fiction	33.48	230-4230-2401-0000	Adult Books - Fiction
B6832052	7/31/2024	452	Brodart Co	Materials - YA	12.45	230-4230-2406-0000	Teen Books - Materials
B6832052	7/31/2024	452	Brodart Co	Materials - Processing Fee	2.43	230-4230-3404-0000	Processing Fee
B6832052	7/31/2024	452	Brodart Co	Materials - Juv (SPLF)	84.04	232-4232-2113-0000	Materials
B6832396	7/31/2024	452	Brodart Co	Materials - Adult Fiction	30.23	230-4230-2401-0000	Adult Books - Fiction
B6832396	7/31/2024	452	Brodart Co	Materials - YA	12.45	230-4230-2406-0000	Teen Books - Materials
B6832396	7/31/2024	452	Brodart Co	Materials - Processing Fee	1.62	230-4230-3404-0000	Processing Fee
B6832396	7/31/2024	452	Brodart Co	Materials - Juv (SPLF)	8.00	232-4232-2113-0000	Materials
SS071924	7/19/2024	5278	Chan, Karen	Program - Adult (Friends)	450.00	229-4229-2407-0000	Programs
21891	7/25/2024	5610	Clay Squared to Infinity	Programs - JUV (SPLF HJA SRP)	295.00	232-4232-2407-0000	Programs
209066901	7/1/2024	683	Comcast	Internet	188.27	230-4230-3098-0000	Technology Support
INV0001	7/31/2024	6260	Hilmar, Gabriel	Programs - Adult (Friends)	150.00	229-4229-2407-0000	Programs
20332619	7/16/2024	5848	Huebsch Service	Towels & Rugs	245.01	230-4231-4099-0000	Miscellaneous Charges
10004232235	7/17/2024	1561	Info USA Marketing Inc.	Materials - Adult Nonfiction (SPLF)	390.00	232-4232-2113-0000	Materials
2023034	7/16/2024	3293	JSD #834 Stillwater Area Schools	Advocacy - Community Ed Ad (SPLF)	800.00	232-4232-4099-0000	Miscellaneous Charges
E23185	6/21/2024	6258	Lake Elmo Inn	Book Lovers Breakfast	1350.98	235-4238-4099-0000	Miscellaneous Charges
249258	6/27/2024	1959	Loft Literary Center	Programs - Juv (SPLF HJA SRP)	375.00	232-4232-2407-0000	Programs
41904	7/17/2024	2124	Menards	Janitorial Supplies	46.95	230-4231-2102-0000	Janitorial Supplies
W24060627	7/17/2024	2217	Office of MN IT Services	Telephone - June	148.45	230-4231-3101-0000	Telephone
372	7/12/2024	6057	Parcel Arts LLC	Programs - Juv (SPLF HJA SRP)	409.00	232-4232-2407-0000	Programs
3376709	7/29/2024	209	Per Mar Security Services	Security Monitoring	210.18	230-4231-3707-0000	Maintenance Agreements
20240717-PET	7/31/2024	2652	Petrie, Angela	ALA Membership - Staff Reimbursement	300.00	230-4230-4000-0000	Memberships and Dues
508438	7/17/2024	3309	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	345.68	232-4232-2407-0000	Programs
224253	6/30/2024	3657	Washington County Library	Q2 Notices	224.99	230-4230-3102-0000	Postage
224254	6/30/2024	3657	Washington County Library	Q2 Lost & Damaged	39.99	230-0000-3880-0030	Lost Materials
240724	7/24/2024	5766	Wendy's Wiggle Jiggle & Jam	Programs - JUV (SPLF HJA SRP)	265.00	232-4232-2407-0000	Programs
24.02	1/18/2024	6257	William Arne Bjorndal	Programs - Juv (SPLF HJA SRP)	400.00	232-4232-2407-0000	Programs
			<b>INVOICES SUBTOTAL</b>		<b>\$ 16,486.74</b>		
<b>LIBRARY CREDIT CARD</b>							
None							
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
891888-01	06/28/24	3994	Corval Constructors	HVAC RTU 3 Repairs	\$ 6,024.84	230-4231-3703-0000	Building Repair Charges
30918	07/26/24	1423	Heritage Printing Inc.	June Newsletter Printing (SPLF)	\$ 785.00	232-4232-4099-0000	Miscellaneous Charges
4753267	07/18/24	1958	Loffler Companies	Aruba: Wireless Management and Reporting for Libr	\$ 1,293.93	230-4230-3713-0000	Computer Maintenance/Licenses
51-7976594-1 887192405	7/25/2024	3808	Xcel Energy	Energy	\$ 5,052.68	230-4231-3600-0000	Electricity
51-7976594-1 887192405	7/25/2024	3808	Xcel Energy	Energy	\$ 68.09	230-4231-3601-0000	Natural Gas
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 13,224.54</b>		
<b>GRAND TOTAL</b>					<b>\$ 29,711.28</b>		

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

**2024 Bill Resolutions**

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
<b>INVOICES PAYABLE</b>							
747	8/8/2024	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1JDX-19R9-74MJ	8/2/2024	5115	Amazon Business	Materials - Adult Fiction (SPLF - Book Club Kits)	126.00	232-4232-2113-0000	Materials
1JDX-19R9-74MJ	8/2/2024	5115	Amazon Business	Materials - Adult Fiction (235 Palmer)	18.48	235-4236-4099-0000	Miscellaneous Charges
1KR1-9VMT-XG76	8/5/2024	5115	Amazon Business	Materials - Juv (SPLF Nature Backpacks)	397.22	232-4232-2113-0000	Materials
1D1L-NY39-3W1P	8/7/2024	5115	Amazon Business	Processing Supplies	21.66	230-4230-3404-0000	Processing Fee
1CVL-971W-TLRF	8/12/2024	5115	Amazon Business	Programs - Adult (Friends)	17.88	229-4229-2407-0000	Programs
1CVL-971W-TLRF	8/12/2024	5115	Amazon Business	Processing Supplies	46.08	230-4230-3404-0000	Processing Fee
1CVL-971W-TLRF	8/12/2024	5115	Amazon Business	Janitorial Supplies	135.08	230-4231-2102-0000	Janitorial Supplies
1QKC-Q6L1-6MN7	8/15/2024	5115	Amazon Business	Supplies	50.61	230-4230-2101-0000	General Supplies
2165503	8/7/2024	3906	Blackstone Publishing	Materials - Audio (SAAB Friends)	216.75	229-4229-2113-0000	Materials
10469426	8/9/2024	674	Cole Papers	Janitorial Supplies	553.35	230-4231-2102-0000	Janitorial Supplies
211589652	8/1/2024	683	Comcast	Internet - Library	188.27	230-4230-3098-0000	Technology Support
486400662527-202408	7/31/2024	782	Cub Foods	Programs - Adult (Friends)	111.99	229-4229-2407-0000	Programs
306-024444792-3-2024	7/31/2024	783	Culligan of Stillwater	Water	59.50	230-4230-4099-0000	Miscellaneous Charges
1010368	8/2/2024	3270	ECM Publishers	Public Notice	34.00	230-4230-3400-0000	Printing and Publishing
135	8/7/2024	6266	Gopher STEAM	Programs - Juv (SPLF HJA SRP)	250.00	232-4232-2407-0000	Programs
370495	3/12/2024	1515	H W Wilson	Materials - Adult Fiction (SPLF)	295.70	232-4232-2113-0000	Materials
10052401	5/10/2024	5683	Holt, Erin	Programs - JUV (SPLF HJA SRP)	345.00	232-4232-2407-0000	Programs
20339559	8/13/2024	5848	Huebsch Service	Towels & Rugs	245.01	230-4231-4099-0000	Miscellaneous Charges
1795	6/24/2024	6259	Mark Moran Appraisals	Programs - Adult (Friends)	450.00	229-4229-2407-0000	Programs
505792597	7/23/2024	2175	Midwest Tape	Materials - Video (SAV)	1186.68	230-4230-2408-0000	Film/Video
505792597	7/23/2024	2175	Midwest Tape	Materials - Processing Fee	179.33	230-4230-3404-0000	Processing Fee
505792598	7/23/2024	2175	Midwest Tape	Materials - Video (SAV)	142.43	230-4230-2408-0000	Film/Video
505792598	7/23/2024	2175	Midwest Tape	Materials - Processing Fee	26.83	230-4230-3404-0000	Processing Fee
505792599	7/23/2024	2175	Midwest Tape	Materials - Audio (AM)	175.36	230-4230-2402-0000	Audio
505792599	7/23/2024	2175	Midwest Tape	Materials - Processing Fee	41.86	230-4230-3404-0000	Processing Fee
505834441	7/30/2024	2175	Midwest Tape	Materials - Video (SAV)	380.82	230-4230-2408-0000	Film/Video
505834441	7/30/2024	2175	Midwest Tape	Materials - Processing Fee	70.42	230-4230-3404-0000	Processing Fee
505834442	7/30/2024	2175	Midwest Tape	Materials - Video (SAV)	280.35	230-4230-2408-0000	Film/Video
505834442	7/30/2024	2175	Midwest Tape	Materials - Processing Fee	46.95	230-4230-3404-0000	Processing Fee
505834443	7/30/2024	2175	Midwest Tape	Materials - Audio (AM)	177.62	230-4230-2402-0000	Audio
505834443	7/30/2024	2175	Midwest Tape	Materials - Processing Fee	40.97	230-4230-3404-0000	Processing Fee
505867865	8/6/2024	2175	Midwest Tape	Materials - Video (SAV)	368.06	230-4230-2408-0000	Film/Video
505867865	8/6/2024	2175	Midwest Tape	Materials - Processing Fee	70.27	230-4230-3404-0000	Processing Fee
505867866	8/6/2024	2175	Midwest Tape	Materials - Audio (AM)	20.98	230-4230-2402-0000	Audio
505867866	8/6/2024	2175	Midwest Tape	Materials - Processing Fee	5.98	230-4230-3404-0000	Processing Fee
MN2473_1	7/30/2024	5914	Miss Nina LLC	Programs - JUV (SPLF HJA SRP)	400.00	232-4232-2407-0000	Programs
W24070628	8/13/2024	2217	Office of MN IT Services	Telephone - July	148.45	230-4231-3101-0000	Telephone
61444365	7/31/2024	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	240.80	232-4232-2407-0000	Programs
20240814-SKY	8/12/2024	5988	Skye, Heather Evelyn	Programs - JUV (SPLF HJA SRP)	600.00	232-4232-2407-0000	Programs
508222	8/6/2024	3309	Stillwater Printing Co.	Advocacy - Clay Coffee Mugs (SPLF)	241.49	232-4232-4099-0000	Miscellaneous Charges
508223	8/7/2024	3309	Stillwater Printing Co.	Advocacy - Stainless Steel Mugs (SPLF)	369.25	232-4232-4099-0000	Miscellaneous Charges
20240807-WIA	8/6/2024	5925	Wiard Jr., William	Programs - JUV (SPLF HJA SRP)	275.00	232-4232-2407-0000	Programs
			<b>INVOICES SUBTOTAL</b>		<b>\$ 9,432.48</b>		
<b>LIBRARY CREDIT CARD</b>							
128184	6/13/2024	4678	American Button Machines	Programs - Juv (SPLF HJA SRP)	145.68	232-4232-2407-0000	Programs
260450	6/3/2024	6246	Crescent Garden	Terrace - Flower Pot	223.10	235-4238-4099-0000	Miscellaneous Charges
2080386-2024-06-11-1	6/12/2024	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
20902	6/5/2024	6091	Rose Mille Inc	Programs - Adult SRP Rewards (Friends)	30.00	229-4229-2407-0000	Programs
1649	5/29/2024	5292	Sara's Tipsy Pies	Programs - Adult SRP Rewards (Friends)	30.00	229-4229-2407-0000	Programs
468065	6/5/2024	3589	Valley Bookseller	Programs - Adult SRP Rewards (Friends)	30.00	229-4229-2407-0000	Programs
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 482.77</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
None							
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>					<b>\$ 9,915.25</b>		

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



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Following is a budget status report through August 31, 2024.</p> <p><b>Fund 120 – Capital Outlay</b> The capital budget for 2024 is \$820,000.</p> <ul style="list-style-type: none"> <li>• \$750,000 is for the terrace roof project using capital improvement reserve funds.</li> <li>• \$50,000 in city capital was initially allocated for masonry but reallocated by the city to the terrace roof due to the roof project bid being \$796,650. The masonry project has now been added to the capital project plan for 2025.</li> <li>• \$20,000 is a grant from the Huelsmann Foundation. It was originally intended to prepare the 4<sup>th</sup> Street garden area for the relocation of the Kinji Akagawa sculptures in coordination with the terrace roof project. Revised plan is to use funds to enhance 4<sup>th</sup> Street garden area and add a Huelsmann memorial plaque. No capital expenditures have occurred to date.</li> </ul> <p><b>Fund 230 – Library (City \$)</b> <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). \$9,647 in library revenues have been received to date.</p> <p><u>Operating Expenditures</u> <b>Operating Personnel:</b> The operating personnel budget is \$1,148,282 (excluding the in-kind volunteer coordinator). Expenditures are \$724,130 through the 8/24/2024 pay period. This is about \$18,000 under the budgeted pace due to open staff positions and healthcare election changes.</p> <p><b>Collection:</b> The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. This accounts for just under 50% of the total collection budget with the remaining purchases funded by supplemental gifts (Friends, Foundation, Lawson, etc.). With the collection, orders placed often run significantly ahead of invoices received. \$55,254 has been ordered with \$45,582 in invoices paid.</p> <p><b>Technology:</b> The library budgeted \$66,000 for technology-related expenditures of IT equipment (\$29,100); selfcheck and sorter maintenance agreements (\$21,000); tech apps and support (\$9,500); and the circulation system (\$6,400). \$26,824 expended to date.</p> <p><b>Other:</b> The library budgeted \$32,436 for other operating expenses. This includes vendor fees for processing/cataloging materials; legal, HR, and other professional service fees; general insurance; and supplies. \$19,806 expended to date.</p>	

Plant Expenditures

**Plant Personnel:** The plant personnel budget is \$131,195. \$83,941 expended to date through the 8/24/24 pay period. This is on track with the budgeted pace.

**Plant Supplies & Equipment:** The plant supplies budget is \$6,500. \$5,275 expended to date.

**Plant Services and Charges:** The plant services and charges budget is \$147,700. The key budget items are energy (\$80,000); insurance (\$42,000); building repairs and maintenance (\$20,000). \$60,891 expended to date.

- **Pending Journal Entry:** \$440.42 was pre-paid in 2023 to Otis for a January-February 2024 maintenance agreement. Finance will transfer to 230-4231-3707-0000.

**Supplemental Funds**

Beyond the library's city budget, about \$300,000 in supplemental funding from the Foundation, Friends, Lawson, and other donors is budgeted to cover operating needs, such as 100% of programming, just over 50% of materials, all the Sunday hours, the 20-hr youth librarian, newspaper digitization, and more. A supplemental fund report is attached. This report pulls supplemental accounts where there has been revenue received or expenditures made in 2024.

**223 Personnel Grant:** This account holds expenditures for grant-funded staff hours for Sundays, the YS librarian position, and programming subs. \$37,475 expended through the 8/24/24 pay period.

**224 Helen Lawson Fund:** \$10,425 distribution received from Helen Lawson Fund.

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

**229 Friends:**

- Donations: \$19,844 donation received.
- Materials: \$974 expended to date for materials.
- Equipment: \$4,844 expended to date for equipment (AEDs).
- Programs: \$6,540 expended to date for programs.

**232 Foundation:**

- Donations: \$82,924 in reimbursements for 232 and 223 received to date.
- Materials: \$12,968 expended to date.
- Minor Equipment: \$65 expended to date.
- Programs: \$23,666 expended to date.
- Misc: \$33,845 expended to date (MNHS: \$28,211; signage; ShelfLife newsletter; advocacy).

**235 Library Donations:**

- Donations: \$2,525 received to date.
- Materials: \$18.48 expended to date.
- Misc: \$1,679 expended to date (Book Lovers Breakfast, Plants/Pots).

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024 Library Budget Status Report (Through 8/31)

2024 Supplemental Report (Through 8/31)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

## Library Budget Status Report (City)

End.GLPeriod 824 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AN

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Fund120 - CAPITAL OUTLAY</b>					
<b>Segment4230 - LIBRARY</b>					
<b>Expenditure</b>					
120-4230-5200-0000	C/O & Improvements(E)	820,000.00	.00	820,000.00	0.00%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<b>Segment4230 - LIBRARY</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<b>Segment4231 - LIBRARY PLANT</b>					
<b>Expenditure</b>					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment4231 - LIBRARY PLANT</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Fund120 - CAPITAL OUTLAY</b>		<b>820,000.00</b>	<b>.00</b>	<b>820,000.00</b>	
<b>Fund230 - LIBRARY FUND</b>					
<b>Segment -</b>					
<b>Revenue</b>					
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-2,000.00	-3,963.50	1,963.50	198.17%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-2,511.77	-988.23	71.76%
230-0000-3810-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	.00	.00	100.00%
230-0000-3820-0100	Gifts(R)	-1,500.00	-115.00	-1,385.00	7.66%
230-0000-3820-0110	In Kind Gifts(R)	-17,167.00	.00	-17,167.00	0.00%
230-0000-3830-0100	Sale Of Property(R)	.00	.00	.00	100.00%
230-0000-3860-0100	Lease/Rentals(R)	.00	.00	.00	100.00%
230-0000-3860-0200	Parking Rental(R)	.00	.00	.00	100.00%
230-0000-3870-0100	Refunds And Reimbursements(R)	-500.00	-827.99	327.99	165.59%
230-0000-3880-0020	Library Card Fees(R)	-420.00	-180.00	-240.00	42.85%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-2,015.53	15.53	100.77%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3880-0100	Miscellaneous Income(R)	.00	-15.00	15.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	.00	-500.00	0.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-3.08	3.08	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-15.00	-185.00	7.50%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,565,996.00	-1,043,997.36	-521,998.64	66.66%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
<b>Total Revenue:</b>		<b>-1,593,783.00</b>	<b>-1,053,644.23</b>	<b>-540,138.77</b>	
<b>Expenditure</b>					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment -</b>		<b>-1,593,783.00</b>	<b>-1,053,644.23</b>	<b>-540,138.77</b>	

**Segment4230 - LIBRARY OPERATIONS**

**Revenue**

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

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Expenditure</b>					
230-4230-1000-0000	Full Time Salaries(E)	236,523.03	148,581.22	87,941.81	62.81%
230-4230-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4230-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4230-1112-0000	Sick Pay(E)	3,500.00	12,105.24	-8,605.24	345.86%
230-4230-1113-0000	Vacation Pay(E)	.00	30,387.76	-30,387.76	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	384,949.50	291,937.75	56.87%
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	41,710.85	26,795.27	60.88%
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	44,030.48	25,846.08	63.01%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	59,359.04	28,945.36	67.22%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	2,683.47	1,232.37	68.52%
230-4230-1540-0000	Life Insurance(E)	769.00	322.61	446.39	41.95%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	2,105.57	894.43	70.18%
230-4230-2113-0000	Reference(E)	.00	.00	.00	100.00%
230-4230-2114-0000	Data Base Searching(E)	.00	.00	.00	100.00%
230-4230-2302-0000	Other Minor Equipment(E)	1,200.00	110.64	1,089.36	9.22%
230-4230-2303-0000	Minor Computer Equipment(E)	29,100.00	.00	29,100.00	0.00%
230-4230-2400-0000	Childrens Books(E)	14,500.00	13,294.08	1,205.92	91.68%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	10,848.63	4,651.37	69.99%
230-4230-2402-0000	Audio(E)	1,900.00	1,426.43	473.57	75.07%
230-4230-2403-0000	Periodicals(E)	3,000.00	2,991.12	8.88	99.70%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	9,596.35	1,103.65	89.68%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	1,915.60	1,584.40	54.73%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	4,304.03	1,195.97	78.25%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	1,206.17	4,293.83	21.93%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	5,958.10	3,541.90	62.71%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	4,322.74	677.26	86.45%
230-4230-3100-0000	Circulation System(E)	6,400.00	.00	6,400.00	0.00%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	1,448.63	51.37	96.57%
230-4230-3200-0000	Mileage(E)	.00	.00	.00	100.00%
230-4230-3201-0000	Seminar/Conference Fees(E)	.00	.00	.00	100.00%
230-4230-3202-0000	Meals(E)	.00	.00	.00	100.00%
230-4230-3203-0000	Housing(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	7,354.02	3,645.98	66.85%
230-4230-3500-0000	General Insurance(E)	4,000.00	-55.28	4,055.28	-1.38%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	2,082.25	917.75	69.40%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	21,000.00	20,866.55	133.45	99.36%
230-4230-3803-0000	Data Base Maintenance(E)	.00	.00	.00	100.00%
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%
230-4230-3900-0000	Sales Tax(E)	200.00	169.88	30.12	84.94%
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	1,074.39	925.61	53.71%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>1,323,985.20</b>	<b>816,343.90</b>	<b>507,641.30</b>	
<b>Segment4230 - LIBRARY OPERATIONS</b>		<b>1,323,985.20</b>	<b>816,343.90</b>	<b>507,641.30</b>	

**Segment4231 - LIBRARY PLANT**

**Revenue**

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

**Expenditure**

230-4231-1000-0000	Full Time Salaries(E)	74,174.00	42,106.79	32,067.21	56.76%
230-4231-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4231-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4231-1112-0000	Sick Pay(E)	.00	3,313.19	-3,313.19	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	4,951.94	-4,951.94	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	14,603.53	14,336.47	50.46%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-1410-0000	PERA(E)	7,674.00	4,858.82	2,815.18	63.31%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	5,042.20	2,845.80	63.92%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	8,627.21	3,271.51	72.50%
230-4231-1520-0000	Dental Insurance(E)	505.00	399.95	105.05	79.19%
230-4231-1540-0000	Life Insurance(E)	116.00	37.80	78.20	32.58%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	.00	200.00	0.00%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	4,322.41	-322.41	108.06%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	802.82	697.18	53.52%
230-4231-2203-0000	Furn/Air Cond Repair Supplies(E)	.00	.00	.00	100.00%
230-4231-2302-0000	Other Minor Equipment(E)	800.00	149.86	650.14	18.73%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	.00	1,000.00	0.00%
230-4231-3101-0000	Telephone(E)	1,700.00	1,012.18	687.82	59.54%
230-4231-3500-0000	General Insurance(E)	42,000.00	-62.08	42,062.08	-0.14%
230-4231-3600-0000	Electricity(E)	50,000.00	27,644.53	22,355.47	55.28%
230-4231-3601-0000	Natural Gas(E)	30,000.00	8,205.19	21,794.81	27.35%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	12,791.53	-3,791.53	142.12%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	9,124.63	1,875.37	82.95%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	2,175.69	824.31	72.52%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>285,395.72</b>	<b>150,108.19</b>	<b>135,287.53</b>	
<b>Segment4231 - LIBRARY PLANT</b>		<b>285,395.72</b>	<b>150,108.19</b>	<b>135,287.53</b>	
<b>Segment4900 - IMPROVEMENT PROJECTS</b>					
<b>Expenditure</b>					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment4900 - IMPROVEMENT PROJECTS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Fund230 - LIBRARY FUND</b>		<b>15,597.92</b>	<b>-87,192.14</b>	<b>102,790.06</b>	
<b>Total:</b>		<b>835,597.92</b>	<b>-87,192.14</b>	<b>922,790.06</b>	

**Library Supplemental Funds Report**

End.GLPeriod 824 AND [Account].AccountNumber 2200000000000000{-}2299999999999999

Account Number	Account Title	YTD
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**Fund223 - PERSONNEL GRANT****Expenditure**

223-4223-1000-0000	Full Time Salaries(E)	1,541.59
223-4223-1112-0000	Sick Pay(E)	51.27
223-4223-1200-0000	Part Time Salaries(E)	29,622.58
223-4223-1410-0000	PERA(E)	1,986.71
223-4223-1420-0000	FICA/Medicare(E)	2,454.51
223-4223-1500-0000	Hospital / Medical(E)	1,762.17
223-4223-1520-0000	Dental Insurance(E)	30.19
223-4223-1540-0000	Life Insurance(E)	28.55
223-4223-3500-0000	General Insurance(E)	-1.93
<b>Total Expenditure:</b>		<b><u>37,475.64</u></b>

**Fund224 - HELEN LAWSON FUND****Revenue**

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

**Fund227 - GOVERNMENT GIFTS****Revenue**

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

**Fund228 - FRIENDS OF LIBRARY****Revenue**

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

**Fund229 - FRIENDS OF STILLWATER LIBRARY****Expenditure**

229-4229-2113-0000	Materials(E)	974.96
229-4229-2302-0000	Other Minor Equipment(E)	4,844.98



Account Number	Account Title	YTD
229-4229-2407-0000	Programs(E)	6,540.05
<b>Total Expenditure:</b>		<b><u>12,359.99</u></b>

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

**Expenditure**

232-4232-2113-0000	Materials(E)	12,986.57
232-4232-2302-0000	Other Minor Equipment(E)	65.81
232-4232-2407-0000	Programs(E)	23,666.40
232-4232-4099-0000	Miscellaneous Charges(E)	33,845.99
<b>Total Expenditure:</b>		<b><u>70,564.77</u></b>

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**Fund235 - LIBRARY DONATIONS FUND**

**Revenue**

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

**Expenditure**

235-4236-4099-0000	Miscellaneous Charges(E)	18.48
235-4238-4099-0000	Miscellaneous Charges(E)	1,679.05
<b>Total Expenditure:</b>		<b><u>1,697.53</u></b>

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**Total:** **1,378.12**

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>City of Stillwater – Local Option Sales Tax Referendum</b>	
OWNER: <b>Kohlmann, City Administrator</b>	PRESENTER: <b>Kohlmann, City Administrator</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>City Administrator Joe Kohlmann would like to share information with city boards and commissions regarding an upcoming referendum.</p> <p>The city has two large riverfront park properties—Lumberjack Landing and Bridgeview Park—that are largely undeveloped or underdeveloped. A proposed 0.5% local option sales tax, if approved by voters, would provide funds to make substantial improvements to these parks.</p> <p>More information may be found on the Stillwater Riverfront Renewal website that was recently launched, available at <a href="https://www.stillwaterriverfrontrenewal.org/">https://www.stillwaterriverfrontrenewal.org/</a>. Administrator Kohlmann will attend the September library board meeting to present additional information and answer questions.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Trustee &amp; Council Liaison Information Sharing</b></p>	
<p>OWNER:  <b>Trustees &amp; Council Liaison</b></p>	<p>PRESENTER:  <b>Trustees &amp; Council Liaison</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:  This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On 8/9/2024, Troendle sent an article on behalf of Panciera <a href="#">“Utah outlaws books by Judy Blume and Sarah J Maas in first statewide ban”</a> published in The Guardian.</p> <p>On 8/24/2024, the Stillwater Gazette published <a href="#">“City keeps the library running”</a> by Larry Odebrecht, a member of the Stillwater City Council.</p> <p>On 8/29/2024, Troendle shared a report on behalf of Simon <a href="#">“Parents Under Pressure: The U.S. Surgeon General’s Advisory on the Mental Health &amp; Well-Being of Parents.”</a> The report called out public libraries as one way for communities to combat parental stress and help cultivate supportive social connections for positive mental well-being.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>BOARD NORMS:</p> <ul style="list-style-type: none"> <li>• Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice.</li> <li>• We follow open meeting law.</li> <li>• We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share.</li> <li>• We follow Robert’s Rules of Order and stick to the agenda.</li> <li>• We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board.</li> <li>• We respect each other’s time. We start meetings on time and move through meetings efficiently.</li> <li>• We attend meetings regularly and provide notice if absent.</li> </ul>	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2025 Budget Update</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>On August 20, the City Council met to review the budget proposal from the City Administrator and City Finance Director. Attached is a pdf of the budget presented by the city. See page 42 for library operating funding and page 46 for library capital funding.</p> <p>The library board approved an overall city operating budget request of \$1,687,871 for the library. The requested transfer in from property taxes was \$1,658,084, which would be a \$92,088 or 5.9% increase from 2024. The City Administrator recommended the library’s requested transfer in of \$1,658,084. (Note: In addition to the city operating budget of \$1,687,871, the library is projecting a need for an additional \$391,000 in funding for 2025 from the Foundation, Friends, and other supplemental accounts.)</p> <p>The library board approved an overall capital request of \$124,000. The City recommended a proposed budget of \$102,000. This adjustment of \$22,000 relates to the upgrade of network switches. IT opted to move this project to 2026 to align with the replacement of other city network switches. (Note: On the city’s budget presentation, \$147,000 is listed as the library’s capital request. This figure stems from a prior year CIP. The library was able to bring the actual request down to \$124,000.)</p> <p>At the city council workshop session on September 3, the proposed operating and capital amounts for the library remained unchanged. The City Council must adopt a preliminary 2025 budget and certify the maximum City property tax levy to the County by September 30, 2024.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2025 City of Stillwater Budget Proposal</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**DATE:** August 20, 2024  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Joe Kohlmann, City Administrator  
Sharon Provos, Finance Director  
**SUBJECT:** 2025 Budget Proposal

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Pursuant to Article VII, Section 7.01 of the Stillwater City Charter, I am pleased to present the City Administrator's 2025 Budget Recommendation for the City of Stillwater for your review and consideration. The 2025 Budget Recommendations propose a budget that continues and enhances excellence from city services and programs to meet the needs of the citizens of Stillwater.

The City Council has consistently worked through Strategic Planning to address: revenue enhancement; increasing service demand; increasing operational costs; managing infrastructure needs; maximizing economic development opportunities; and planning for changing dynamics in the workforce and community.

The recommended total property levy increase for 2025 is **7.77%**.

Some highlights of the proposed 2025 Budget include:

**Operational Highlights**

- Two new positions.
  - Assistant City Administrator
  - Senior Building Official
  - Creating two Police Sergeant positions (upgrade of existing positions)
- Comprehensive Park Planning Study
- Increase in Building Repairs budget
- Economic Development

## **Capital Improvement Highlights**

- Recreation Center Parking Lot (fund balance)
- Police Locker Room rehabilitation
- Riverfront Parks development
- Downtown Street Lighting
- PW Roof Replacement (insurance and fund balance)

## **Closing**

The City Council will meet on Tuesday, August 20<sup>th</sup> at 3:30 p.m. for a preliminary review of the City Administrator's 2025 budget recommendations included in the slide deck.

The City Council must adopt a preliminary 2025 budget and certify the maximum City property tax levy to the County by September 30, 2024.



# 2025 Proposed Budget

City of Stillwater - August 20, 2024



# 2025 Budget Pressures

- Local Government Aid (LGA)
- Health Insurance Premiums (12% increase)
- Staff Wage Adjustments
- Fuel / Energy Costs
- Opportunities to Diversify Revenues
- Staffing
- Capital Requests
- \$148,473 Increase/Decrease in Operating Expenditures
  - 1% of Levy
- 1% Increase/Decrease in Health Insurance Premium
  - \$4,065
- Special Revenue Funds



# Strategic Budget Elements - 2025

- Reduce reliance on state Local Government Aids (LGA) for operations support – over time move LGA to support capital expenditures
- Consider staffing adjustment requests where possible to match service demand for increased city resources
- Consider strategic use of certain fund balances to reduce potential levy costs
- Utilization of funds for capital projects

## Strategic Plan

# Alignment of 2025 Proposed Budget Items

- Administration Staffing – Communication strategy, planning, implementation
- Comm. Dev./Building – improve customer service, staffing model
- Develop a Plan to modernize, update, and replace technology (IT)
- Plan for and fund capital projects –
  - PFAs – identified sources and planning longer range
  - Development Infrastructure costs (along Highway 36)
  - Riverfront Infrastructure and Improvements
  - Cameras in Downtown

# Property Tax Levy

## Proposed 2024 vs Adopted 2023

2024 Adopted	CITY-WIDE LEVY	2025 Requested	2025 Proposed	\$ Increase	% Increase
\$14,847,295	General Operating Tax Levy	\$16,139,320	\$15,803,605	\$956,310	6.441%
\$3,982,058	Debt Service Tax Levy	\$4,714,402	\$4,489,402	\$507,344	12.741%
<b>\$18,829,353</b>	<b>Totals</b>	<b>\$20,853,722</b>	<b>\$20,293,007</b>	<b>\$1,463,654</b>	<b>7.773%</b>

2024 Adopted	PARCEL-SPECIFIC LEVY	2025 Requested	2025 Proposed	\$ Increase	% Increase
\$41,800	WMO Tax Levy	\$41,800	\$41,800	\$0	0%

# Property Tax Levy

## Proposed 2025

CITY-WIDE LEVY	
General Revenue Tax Levy	\$15,803,605
Required Debt Service Tax Levy	\$3,364,402
New Debt Service Tax Levy	\$1,125,000
Total Debt Service Levy	\$4,489,402
<b>TOTAL CITY-WIDE LEVY</b>	<b>\$20,293,007</b>

PARCEL-SPECIFIC LEVY	
WMO Levy	\$41,800

Required Debt Service Tax Levy	Amount
G.O. Capital Outlay 2014A	\$478,213
G.O. Capital Outlay 2016A	\$240,660
G.O. Capital Outlay 2017A	\$173,129
G.O. Capital Outlay 2018A	\$477,978
G.O. Capital Outlay 2019A	\$428,662
G.O. Capital Outlay 2021A	\$402,675
G.O. Capital Outlay 2022A	\$578,130
G.O. Capital Outlay 2023A	\$584,955
<b>Total</b>	<b>\$3,364,402</b>

New Bond Issue to fund:	
2024 Capital Improvement Projects	\$4,000,000
2025 Capital Improvement Projects	\$2,600,000



# Property Tax Levy

Last 5 years and Proposed 2025\*

Year	General Tax Levy	Debt Service Tax Levy	Total Property Tax Levy	\$ Increase from Prior Year	% Increase from Prior Year
2020	\$10,587,577	\$4,022,126	\$14,609,703	\$921,477	6.732%
2021	\$11,270,799	\$3,678,755	\$14,949,554	\$339,851	2.326%
2022	\$12,032,975	\$3,890,822	\$15,923,797	\$974,243	6.517%
2023	\$13,265,987	\$4,221,060	\$17,487,047	\$1,563,250	9.817%
2024	\$14,847,295	\$3,982,058	\$18,829,353	\$1,342,306	7.676%
2025*	\$15,803,605	\$4,489,402	\$20,293,007	\$1,463,654	7.773%
				Average	6.807%

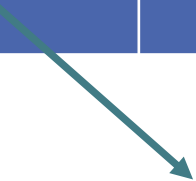
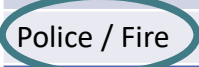




# New Positions

Proposed - 2025

Department	Position	FTE	Proposed	General Operating Levy Impact	General Operating Levy Increase %
Building Inspections	Senior Building Inspector	1.0	\$108,100	\$108,100	0.73%
Administration	Assistant City Administrator	1.0	\$169,900	\$169,900	1.14%
Police Department	Upgrade two Sergeants	0	~\$18,000	~\$18,000	0.12%
Police / Fire	Patrol Officer / Firefighter	0	\$130,000	\$130,000	0.88%
<b>TOTALS</b>		<b>2.0</b>	<b>\$426,000</b>	<b>\$426,000</b>	<b>2.87%*</b>



Makeup for 50% of Public Safety Funds utilized in 2024

# Public Safety Funds

## State Funds – one time

- \$851,750
- (\$115,030) – 2024 Fire Fighter
- (\$144,340) – 2024 Police Officer
- (\$50,000) – 2024 Police Equipment
- (\$130,000) – 2025 ½ Police Officer & ½ Fire Fighter
  
- \$412,380 – Remaining

# Noted Positions

## Running List

- ~~3 Patrol Officers~~ 1 Patrol Officer
- Investigator
- CSO
- ~~4 Firefighters~~ 2 Fire Fighters
  - 2 Firefighters Later for 24/7
- ~~Public Works Manager~~
- ~~Communications position~~
- ~~Building Inspector~~
- Facilities Maintenance
- IT Position
- ~~Administration (undefined)~~



# Notable Line Items

## 2025 Operating Budget

Department	Purpose	Requested	Proposed
Mayor/Council	Lobbyist	\$40,000	\$40,000
Mayor/Council	Economic Development	\$10,000	\$10,000
Administration	Minutes	\$15,000	\$15,000
Police	Training	\$75,000	\$75,000
Unallocated	Youth Advantage	\$11,375	\$5,000
Parks	Park Planning (Fund Balance)	\$100,000	\$100,000
	<b>TOTALS</b>	<b>\$251,375</b>	<b>\$245,000</b>

# GENERAL FUND

Operating Revenues/Expenditures



# General Fund

## Operating Revenues

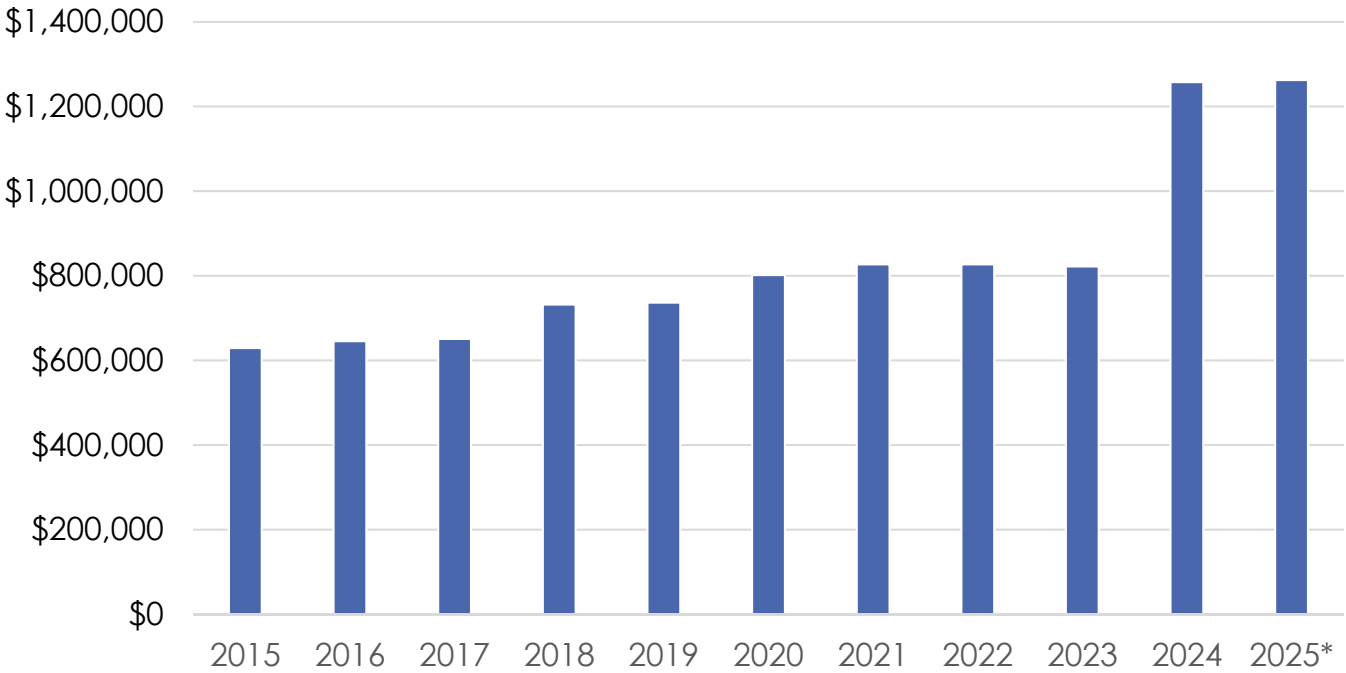
2024 Adopted	Revenue Type	2025 Requested	2025 Proposed	Variance	% of Budget
\$11,718,046	Levy	\$12,834,446	\$12,498,731	\$780,685	73.88%
490,000	Franchise Fees	490,000	490,000	0	2.90%
41,900	Other Property Taxes	40,600	44,600	2,700	0.26%
665,900	Licenses and Permits	733,150	745,150	79,250	4.40%
1,301,701	Intergovernmental	1,357,224	1,392,224	90,523	8.23%
1,461,994	Charges for Services	1,470,721	1,470,721	8,727	8.69%
50,000	Fines and Forfeits	49,400	49,400	-600	0.29%
373,050	Miscellaneous	227,750	227,750	-145,300	1.35%
<b>\$16,102,591</b>	<b>Total Revenues</b>	<b>\$17,203,291</b>	<b>\$16,918,576</b>	<b>815,985</b>	

- ▶ \$507,324 Local Government Aid (LGA) in General Fund
- ▶ 755,066 LGA for Capital Outlay
- \$1,262,390 Total LGA



# Local Government Aid (LGA)

Received in last 10 years and Certified 2025\*



Year	Amount
2015	\$629,046
2016	\$645,603
2017	\$650,846
2018	\$732,114
2019	\$736,496
2020	\$801,740
2021	\$827,165
2022	\$827,165
2023	\$822,214
2024	\$1,257,758
2025*	\$1,262,390

# General Fund

## Operating Expenditures

2024 Adopted	Expenditure Type	2025 Requested	2025 Proposed	Variance
\$224,101	Mayor & Council	\$214,520	\$214,520	-\$9,581
\$44,500	Elections	\$7,000	\$7,000	-\$37,500
\$684,014	MIS Support Services	\$795,283	\$769,374	\$85,360
\$614,976	Finance	\$626,440	\$626,440	\$11,464
\$334,017	Human Resources	\$355,698	\$355,698	\$21,681
\$830,809	Administration	\$985,220	\$990,220	\$159,411
\$202,925	Legal/City Attorney	\$201,330	\$201,330	-\$1,595
\$455,646	Plant/City Hall	\$539,989	\$525,989	\$70,343
\$657,492	Community Development	\$725,010	\$625,010	-\$32,482
\$5,659,484	Police	\$5,920,810	\$5,897,504	\$238,020
\$2,838,677	Fire	\$2,960,330	\$2,960,330	\$121,653
\$604,109	Inspections	\$702,090	\$653,590	\$49,481
\$21,460	Emergency Management	\$22,385	\$22,385	\$925
\$495,155	Engineering	\$520,065	\$520,065	\$24,910
\$1,527,949	Street	\$1,639,321	\$1,620,321	\$92,372
\$907,277	Unallocated	\$987,800	\$967,800	\$60,523
<b>\$16,102,591</b>	<b>Total Operating Expenditures</b>	<b>\$17,203,291</b>	<b>\$16,957,576</b>	<b>\$854,985</b>

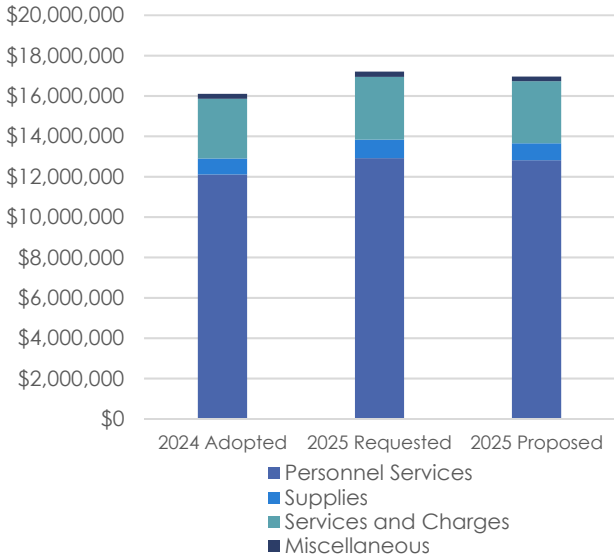


# General Fund

## Total

2024 Adopted	Expenditure Type	2025 Requested	2025 Proposed	Variance
\$12,105,130	Personnel Services	\$12,919,535	\$12,810,320	\$705,190
\$799,875	Supplies	\$917,800	\$842,300	\$42,425
\$2,955,121	Services and Charges	\$3,103,341	\$3,077,341	\$122,220
\$242,465	Miscellaneous	\$262,615	\$227,615	-\$14,850
<b>\$16,102,591</b>	<b>Total Operating Expenditures</b>	<b>\$17,203,291</b>	<b>\$16,957,576</b>	<b>\$854,985</b>

Operating Expenditures



### 2025 Budget Impacts

- ▶ 5.31% proposed increase in General Fund operating expenditures



# SPECIAL REVENUE FUNDS

OPERATING REVENUES/EXPENDITURES

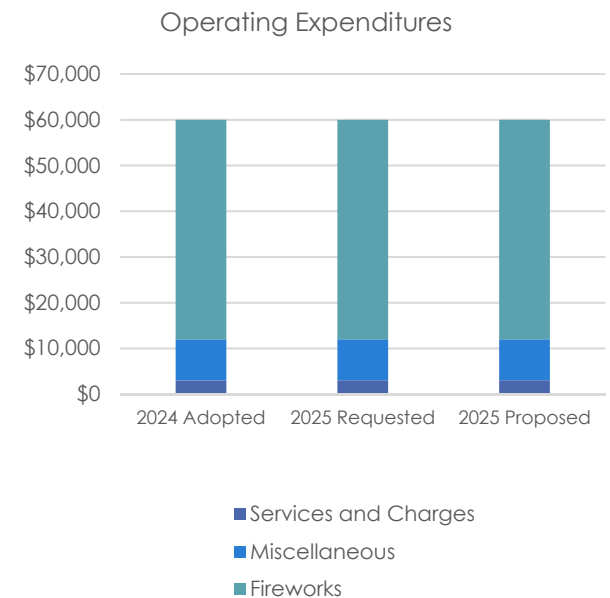
*Stillwater*  
THE BIRTHPLACE OF MINNESOTA

# Special Revenue Fund

## Special Events

2024 Adopted	Revenue Type	2025 Requested	2025 Proposed	Variance
\$48,000	Property Taxes	\$48,000	\$48,000	\$0
\$12,000	Donations	\$12,000	\$12,000	\$0
<b>\$60,000</b>	<b>Total Revenues</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>

2024 Adopted	Expenditure Type	2025 Requested	2025 Proposed	Variance
\$3,000	Services and Charges	\$3,050	\$3,050	\$50
\$9,000	Miscellaneous	\$8,950	\$8,950	-\$50
\$48,000	Fireworks	\$48,000	\$48,000	\$0
<b>\$60,000</b>	<b>Total Expenditures</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>





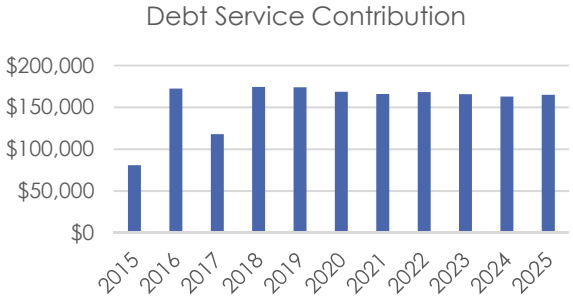
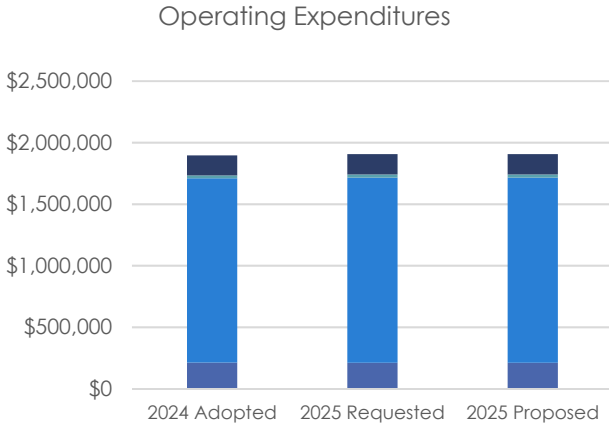


# Special Revenue Fund

## St Croix Valley Recreation Center

2024 Adopted	Revenue Type	2025 Requested	2025 Proposed	Variance
\$1,996,065	Charges for Services	\$2,120,043	\$2,120,043	\$123,978
<b>\$1,996,065</b>	<b>Total Revenues</b>	<b>\$2,120,043</b>	<b>\$2,120,043</b>	<b>\$123,978</b>

2024 Adopted	Expenditure Type	2025 Requested	2025 Proposed	Variance
\$212,216	Supplies	\$211,617	\$211,617	-\$599
\$1,498,055	Services and Charges	\$1,503,832	\$1,503,832	\$5,777
\$24,000	Miscellaneous	\$26,500	\$26,500	\$2,500
\$162,717	Debt Service Contribution	\$164,975	\$164,975	\$2,258
\$110,000	Transfer to Capital Outlay	\$212,000	\$212,000	\$102,000
<b>\$2,006,988</b>	<b>Total Expenditures</b>	<b>\$2,118,924</b>	<b>\$2,118,924</b>	<b>\$111,936</b>



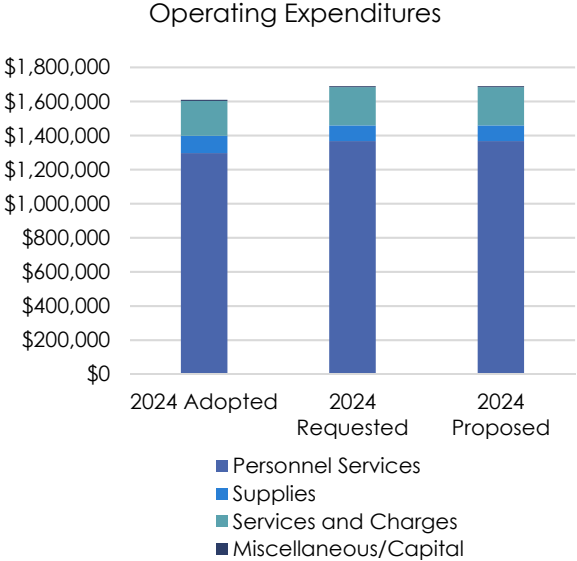


# Special Revenue Fund

## Library

2024 Adopted	Revenue Type	2025 Requested	2025 Proposed	Variance
\$1,565,996	Property Taxes	\$1,658,084	\$1,658,084	\$92,088
\$6,200	Services and Charges	\$8,200	\$8,200	\$2,000
\$21,587	Miscellaneous	\$21,587	\$21,587	\$0
<b>\$1,593,783</b>	<b>Total Revenues</b>	<b>\$1,687,871</b>	<b>\$1,687,871</b>	<b>\$94,088</b>

2024 Adopted	Expenditure Type	2025 Requested	2025 Proposed	Variance
\$1,296,645	Personnel Services	\$1,367,035	\$1,367,035	\$70,390
\$101,400	Supplies	\$92,500	\$92,500	-\$8,900
\$205,300	Services and Charges	\$224,488	\$224,488	\$19,188
\$6,036	Miscellaneous	\$5,021	\$5,021	-\$1,015
\$0	Transfer to Capital Outlay	\$0	\$0	\$0
<b>\$1,609,381</b>	<b>Total Expenditures</b>	<b>\$1,689,044</b>	<b>\$1,689,044</b>	<b>\$79,663</b>



### 2025 Budget Impacts

- ▶ 5.9% increase in property taxes (2025 Proposed vs 2024 Adopted)
- ▶ 2024 Maintenance of Effort (MOE) requirement = \$852,617

# Special Revenue Fund

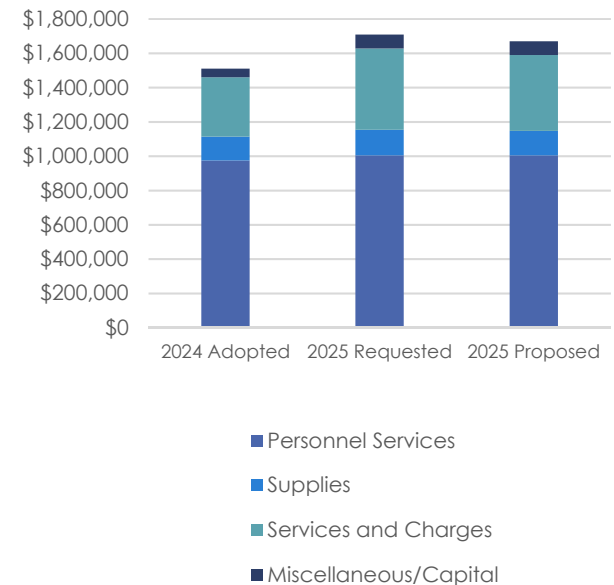
## Parks

2024 Adopted	Revenue Type	2025 Requested	2025 Proposed	Variance
\$1,446,253	Property Taxes	\$1,529,790	\$1,490,790	\$44,537
\$29,000	Services and Charges	\$39,000	\$39,000	\$10,000
\$10,000	Miscellaneous	\$10,000	\$10,000	\$0
<b>\$1,485,253</b>	<b>Total Revenues</b>	<b>\$1,578,790</b>	<b>\$1,539,790</b>	<b>\$54,537</b>

2024 Adopted	Expenditure Type	2025 Requested	2025 Proposed	Variance
\$975,233	Personnel Services	\$1,004,635	\$1,004,635	\$29,402
\$138,600	Supplies	\$149,150	\$143,150	\$4,550
\$345,920	Services and Charges	\$474,505	\$441,505	\$95,585
\$50,500	Miscellaneous	\$80,500	\$80,500	\$30,000
\$0	Transfer to Capital Outlay	\$0	\$0	\$0
<b>\$1,510,253</b>	<b>Total Expenditures</b>	<b>\$1,708,790</b>	<b>\$1,669,790</b>	<b>\$159,537</b>

Includes use of \$130,000 fund balance.

Operating Expenditures



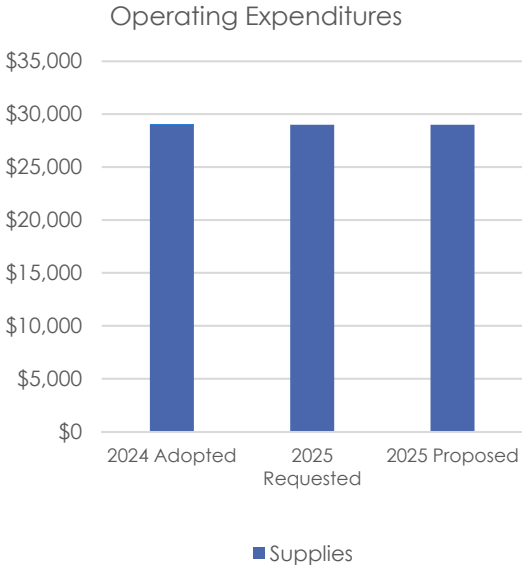


# Special Revenue Fund

## Community Beautification

2024 Adopted	Revenue Type	2025 Requested	2025 Proposed	Variance
\$69,000	Property Taxes	\$69,000	\$69,000	\$0
\$0	Miscellaneous	\$1,205	\$1,205	\$1,205
<b>\$69,000</b>	<b>Total Revenues</b>	<b>\$70,205</b>	<b>\$70,205</b>	<b>\$1,205</b>

2024 Adopted	Expenditure Type	2025 Requested	2025 Proposed	Variance
\$29,000	Supplies	\$29,000	\$29,000	\$0
<b>\$29,000</b>	<b>Total Expenditures</b>	<b>\$29,000</b>	<b>\$29,000</b>	<b>\$0</b>



### 2025 Budget Impacts

- ▶ Per Resolution #2013-162, dated September 17, 2013 – requires a minimum \$15,000 budget appropriation.

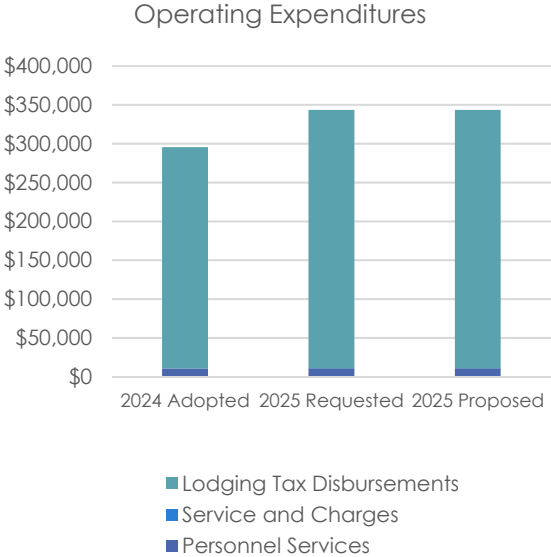


# Special Revenue Fund

## Lodging Tax

2024 Adopted	Revenue Type	2025 Requested	2025 Proposed	Variance
\$300,000	Intergovernmental	\$350,000	\$350,000	\$50,000
\$0	Miscellaneous	\$6,000	\$6,000	\$6,000
<b>\$300,000</b>	<b>Total Revenues</b>	<b>\$356,000</b>	<b>\$356,000</b>	<b>\$56,000</b>

2024 Adopted	Expenditure Type	2025 Requested	2025 Proposed	Variance
\$10,562	Personnel Services	\$10,855	\$10,855	\$293
\$0	Services and Charges	\$40	\$40	\$40
\$285,000	Lodging Tax Disbursements	\$332,500	\$332,500	\$47,500
<b>\$295,562</b>	<b>Total Expenditures</b>	<b>\$343,395</b>	<b>\$343,395</b>	<b>\$47,833</b>



# Capital Outlay

Department/Fund	2025 Requested	2025 Proposed
<b>General Fund</b>		
Administration	\$18,000	\$0
Finance	\$66,200	\$66,200
Fire	\$708,475	\$651,875
MIS	\$89,000	\$145,000
Plant/City Hall	\$14,563	\$1,008,000
Police	\$349,380	\$349,380
Streets	\$560,000	\$540,000
<b>Total General Fund</b>	<b>\$1,805,618</b>	<b>\$2,760,455</b>
<b>St Croix Valley Recreation Center</b>	<b>\$515,500</b>	<b>\$220,000</b>
<b>Library</b>	<b>\$147,000</b>	<b>\$102,000</b>
<b>Parks</b>	<b>\$293,000</b>	<b>\$376,000</b>
<b>Permanent Improvement</b>	<b>\$9,820,000</b>	<b>\$8,750,000</b>
<b>TOTAL</b>	<b>\$12,581,118</b>	<b>\$12,208,455</b>

# Permanent Improvement Projects

## Proposed

2025 Proposed Projects	Annual GO Debt	State Bonding Bill	MSA	Special Assessments	Park/Trail Fund	Capital Fund	Donations	2025 Budget
TH 95 Entrance Monument	\$100,000							\$100,000
Bridgeview Park - Bergstein Shoddy Mill		\$1,000,000						\$1,000,000
Bridgeview Park (south area)		\$1,000,000						\$1,000,000
Bridgeview Park (central lawn & trans dock)		\$600,000						\$600,000
Lumberjack Landing		\$1,000,000			\$200,000		\$800,000	\$2,000,000
CSAH 5 Road & Trail improvement (phase 3)			\$250,000					\$250,000
Annual Street Improvement Project	\$980,000			\$1,820,000				\$2,800,000
St. Croix Center (south parking lot)						\$1,000,000		\$1,000,000
<b>TOTAL</b>	<b>1,080,000</b>	<b>\$3,600,000</b>	<b>\$250,000</b>	<b>\$1,820,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>	<b>\$800,000</b>	<b>\$8,750,000</b>

### 2025 Budget Impacts

- ▶ Maximum planned bonding is approximately \$2,600,000.

# Major Capital Project Overview

2025

- Lumberjack Landing
- Bridgeview Park
- Lowell Park Pavilion
- St. Croix Valley Rec Center Parking Lot
- Downtown Street Lighting –  
Lighting/ARPA/MSA
- Police Locker Room rehabilitation





# Utility Improvement Projects

2024 Proposed Projects	Sanitary Sewer	Street Lighting	Water
Lift station upgrade (Aiple)	\$420,000		
Brick Street lift staion (Rumphs)	\$70,000		
Lift Station Upgrade (Nelson)	\$140,000		
LED City lights conversion		\$25,000	
Wellhouse pump & rehab			\$50,000
Truck - water utility			\$130,000
PFAS temporary treatment facility			\$5,000,000
PFAS water treatment design			\$750,000
<b>TOTAL</b>	<b>\$630,000</b>	<b>\$25,000</b>	<b>\$5,930,000</b>

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Naming Rights and Donor Recognition Policy</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>Attached is a revised policy draft. It incorporates the change requested at the previous board meeting, specifically to standardize terminology. The draft has also been reformatted and further edited to enhance clarity. Additionally, it includes three recommendations from Library Foundation Executive Director Elsbeth Howe: the addition of a conflict of interest section, a sentence about anonymous donations, and rephrasing of a sentence that could have been too broad in scope.</p> <p>One proposed principle in the draft states that the library’s name cannot be altered. If the board prefers, this statement can be removed, with the issue to be addressed if it arises in the future.</p> <p>Executive Director Howe supports the policy and her role in collaborating with the Library Director to develop naming rights opportunity plans and agreements. However, she has requested additional time to review this latest draft with the Foundation board. As a result, it is being included as a discussion item rather than an action item.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Naming Rights and Donor Recognition Policy Draft</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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

**Date adopted:**

**Date amended:**

**Date last reviewed:**

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### **Purpose**

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

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

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

### **Principles**

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

8. **Right to Decline or Alter:** While the Board appreciates and encourages donations from all individuals, businesses, and organizations, it reserves the right to decline any gift and/or reject naming and recognition proposals. The Board may also terminate or alter a naming designation if it is deemed in the best interests of the Library.
9. **Duration of Donor Recognition:** Donor recognition will be maintained for the life of the equipment, furnishing, or collection material. If the equipment, furnishing, or collection material is updated or retired, the recognition will be withdrawn. The Board or Library Director may approve donor recognition opportunities.

## **Naming Rights Process**

Before initiating any capital campaign for a substantial project involving significant renovation or construction, the Library Director, in conjunction with the Stillwater Public Library Foundation's (the "Foundation") Executive Director, must develop a naming rights opportunity plan. This plan must be implemented as approved by the Stillwater Public Library Board of Trustees. The following criteria shall apply in the development of naming rights opportunity plans and related naming rights agreements.

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

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

### **B. Agreement Specifications**

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

### **C. Review Process**

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

### **D. Competitive Process**

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

### **E. Existing Obligations**

Naming rights agreements must not interfere with existing obligations.

**F. Corporate Logos**

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

**G. Corporate Names**

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

**H. Operating Costs**

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

**I. Administrative Resources**

Managing naming rights agreements should not require disproportionate administrative resources.

**J. Termination of Agreements**

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

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

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- In collaboration with the Library Foundation's Executive Director, staff completed two grant requests. One of these, to the Sunrise Rotary Club, has already been approved to enhance the library's early literacy resources.
- An update was provided to the Huelsmann Foundation regarding the status of their funded project, and feedback was requested before proceeding with any garden beautification work.
- Mark was invited to participate in second-round interviews for the city's HR Manager position. Also related to HR-activities, he attended a webinar on paid leave, presented by the MN Department of Employment and Economic Development.
- To clarify communication channels and event promotion, the library created written guidelines. These guidelines, which cover print, online, and in-person promotions, as well as communication flow between organizations, were shared with the Library Foundation's president after consultation with their Executive Director. Elsbeth, Keri, and Mark believe these guidelines will help ensure clear communication and collaboration between the two organizations, as well as optimize the coordination of our limited resources.
- A job ad for a substitute custodian was announced on August 21, marking our first use of the new NEOGOV platform.
- A job posting for a forthcoming vacancy in Information Services was announced internally on August 30. This was the first time the library and the city's HR Specialist used NEOGOV for a posting initially available to internal-only union applicants, making it a learning experience.
- Library staff participated in an employee picnic for the first time with other city departments. Department heads helped set up, cook, and clean, while several councilmembers served food.
- Signage for level directories and maps has been manufactured and delivered. Maintenance Worker Shain Henry will install them this fall as time permits. Recently, Shain also completed repainting several metal benches on the terrace and removing sunshade awning panels.
- Mark attended a recurring cross-departmental IT meeting and requested a new method for reporting suspicious emails.
- Offboarding paperwork was completed for a seasonal employee who assisted Youth Services with summer reading program setup and takedown.
- Five Library Corner articles were written and published in August.
- The August issue of ShelfLife was published on August 1.

### Heads-Up

- Beginning September 9, at the request of the roofing contractor, the terrace roof will be closed to the public for approximately two months. On that day, the roofer and city plan to implement a partial road closure on 3rd St, reducing traffic to one-way, northbound travel for a section where the crane will be stationed. The library's sidewalk parallel to this stretch will also be closed. However, the library's parking ramp will remain accessible throughout the project. The crane is scheduled to arrive on September 10. The city typically posts information about street closures and detours on their social media. The library has created a webpage for updated project information and will share updates via newsletters and other channels.
- Staff are coordinating with the Library Foundation and the nonpartisan League of Women Voters to offer voter registration at our library on September 17 from 4:00–6:00 PM.

- The Library Foundation will host a Volunteer Appreciation Celebration on September 24 from 3:00–4:30 PM in the Margaret Rivers Room.

**Near-Term Future Focus**

- Coordination and communication efforts related to the terrace roof project will continue.
- Learning how to navigate and incorporate into workflow processes a new human resources management system (HRMS) that is replacing the previous software platform used by the city.
- Recruitment and hiring processes related to two open positions.
- Preparing for the October 15 Sunrise Rotary presentation.
- Providing a progress report to the Hugh J. Andersen Foundation for the 2024 grant it awarded to the library.
- Planning for the half day of staff training on October 14.

## **August Adult Programs and Activities**

### **Book Clubs**

- **Mystery:** On August 21, 10 attendees [discussed mysteries about spies or espionage](#).
- **Romance:** On August 13, 5 attendees discussed [Sunny vs. Grump trope](#) and a new member was welcomed to the group.

### **Art & Music Programs**

- **Karen Chan:** 20 attendees joined teaching artist Karen Chan on Thursday, August 15 to paint Almost Fall in acrylic. Comments from attendees:
  - *“Karen was a truly amazing artist and certainly helped further my love of painting. I loved her class and intend to continue working in her classes. Great opportunity to further my love for art.”*
  - *“Karen is the most amazing teacher and we are so lucky she shares her talents with us all.”*
- **Pet Portraits:** 16 animal-inspired artists gathered on Thursday, August 22 to paint pet portraits with teaching artist Erin Holt. Comments from attendees:
  - *“Learned a lot at this class. Thanks so much.”*
- **Charlie Maguire:** On Wednesday, August 14, Charlie Maguire shared an interactive performance of songs about Minnesota for an audience of 46. This was funded by the Minnesota Arts and Cultural Heritage Fund (Legacy Fund). Comments from attendees:
  - *“Excellent performance. Very entertaining!”*
  - *“Great program! Have him come again! Very educational and creative and he explained how using the library enhanced his creativity.”*
  - *“Charlie made us love libraries.”*

### **Lifelong Learning Programs**

- **Tai Chi:** 5 attendees enjoyed flowing with staff at the last Tai Chi workshop of the year on Thursday, August 15.
- **Tech Help:** 5 Tech Help appointments were offered and filled. They were attended by a total of 5 attendees. Staff provided basic technical support for devices including laptops, smartphones, and tablets. One appointment helped a patron regain access to an Apple account after being locked out of the account for a year.
- **Yoga on the Lawn:** 3 Yoga on the Lawn events were offered in August and had a total of 26 attendees throughout the month. We received a lot of great feedback from the community and heard a desire for more yoga in the future. Comments from attendees:
  - *Erin is an Excellent instructor, very positive and aware of the class experience level.*
  - *I found the classes were beneficial to people who don't do yoga on a regular basis. Erin was very good at explaining and running the class for all levels, especially us beginners.*
  - *I just wanted to say Thank You for the free adult yoga on Wednesdays! It was something I really looked forward to! Erin was awesome & doing it outside was so wonderful, we got so lucky with almost perfect weather each week!*
- **Mark Moran Antique Appraisal:** 32 attendees enjoyed learning more about antiques brought to the library for appraisal. Antique items included many family heirlooms with interesting stories, paintings, furniture, and books. The last appraisal of the day was a first edition copy of the second volume of Little



Women, which was in very good condition and could be very valuable if the owner finds the first volume to create a complete set.

- **Monday Meditation:** Throughout the month 4 meditation sessions were offered on Mondays. 17 people attended at the library and 1 person attended virtually.

### **St. Croix Collection Updates**

- 29 users signed into the St. Croix Collection in August this includes 12 residents of Stillwater and 17 visitors.
- Research topics and sources included: newspapers, notable resident Al Kroon, maps, Runk photos, house histories, yearbooks, Fairview Cemetery history, microfilm, local geology, city directories, and St. Croix Valley history in general.
- A SCC visitor on August 28 exclaimed to staff: "This is great! This is just like libraries used to be before Google!"
- The monthly Genealogy Help 1:1 appointment was attended by 1 person.

### **Adult Summer Explorers Program, June 1- August 10, 2024**

- Stats:
  - 112 adults participated.
  - 377 reviews were submitted by adult participants.
- Weekly Prizes: Each week, participants who submitted a book review were eligible to win a prize.
  - In June, weekly prize winners received gift cards for [Rose Mille](#), [Rose Floral](#), [Sara's Topsy Pies](#), and [Valley Bookseller](#).
  - In July, weekly prize winners received gift cards for [Candyland](#), [a Kayak tour](#), [Green Bridge Coffee](#), and the [Haunted History Trolley Tour](#).
  - In August, weekly prize winners received gift cards for [Art's Coffee](#) and [Smith + Trade Mercantile](#)

**Images from August Adult Programs**

**Yoga on the Law, Wednesdays, August 14, 21, 28**



**Charlie Maguire, Wednesday, August 14**



**Charlie Maguire**



Aug 15 · 🌐

THE MN LEGACY AMENDMENT got it's money's worth last night in Stillwater, with a "Standing O" thrown in. Last concert of the summer season coming up! August 27, 6pm, at Trapp Farm Park, Eagan. Save the date! Photo: LSK



**Antique Appraisal with Mark Moran, Saturday, August 3**

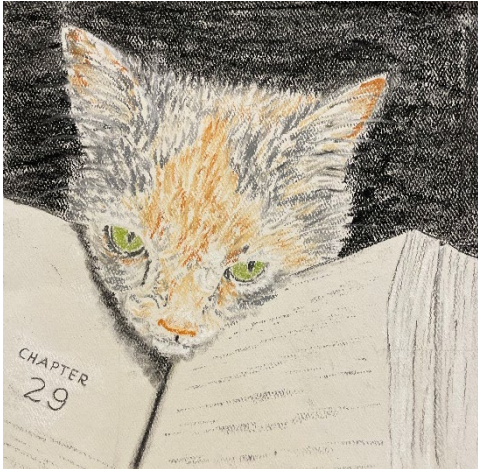


**Moran appraises a small ivory sculpture**

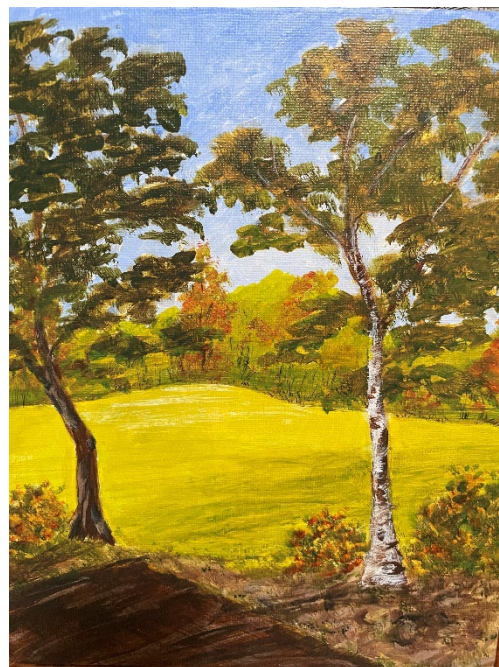


**Moran appraises two paintings featuring cats**

**Pet Portraits, Thursday, August 22**



**Karen Chan, Almost Fall in Acrylic, Thursday, August 15**



Feeling catty? In August, the Nonfiction Display featured International Cat Day and was a hit with people of all ages. Library associate, Cami, included a weekly trivia question and made special cat-themed bookmarks to distribute as a trivia prize. Staff estimated 75-100 bookmarks were distributed as prizes, image of cat book marks below.



## **August Youth Programs and Activities**

### **Early Literacy (0-5)**

- Storytimes – Planning for fall is being finalized. Weekly Preschool Storytime will return on Wednesday, September 4. (NEW) Baby and Toddler Storytime, formerly twice a month, will be offered weekly starting Thursday, September 5.
- Three Little Pigs Puppet Show (1 of 2 performances) – (113)
- Woodland Animals Process Art Adventures – (71)
- Preschool Art – Eric Carle Animals – (21)

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

- Chess Club – Two sessions (43)
  - *“Keep up the good work providing fun free activities for youth. Thank you.”*
  - *“It’s a great activity and helped my son’s increased interest in chess.”*
- Ocean Diorama with Parcel Arts – (16)
  - *“Great teacher/instructor with loving patience and guidance for the kids.”*
  - *“Greatly appreciate the opportunity you gave us to have a little out of the ordinary fun this summer”!*
- MN DNR Natural Wonders – Pollinators – (32)
- Puppet Show (2 of 2 performances) and end-of-SRP party – (63)
- Woodland Animals Process Art Adventures – (71)
- Nature in the Field: Stream Biology – (18)
  - *“Andy Weaver is a great teacher and gives purposeful and clear education”.*
  - *“Excellent instructor. Engaging presentation. Fun to visit a new place”.*
  - *“Learning about all the different bugs and the ability to explore on your own in other natural spaces to share what you learned and how to identify them”.*
  - *“He had interesting specimens ready for us! We saw the connection between water chemistry and stream ecology. We loved knowing how to access the creek, too”.*
  - *“Thank you for your support of this program. It was a highlight of our summer!”*
  - *“This was so fun and educational”.*
- Nature in the Field: Stream Biology – (7)
- LEGO Club – (27)

### **Children’s Drop-in Activities**

- Lake Creatures Scavenger Hunt – (252)
- Ocean Discovery Room

### **Summer Explorers – 2024 Summer Explorers is in the books!**

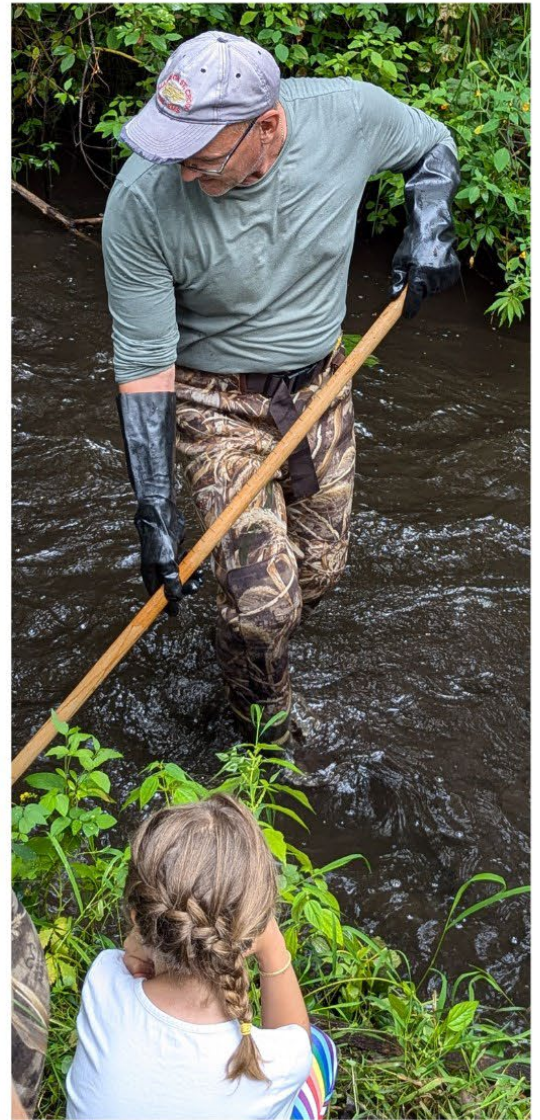
- 738 children registered
- 1,110 books were given away
- 1000 Reading trackers were taken
- 2800+ attended youth programs June-August
- 412 youth and 92 teen “Read Write Draw” forms were submitted for a chance to prizes. The drawings and reviews are in binders on the main floor. Check them out!
- An end-of-summer celebration (Puppetry and Popsicles) was held on the terrace with Plinko, button making, bubbles, and FREE ice cream! Around 100 attended.
- 40 Gold Star Readers showed their completed tracker guide to have their name displayed in the welcome area. This is the first year this was offered. We plan to repeat it each year as a fun incentive.

### **Naturalist-in-Residence Programs with Andy Weaver** (former SAHS biology teacher)

- Two Stream Biology programs were held at Brown's Creek where, years ago, Andy's students populated the creek with 1,000 trout. He discussed the initiatives by the DNR and Brown's Creek Watershed District to lower the water temperatures needed for the insects that trout rely on for food. He demonstrated to the group how to test water quality and explained how various types and quantities of macroinvertebrates can signal the health of the water. Macroinvertebrates were collected and studied under a microscope.
- Future programs will focus on prairie ecology, Minnesota birds, beekeeping and maple syrup, and the captivating story of Andy's work with peregrine falcons. See here for more details: <https://library.stillwatermn.gov/naturalist/>

### **Upcoming Programs**

- [Nature in the Field: Prairie Ecology at Valley View Park](#) – Thursday, September 5
- [Nature in the Field: Prairie Ecology at Valley View Park](#) – Saturday, September 7
- [Nature in the Field: MN Birds at Valley View Park](#) – Thursday, September 12
- [Drop-in Nature Play](#) – Thursday, September 12
- [Nature in the Field: MN Birds at Valley View Park](#) – Saturday, September 14
- [Nature at STILLWATER Library: Beekeeping](#) – Thursday, September 18
- [Family Book Bingo](#) – Saturday, September 21
- [Nature at LAKESIDE PARK : Beekeeping](#) – Thursday, September 26
- [LEGO Club](#) – Thursday, September 26
- [Nature at Bayport Public Library: Peregrine Falcons](#) – Thursday, October 3
- [Family Engineering Night with The Works Museum](#) – Thursday, October 3
- [Nature at Stillwater Public Library: Peregrine Falcons](#) – Saturday, October 5
- [SafeSitter Babysitting Safety Course](#) for grades 6-8 (part 1 of 2) – Saturday, October 5
- [Writing Contest and Author Visit with Erin Soderberg Downing](#) – Thursday, October 10
- [SafeSitter Babysitting Safety Course](#) for grades 6-8 (part 2 of 2) – Saturday, October 12
- [Bugs with Silly Millies](#) – Thursday, October 17
- [Amazing Animal Adaptations with Carpenter Nature Center](#) – Saturday, October 19



## Stream Biology with Andy Weaver







## Woodland Adventures Process Art





## Puppetry & Popsicles End of Summer Celebration



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><b>Committee:</b> Advocacy  <b>Date:</b> Wednesday, August 14, 2024, 3 PM  <b>Location:</b> Conference Room, Stillwater Public Library  <b>Present:</b> Goeltl, Hullander, Howe, O'Brien, Simon  <b>Absent:</b> None</p> <p><b>Agenda Item 1: Review of July Minutes</b>          Committee approved.</p> <p><b>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</b></p> <ul style="list-style-type: none"> <li>• Trustees: Trustee Hansen and Foundation President Seidenkranz presented at the City Council meeting on August 7, 2024. The presentation was well-received by the Council. The terrace improvement project is scheduled to begin in early September.</li> <li>• Foundation: Foundation is gearing up for the end of year fundraising appeal. In preparation for this, they will begin some donor newsletters. The Hugh J. Andersen grant request will be submitted this week. On September 10, the Foundation board will be holding Townie Tuesday at Lift Bridge Brewing.</li> <li>• Friends: Friends will meet again in September and work on the sale.</li> <li>• Staff: Library Card Sign-Up Month is September. Friends agreed to provide a free coupon to one book from the ongoing book sale.</li> </ul> <p><b>Agenda Item 3: Recap of Conferences</b></p> <ul style="list-style-type: none"> <li>• International Public Library Funding Conference: Howe attended IPLFC and went to numerous sessions. One session was put on by the Duluth, MN library. She recapped the session and their key advocacy efforts to build city support and engage donors and the community.</li> <li>• Library Advocacy Conference: Goeltl discussed Denver Public Library presentation and their work to receive increased funding. Simon discussed another session that highlighted a living room approach to engaging community members in discussions about current topics.</li> </ul> <p><b>Agenda Item 4: Review of Outreach, Possible Calendar Dates, Library Stories</b></p> <ul style="list-style-type: none"> <li>• Committee reviewed past and upcoming outreach opportunities, calendar dates, and library stories.</li> <li>• One story of note was: "The genealogist that helped me did a very good job. We found some very exciting information that I had not heard before about my great-grandfather and his business. I never knew about the Stillwater history room at the library until two months ago and that lead me to get personal help. You have a wealth of information in the room and it's</li> </ul>	

great that you provide a genealogist to help. I have learned more from your library about my ancestors in Stillwater than I have any other place that I have talked to.”

**Agenda Item 5: 2024 Project Updates**

- **Summer Tuesdays:** Hullander reported on Summer Tuesdays. It went well. She had 176 last night; it was busier on Barbie night. She would estimate 300. She had lots of people ask questions about the library, take pictures of the library events calendar, and say that they love the library. Hullander would do face painting but would add a sign that says face painting. She would do 3 dates in 2025.. Set-up takes a lot of time and a lot of physical labor. We need at least two strong people to do set-up and a truck. For 2025, make badges or name tags or buttons for trustees, Foundation, or Friends members who are volunteers to identify them. Volunteers appreciated the opportunity to be out in the community representing the library.
- **Discover Stillwater Visitor Guide:** It was brought to the Advocacy Committee’s attention that the [2024 Stillwater Visitor Guide](#) has several pages where the library could be mentioned (Things to Do - Tour Options - pg. 29, Public Art - pg. 41, Downtown Loop and Downtown Walking Tour - pg. 45, Added as number to the fold-out map under Things to Do). The library is listed under Points of Interest with an old website address (which auto-routes to a new address). Howe will reach out to Discover Stillwater regarding options to make the library more visible in this guide.

**Next Meeting:**

Meeting will be moved from 3 PM to 4 PM on the first Wednesday of the month. The next meeting is September 4, 2024 at 4 PM. One topic for discussion is a review of the results from the Polco survey.

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**Committee:** Advocacy

**Date:** Wednesday, September 4, 2024, 4 PM

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

**Present:** Goeltl, Hullander, Howe, O’Brien, Simon

**Absent:** None

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

Committee approved.

**Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff**

- **Trustees:** Simon shared the Midwest Indie Book Map, available at Valley Bookseller. On Monday, work on the terrace should begin. Simon also showed the committee members the two library-branded mugs.
- **Foundation:** Howe shared that the Foundation is focusing on donor stewardship. Board members are personally connecting with donors and thanking them. Foundation is hosting a volunteer appreciation event on September 24, coordinated by Susie Danielson. The 2023 Impact Report is out and was mailed to last year’s donors. There is also a new donor newsletter that is emailed quarterly. In partnership with the library, grant requests were submitted to the HJA Foundation and to the Rotary. HJA Foundation is reviewing the grant

request. Rotary responded and provided a grant of \$750 for early literacy materials. Townie Tuesday is next Tuesday at Lift Bridge from 5 - 9 PM.

- Friends: Friends will meet in September. Planning is occurring for the fall used book sale.
- Staff: Sunday Hours resume on Sunday, September 8. A youth writing contest with an author visit is underway. Writing entries are due September 30. Applications are currently being accepted for the Library Trustee vacancies.

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

- Committee reviewed past and upcoming outreach opportunities, calendar dates, and library stories.

**Agenda Item 4: 2024 Project Updates**

- Committee reviewed and discussed the 2024 budget and RACI updates. Howe contacted Discover Stillwater regarding the feedback received from trustees that the library could be listed in more areas in the brochure. Howe shared the various places where the library could be listed for greater visibility and reported that Discover Stillwater seemed receptive to considering these suggestions.

**Agenda Item 5: Discussion of Polco Survey Results**

The library’s June 2024 Polco survey was focused on library programming and communications. While prior year June surveys also focused on programming, those questions were more targeted to COVID and in-person/virtual events. This year, the questions were revised to better assess current programming and communication needs. The library received 154 responses to the survey. This was higher than the city average of 85-100 responses.

The committee reviewed survey results and began identifying trends, themes, and budget impact. At the October board meeting, the Advocacy Committee will share the survey results and a summary.

**Next Meeting:**

The next meeting is Wednesday, October 2, 2024 at 4 PM.

Possible topics for discussion include: review of the results from the Polco survey; November Polco survey questions; review of summer social media/website posts and traffic; and framework for library outreach.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Evaluation: Annual Review (Closed Session)</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The September meeting will include the annual director performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> <li>• Library Director position description</li> <li>• Annual Review Form completed by Director Troendle</li> <li>• Goal Development Worksheet completed by Director Troendle</li> </ul> <p>The trustees are to prepare for a discussion using the topics outlined in the Annual Review Form. This discussion will take place in a recorded closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. The closed session will conclude with a brief discussion among the trustees only.</p> <p><u>Request to Hold a Closed Meeting:</u>          Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board’s authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p> <p><u>Request to Reopen Meeting:</u>          Motion to reopen meeting following the conclusion of the annual performance evaluation of the director.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Step Movement</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve movement to step 10 effective the first full pay period following the director’s anniversary date and subject to satisfactory performance evaluation.</b>	
BACKGROUND/CONTEXT: <p>Troendle is currently at grade 11, step 9 on the class compensation pay grid. Per the performance evaluation process, future annual step movement occurs along the compensation pay grid and is subject to a satisfactory performance review. If the board evaluates the director’s performance as satisfactory, a motion should be made to approve a step increase effective the first full pay period following the director’s anniversary date of September 5. The next step on the new grid would be step 10.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater Public Library 2024 Calendar

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

Green: Board • Purple: Friends • Blue: Foundation



# Stillwater

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## Public Library

### 2024 LIBRARY BOARD

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

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

**2024 Committee Rosters:**

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

Updated 7/31/2024