

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, February 11, 2025
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 January 14, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in January +
 - c) 2024 Budget Status Report +

Informational/Discussion (20 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Board Calendar D+
6. Director Performance Evaluation: 6-Month Progress Check (March) D+

Decisional (15 minutes)

7. Library Event Planning Task Force A+
8. School Busing for Field Trips to the Library A+
9. Library Advocacy Committee Charter Revision A+

Reports (10 minutes)

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

13. Public Commentary

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

14. Trustee Check-in/Topics for Future Discussion

15. 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, February 10, 2025.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2025 Calendar, 2025 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, January 14, 2025**

Minutes

PRESENT: Burns, Ellison, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon, Council Liaison Collins

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order & Introduction of Trustees

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Burns moved. Simon second. Yes: Burns, Ellison, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear reported:

- Mary Ann Sandeen, President of the Friends of the Stillwater Public Library, passed away this morning.
- Library staff members Lori Houston and Cindy Selnes are retiring.
- Lockyear and Troendle attended reception to welcome new council member Belland and say good-bye to departing council member Dave Junker.
- Thanks to Collins for continuing to serve as Council Liaison to the Library Board of Trustees.

Lockyear also noted that the Advocacy Committee shared that Library Legislative Day is February 20. Last year, Pat Lockyear and Elsbeth Howe met with Minnesota State Representative Josiah Hill. Minnesota State Senator Karin Housley was unavailable. The event typically starts at 8:30 or 9 AM and is done by midday. If trustees are available to attend, please contact Lockyear or O'Brien.

AGENDA ITEM 5: School Field Trips to the Library

Ellison explained that he wanted to do something to encourage local elementary schools to do field trips to the library. These fields trips would actively bring students to the library and could demonstrate the benefits of getting books, help improve reading skills, and generate a lifelong love of reading. It would also be a visible connection between the library and the schools. With bus transportation costs at \$200 for 2 hours plus \$150 for every hour after that, Ellison believes a field trip to the library would be well worth the expense.

Ellison reported that he has a meeting on February 10 with the superintendent and another member of the leadership team to discuss this proposal. Lockyear commented that while trustees can individually

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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do research, the board as a whole would need to consider the proposal and take action on it to make school field trips to the library an initiative.

Board discussed the proposal and had several questions:

- What are the goals, logistics, vision, and scope of this proposal? Which grades? How many schools? How often?
- How would this initiative be funded? Could the Partnership Plan fund? Would they fund if not all district schools (as some are outside our service area) would visit Stillwater Public Library?
- What would the educational component of the visit be? What is already being taught by the school librarian? What about electronic resources?
- What would the workload for the library be to manage the visit, tours, education, and prep?
- Could a pilot program be done with a small group? How would we create a small sample size?
- How does a library visit fit with all of the curriculum that teachers are trying to fit in a day?
- Are the schools interested in pursuing field trips to the library?

Lockyear reported that if the board is interested in pursuing this, the next step would be to bring the creation of a task force to the Executive Committee to draft a charge and consider members of a potential task force. If a task force was formed, Angie Petrie, Youth Services Supervisor, and Troendle would likely be the staff representatives. Ellison asked to be a trustee representative.

AGENDA ITEM 6: Request for Review Procedural Guide

The procedural guide for request for review is provided in response to trustees' request and is strictly for guidance. It is not a policy or an adopted procedure. It will reside in the January 2025 packet for future reference.

It is structured around the appeal from October 2022. This structure was based on a great deal of research and discussion, including ALA guidelines, the work of other metro libraries, and review and refinement by the city attorney. This would be a helpful starting place if an appeal would come to the board.

AGENDA ITEM 7: Board-Sponsored Library Event to Promote Connection with Staff & Others

Last year, the board held a breakfast event designed to foster connection between library staff, trustees, and other volunteers who support the library. The Foundation also held a volunteer event later in the year. The Foundation is again planning a volunteer event, tentatively scheduled for late September of 2025. They are willing to partner with board if desired.

Lockyear asked if board would like to sponsor a similar event this year. Should this be a separate event or coordinated with the Foundation? Board members discussed that it would make sense and be more respectful of volunteer time to work with the Foundation and offer one event.

A proposal will be brought to the February meeting for a task force to plan this event. There will need to be 1-2 trustees plus staff and Foundation members on the task force.

**STILLWATER PUBLIC LIBRARY
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AGENDA ITEM 8: 2025 COVID-19 Leave

Motion to approve pro-rated COVID-19 leave for benefited library employees in 2025, in alignment with City. O'Brien moved. Panciera second. Yes: Burns, Ellison, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.

AGENDA ITEM 9: Grant Requests

Motion to approve 2025 grant requests of the Huelsmann Foundation for up to \$20,000 and of Better World Books for up to \$5,000. Simon moved, Burns second. Yes: Burns, Ellison, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.

AGENDA ITEM 10: Donor Recognition Sign

Motion to approve the wording and design concept of the proposed donor recognition sign and expenditure plan as outlined in the board packet. Ellison moved. Panciera second. Yes: Burns, Ellison, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle reported that the library completed the internal union posting for the Circulation Services Lead position. Kaytee Estall will fill the open position. Since Kaytee is moving to a new position, her current Library Associate position is being posted internally. If no one internal applies, it will then be posted externally. The Library Assistant position, vacant due to the retirement of Cindy Selnes, is posted externally and will close in a week.

AGENDA ITEM 12: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Minutes are in packet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Committee met. Notes in packet.

AGENDA ITEM 13: Foundation & Friends Report

The Friends will next meet in February. The Foundation last met in early December and will meet again at the end of January.

AGENDA ITEM 14: Public Commentary

The board received thank you notes from Paula Hemer and Dana Weigman for the thoughtful book selections in their names.

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

None.

AGENDA ITEM 16: Adjournment

Motion to adjourn meeting. Simon moved. O'Brien second. Yes: Burns, Ellison, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None. Meeting adjourned at 6:34 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in January 2025				
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 January 2025 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of January:				
January 2025 (2024 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 28,408.05	\$ 1,988.94	\$ 1,884.08	\$ 32,281.07
Capital Expenditures	\$ 326,400.00	\$ -	\$ -	\$ 326,400.00
Total	\$ 354,808.05	\$ 1,988.94	\$ 1,884.08	\$ 358,681.07
January 2025 (2025 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 3,435.32	\$ 1,954.27	\$ 550.00	\$ 5,939.59
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,435.32	\$ 1,954.27	\$ 550.00	\$ 5,939.59
<i>Bill Resolution: January 7, 2025 (Total: \$20,414.65)</i>				
2024 (\$20,629.90):				
<ul style="list-style-type: none"> • \$5,790 paid to Xcel Energy for gas and electricity. • \$2,307 paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$1,943 paid to Bibliotheca for RFID pads. • \$1,931 paid to Grainger for toilet parts. • \$1,420 paid to Demco for book display unit. 				
2025 (-\$215.25): \$215.25 credit from Bibliotheca for service agreement on old RFID pad.				
<i>Bill Resolution: January 21, 2025 (Total: \$344,206.01)</i>				
2024 (\$338,051.17):				
<ul style="list-style-type: none"> • \$326,400 paid to Peterson Brothers for the terrace roof project (CIP 24-4231-963). This is the final set of payments to Peterson for the capital project. • \$7,924 paid to Washington County Library for Stillwater’s share for the circulation system, cataloging system, and public computer/print management system. • \$1,647 paid to SOS Office Furniture for desk and cabinets in YS office. 				
2025 (\$6,154.84):				
<ul style="list-style-type: none"> • \$2,462 paid to Johnson Controls Fire Protection for annual service contract. 				

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 1/7/2025 Bill Resolution 1/21/2025 Bill Resolution
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE:

2024 & 2025 Bill Resolutions

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
INVOICES PAYABLE							
2025 Payments:							
CM-US04199	12/12/2024	4385	Bibliotheca LLC	Computer Maintenance Agreement - RFID Pad Serv	-215.25	230-4230-3713-0000	Computer Maintenance/Licenses
2024 Payments:							
3798-244241	12/16/2024	41	Ace Hardware	Janitorial Supplies	79.92	230-4231-2102-0000	Janitorial Supplies
11XY-DPHG-V3DG	11/21/2024	5115	Amazon Business	Materials - Juv (Lawson)	-33.99	224-4224-2404-0000	Other Books
1MGT-6CHG-F43F	12/13/2024	5115	Amazon Business	Supplies	97.94	230-4230-2101-0000	General Supplies
1MGT-6CHG-F43F	12/13/2024	5115	Amazon Business	Materials - Adult Fiction	67.34	230-4230-2401-0000	Adult Books - Fiction
1FL1-NQJW-GWJ9	12/17/2024	5115	Amazon Business	Supplies	396.14	230-4230-2101-0000	General Supplies
1FL1-NQJW-GWJ9	12/17/2024	5115	Amazon Business	Equipment - Rolling Desk	158.39	230-4230-2302-0000	Other Minor Equipment
1YTC-6VCQ-LNPR	12/17/2024	5115	Amazon Business	Supplies	248.85	230-4230-2101-0000	General Supplies
1YTC-6VCQ-LNPR	12/17/2024	5115	Amazon Business	Materials - Processing	85.32	230-4230-3404-0000	Processing Fee
1147-V64F-R77D	12/18/2024	5115	Amazon Business	Supplies	105.95	230-4230-2101-0000	General Supplies
1CXT-KQKC-QRLQ	12/18/2024	5115	Amazon Business	Lighting	226.38	230-4231-2101-0000	General Supplies
1CXT-KQKC-QRLQ	12/18/2024	5115	Amazon Business	Janitorial Supplies	110.61	230-4231-2102-0000	Janitorial Supplies
1CXT-KQKC-QRLQ	12/18/2024	5115	Amazon Business	Equipment - Vacuum	220.00	230-4231-2302-0000	Other Minor Equipment
1QC-133C-VC4W	12/18/2024	5115	Amazon Business	Materials - Processing	88.93	230-4230-3404-0000	Processing Fee
1R9N-JGJW-TLDF	12/18/2024	5115	Amazon Business	Supplies	52.55	230-4230-2101-0000	General Supplies
1R9N-JGJW-TLDF	12/18/2024	5115	Amazon Business	Materials - Processing	8.98	230-4230-3404-0000	Processing Fee
1FJL-3HKD-3CWC	12/19/2024	5115	Amazon Business	Supplies	571.01	230-4230-2101-0000	General Supplies
1CDK-9XT6-RMN7	12/21/2024	5115	Amazon Business	Materials - Birding Kits	655.20	230-4230-2405-0000	Adult Books - Non Fiction
1FWP-9D9Y-3CHY	12/22/2024	5115	Amazon Business	Janitorial Supplies	18.98	230-4231-2102-0000	Janitorial Supplies
1GWP-DQDM-1JNY	12/23/2024	5115	Amazon Business	Computer Equipment - Tablet Kiosk	79.19	230-4230-2303-0000	Minor Computer Equipment
1HP6-1TRK-6LXM	12/23/2024	5115	Amazon Business	Supplies	103.81	230-4230-2101-0000	General Supplies
1HP6-1TRK-6LXM	12/23/2024	5115	Amazon Business	Equipment - Children's Area	108.00	230-4230-2302-0000	Other Minor Equipment
1M1X-GDTC-F3H3	12/25/2024	5115	Amazon Business	Janitorial Supplies	343.71	230-4231-2102-0000	Janitorial Supplies
1M1X-GDTC-F3H3	12/25/2024	5115	Amazon Business	Equipment - Storage	131.98	230-4231-2302-0000	Other Minor Equipment
1KYR-63NV-TNMX	12/27/2024	5115	Amazon Business	Processing	114.99	230-4230-3404-0000	Processing Fee
141L-JD34-D3YH	12/29/2024	5115	Amazon Business	Materials - Adult Nonfiction	35.36	230-4230-2405-0000	Adult Books - Non Fiction
1KLN-P1HD-G3JL	12/29/2024	5115	Amazon Business	Materials - Birding Kits	56.96	230-4230-2405-0000	Adult Books - Non Fiction
1INTD-1KKQ-1DPL	12/30/2024	5115	Amazon Business	Janitorial Supplies	40.98	230-4231-2102-0000	Janitorial Supplies
INV-US78850	12/23/2024	4385	Bibliotheca LLC	Computer Equipment - RFID Pads	1943.50	230-4230-2303-0000	Minor Computer Equipment
B6904916	12/11/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	78.32	224-4224-2404-0000	Other Books
B6904916	12/11/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	94.17	224-4224-2404-0000	Other Books
B6904916	12/11/2024	452	Brodart Co	Materials - Juv (Lawson)	29.10	224-4224-2404-0000	Other Books
B6904916	12/11/2024	452	Brodart Co	Materials - Adult Fiction (Weigman)	29.37	230-4230-2401-0000	Adult Books - Fiction
B6904916	12/11/2024	452	Brodart Co	Materials - YA	7.13	230-4230-2406-0000	Teen Books - Materials
B6904916	12/11/2024	452	Brodart Co	Materials - Processing Fee	3.24	230-4230-3404-0000	Processing Fee
B6904916	12/11/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	16.20	232-4232-2113-0000	Materials
B6905577	12/12/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	141.79	229-4229-2113-0000	Materials
B6905577	12/12/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	52.65	229-4229-2113-0000	Materials
B6905577	12/12/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6905577	12/12/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	55.89	232-4232-2113-0000	Materials
B6905577	12/12/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	76.17	232-4232-2113-0000	Materials
B6905800	12/12/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	79.26	224-4224-2404-0000	Other Books
B6905800	12/12/2024	452	Brodart Co	Materials - Juv (Lawson)	11.69	224-4224-2404-0000	Other Books
B6905800	12/12/2024	452	Brodart Co	Materials - YA	21.34	230-4230-2406-0000	Teen Books - Materials
B6905800	12/12/2024	452	Brodart Co	Materials - Processing Fee	0.81	230-4230-3404-0000	Processing Fee
B6906436	12/13/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	85.89	224-4224-2404-0000	Other Books
B6906436	12/13/2024	452	Brodart Co	Materials - Adult Nonfiction (Friends)	37.86	229-4229-2113-0000	Materials
B6906436	12/13/2024	452	Brodart Co	Materials - Adult Fiction	24.02	230-4230-2401-0000	Adult Books - Fiction
B6906436	12/13/2024	452	Brodart Co	Materials - Processing Fee	21.21	230-4230-3404-0000	Processing Fee
B6907027	12/16/2024	452	Brodart Co	Materials - Juv (Lawson)	300.73	224-4224-2404-0000	Other Books
B6907027	12/16/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	343.92	229-4229-2113-0000	Materials
B6907027	12/16/2024	452	Brodart Co	Materials - Processing Fee	96.96	230-4230-3404-0000	Processing Fee
B6907661	12/17/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	82.63	224-4224-2404-0000	Other Books
B6907661	12/17/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	24.91	224-4224-2404-0000	Other Books
B6907661	12/17/2024	452	Brodart Co	Materials - Processing Fee	2.43	230-4230-3404-0000	Processing Fee
B6907709	12/17/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	59.09	224-4224-2404-0000	Other Books
B6907709	12/17/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	19.58	224-4224-2404-0000	Other Books
B6907709	12/17/2024	452	Brodart Co	Materials - Adult Nonfiction (Hemer)	22.25	230-4230-2405-0000	Adult Books - Non Fiction
B6907709	12/17/2024	452	Brodart Co	Materials - Processing Fee	21.21	230-4230-3404-0000	Processing Fee
B6907709	12/17/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	11.56	232-4232-2113-0000	Materials
B6907816	12/17/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	30.78	224-4224-2404-0000	Other Books
B6907816	12/17/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	49.58	224-4224-2404-0000	Other Books
B6907816	12/17/2024	452	Brodart Co	Materials - Juv (Lawson)	8.00	224-4224-2404-0000	Other Books
B6907816	12/17/2024	452	Brodart Co	Materials - Adult Fiction (Weigman)	15.65	230-4230-2401-0000	Adult Books - Fiction
B6907816	12/17/2024	452	Brodart Co	Materials - YA	18.68	230-4230-2406-0000	Teen Books - Materials
B6907816	12/17/2024	452	Brodart Co	Materials - Processing Fee	4.86	230-4230-3404-0000	Processing Fee
B6909072	12/19/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	108.46	224-4224-2404-0000	Other Books
B6909072	12/19/2024	452	Brodart Co	Materials - Juv (Lawson)	9.78	224-4224-2404-0000	Other Books
B6909072	12/19/2024	452	Brodart Co	Materials - Processing Fee	3.24	230-4230-3404-0000	Processing Fee
B6909072	12/19/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	57.77	290-4342-4099-0000	Miscellaneous Charges
B6909775	12/20/2024	452	Brodart Co	Materials - Adult Fiction (Lawson)	10.70	224-4224-2404-0000	Other Books
B6909775	12/20/2024	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	47.87	224-4224-2404-0000	Other Books

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6909775	12/20/2024	452	Brodart Co	Materials - Processing Fee	15.15	230-4230-3404-0000	Processing Fee
B6909775	12/20/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	15.12	232-4232-2113-0000	Materials
WS122624	12/26/2024	5278	Chan, Karen	Programs - Adult (SPLF)	500.00	232-4232-2407-0000	Programs
22630	12/21/2024	5610	Clay Squared to Infinity	Programs - Juv (SPLF HJA ELSA)	295.00	232-4232-2407-0000	Programs
7581114	12/16/2024	855	Demco Inc.	Equipment - Multimedia Display	1420.40	230-4230-2302-0000	Other Minor Equipment
9350042728	12/18/2024	1271	Grainger	Building Repair Supplies	1931.33	230-4231-2202-0000	Building Repair Supplies
4897033	12/23/2024	1958	Loffler Companies	Library Printer/Copier	1040.79	230-4230-3707-0000	Maintenance Agreements
48450	12/10/2024	2124	Menards	Janitorial Supplies	61.14	230-4231-2102-0000	Janitorial Supplies
W24110630	12/12/2024	2217	Office of MN IT Services	Telephone - November	89.07	230-4231-3101-0000	Telephone
20241218_SKY	12/18/2024	5988	Skye, Heather Evelyn	Programs - JUV (SPLF HJA ELSA)	800.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 14,347.08		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
2024 Payments:							
10789409905	12/16/24	850	Dell Marketing L.P.	Computer Equipment - Laptop Sleeves	\$ 277.44	230-4230-2303-0000	Minor Computer Equipment
51-7976594-1 9082857	12/26/24	3808	Xcel Energy	Energy	\$ 3,563.35	230-4231-3601-0000	Natural Gas
51-7976594-1 9082857	12/26/24	3808	Xcel Energy	Energy	\$ 2,226.78	230-4231-3600-0000	Electricity
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 6,067.57		
GRAND TOTAL					\$ 20,414.65		

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

2024 & 2025 Bill Resolutions

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
INVOICES PAYABLE							
2025 Payments:							
759	1/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
177R-N6J7-CKPW	1/13/2025	5115	Amazon Business	Supplies	22.29	230-4230-2101-0000	General Supplies
177R-N6J7-CKPW	1/13/2025	5115	Amazon Business	Materials - Adult Nonfiction	22.50	230-4230-2405-0000	Adult Books - Non Fiction
17JP-KGQK-JH6D	1/13/2025	5115	Amazon Business	Programs - Juv (SPLF)	137.60	232-4232-2407-0000	Programs
15008235	1/14/2025	4370	Backgroundchecks.com	Background Check	39.77	230-4230-4099-0000	Miscellaneous Charges
2183562	1/7/2025	3906	Blackstone Publishing	Materials - Audio (SAAB)	164.76	230-4230-2402-0000	Audio
230170089	1/1/2025	683	Comcast - 963209363	Internet	188.27	230-4230-3098-0000	Technology Support
306-02444792-3-2024	12/31/2024	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
20374277	1/7/2025	5848	Huebsch Service	Towels & Rugs	308.14	230-4231-4099-0000	Miscellaneous Charges
20250107JGR	1/7/2025	6389	J Grammond Photography	Programs - Adult (Friends)	550.00	229-4229-2407-0000	Programs
101	8/11/2024	6202	Janet Poff	Programs - Adult (SPLF)	175.00	232-4232-2407-0000	Programs
24509961	1/1/2025	3047	Johnson Controls Fire Protection LP	Maintenance Contract (Feb 2025 - Jan 2026)	2462.94	230-4231-3707-0000	Maintenance Agreements
34179	1/8/2025	5685	Zoobean Inc	Programs - JUV (SPLF HJA SRP)	995.00	232-4232-2407-0000	Programs
2024 Payments:							
B6916518	1/9/2025	452	Brodart Co	Materials - Adult Fiction (Lawson)	57.10	224-4224-2404-0000	Other Books
B6916518	1/9/2025	452	Brodart Co	Materials - Juv (Lawson)	4.44	224-4224-2404-0000	Other Books
B6916518	1/9/2025	452	Brodart Co	Materials - Juv (Friends)	10.79	229-4229-2113-0000	Materials
B6916518	1/9/2025	452	Brodart Co	Materials - Processing Fee	3.24	230-4230-3404-0000	Processing Fee
B6919946	1/16/2025	452	Brodart Co	Materials - Adult Fiction (Lawson)	30.78	224-4224-2404-0000	Other Books
B6919946	1/16/2025	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	26.69	224-4224-2404-0000	Other Books
B6919946	1/16/2025	452	Brodart Co	Materials - Juv (Lawson)	23.74	224-4224-2404-0000	Other Books
B6919946	1/16/2025	452	Brodart Co	Materials - YA	10.67	230-4230-2406-0000	Teen Books - Materials
B6919946	1/16/2025	452	Brodart Co	Materials - Processing Fee	18.18	230-4230-3404-0000	Processing Fee
l691464	12/20/2024	5114	Folkmanis Inc	Equipment - JUV	247.50	230-4230-2302-0000	Other Minor Equipment
506459663	12/10/2024	2175	Midwest Tape	Materials - Video (JV)	37.48	230-4230-2408-0000	Film/Video
506459663	12/10/2024	2175	Midwest Tape	Materials - Processing Fee	7.38	230-4230-3404-0000	Processing Fee
506525762	12/26/2024	2175	Midwest Tape	Materials - Video (JV)	70.48	230-4230-2408-0000	Film/Video
506525762	12/26/2024	2175	Midwest Tape	Materials - Processing Fee	7.38	230-4230-3404-0000	Processing Fee
W24120630	1/14/2025	2217	Office of MN IT Services	Telephone - December	89.07	230-4231-3101-0000	Telephone
20250115A-WCL	1/15/2025	3657	Washington County Library	Envisionware	970.79	230-4230-3098-0000	Technology Support
20250115A-WCL	1/15/2025	3657	Washington County Library	Circulation System	6118.77	230-4230-3100-0000	Circulation System
20250115A-WCL	1/15/2025	3657	Washington County Library	OCLC	834.94	230-4230-3100-0000	Circulation System
20250115B-WCL	1/15/2025	3657	Washington County Library	Q4 Lost & Damaged	14.99	230-0000-3880-0030	Lost Materials
20250115C-WCL	1/15/2025	3657	Washington County Library	Q4 Overdue Notices	378.54	230-4230-3102-0000	Postage
			INVOICES SUBTOTAL		\$ 14,471.12		
LIBRARY CREDIT CARD							
2024 Payments:							
2080386-2024-11-11-1	11/12/2024	4157	Dream Host	Web Hosting	23.99	230-4230-3098-0000	Technology Support
2080386-2024-12-11-1	12/12/2024	4157	Dream Host	Web Hosting	23.99	230-4230-3098-0000	Technology Support
671553382	12/21/2024	3882	Lakeshore Learning Materials	Children's Room Equipment	134.96	230-4230-2302-0000	Other Minor Equipment
29404	12/14/2024	4714	Public Library Association	PLA Benchmark	420.00	230-4230-4001-0000	Subscriptions
42040	12/20/2024	5097	SOS Office Furniture	YS Office Furniture	1647.28	230-4230-2302-0000	Other Minor Equipment
840-55530247-2-75144	11/26/2024	4158	Stillwater Post Office	Postage	219.00	230-4230-3102-0000	Postage
840-55530247-2-75144	11/26/2024	4158	Stillwater Post Office	Advocacy - Postage (SPLF)	219.00	232-4232-4099-0000	Miscellaneous Charges
			CREDIT CARD SUBTOTAL		\$ 2,688.22		
CITY/SPECIAL BILL PAYOUTS							
2025 Payments:							
31268	01/10/25	1423	Heritage Printing Inc.	Newsletter Printing (SPLF)	\$ 646.67	232-4232-4099-0000	Miscellaneous Charges
2024 Payments:							
26018	10/23/24	6295	Peterson Bros. Roofing & Const. Inc.	Library Terrace Roof Project (CIP 24-4231-963)	\$ 248,726.62	120-4230-5200-0000	C/O & Improvements
26178	01/20/25	6295	Peterson Bros. Roofing & Const. Inc.	Library Terrace Roof Project (CIP 24-4231-963)	\$ 77,673.38	120-4230-5200-0000	C/O & Improvements
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 327,046.67		
GRAND TOTAL					\$ 344,206.01		

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:</p> <p>Following is a budget status report for 2024. These numbers are not final as year-end financial entries are pending. Of note, City Finance needs to enter revenues from interest earnings and unrealized gains/losses and enter expenditures from general insurance. These entries typically occur in the spring in conjunction with the audit. Until then, we will not know the library's official year-end total.</p> <p>Fund 120 – Capital Outlay</p> <p>The capital budget for 2024 is \$820,000. \$812,576 was expended.</p> <ul style="list-style-type: none"> • Terrace Roof (\$800,000): \$796,650 was expended for the terrace roof. The remaining \$3,350 in capital funds will return to the city. \$750,000 was initially budgeted for the terrace roof project using capital improvement reserve funds. An additional \$50,000 in city capital was allocated for masonry but later reallocated by the city to the terrace roof. The masonry project was then added to the capital project plan for 2025. • 4th Street Garden (\$20,000): \$15,926 was expended for the 4th Street garden area. The remaining \$4,074 in Huelsmann grant funding can be used in 2025 for the garden plaque as well as either any additional garden-related needs or to enhance the area around the terrace sculptures to create a more immersive sculpture garden experience. <p>Fund 230 – Library (City \$)</p> <p><u>Revenue</u></p> <p>The library's city revenue for 2024 was budgeted at \$1,593,783. \$1,580,775 has been received to date.</p> <ul style="list-style-type: none"> • <i>City Levy (\$1,565,996)</i>: \$1,565,996 was received, which matches the budget. • <i>In-Kind Gifts (\$17,167)</i>: \$0 currently recorded. Finance tends to enter this revenue line in the spring in conjunction with the audit to reflect the dollars the Foundation paid to the Volunteer Coordinator. This was \$17,417 for 2024. • <i>Interest Earnings and Unrealized Gains/Losses (\$0)</i>: TBD revenue/loss. Finance enters these earnings, gains, and losses from the market in the spring as part of the audit. • <i>Library Generated Revenues (\$10,620)</i>: \$14,779 received to date, which is \$4,159 over the budgeted revenue. An additional \$214 in income is coming from Washington County Library. <p>When accounting for the pending entries of \$17,417 and \$214, the projected revenue total is \$1,598,406 or \$4,623 over budgeted revenues. The actual year-end total will not be known until interest earnings and gains/losses are reported.</p> <p><u>Expenditures</u></p> <p>The library's total city expenditures for 2024 were budgeted at \$1,609,380 – \$15,597 over budgeted revenues. Fund balance was planned to cover the difference. Total expenditures to date are at \$1,522,305. Following is a breakout of the expenditures processed and those still pending.</p>	

Operating Expenditures

Operating Personnel: The operating personnel budget is \$1,148,282 (excluding the in-kind Volunteer Coordinator which is entered by Finance when they make the in-kind revenue entry). Expenditures are \$1,118,274 for 2024 and include 2024 hours worked that were paid in 2025. Finance is currently reviewing insurance entries and will transfer 1) insurance charges from Sunday Hours into the regular city account, and 2) 2025 pre-payments on insurance premiums out of 2024. These projected changes will reduce expenditures by a net of \$2,600, resulting in an estimated total personnel savings of \$32,000 due to open staff positions and healthcare election changes.

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$62,178 was expended – \$2,078 over budget.

Technology: The library budgeted \$66,000 for technology-related expenditures. \$66,700 was expended – \$700 over budget.

Other: The library budgeted \$32,436 for other operating expenses. \$37,671 to date was expended – \$5,235 over budget. One expenditure is still outstanding – general operating insurance, budgeted at \$4,000. Finance typically enters this expenditure in the spring in conjunction with the audit. If the expenditure comes in at the budgeted amount, the “other” area will end the year \$9,235 over budget. Overages can be accounted for due to increases in postage, processing, and printing as well as one-time purchases of furnishings and equipment that fit within the library’s overall budget.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$131,195. \$130,526 was expended. Finance is currently reviewing insurance entries and will transfer an estimated \$1,100 out of 2024 to 2025 for pre-payments on insurance premiums. Total plant personnel is projected to be \$1,700 under budget.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$13,500 expended to date – \$7,000 over budget.

Plant Services and Charges: The plant services and charges budget is \$147,700. \$102,382 to date was expended.

- **Plant Insurance (\$42,000):** 2024’s insurance expenditure will be entered by Finance in the spring in conjunction with the annual audit.
- **Energy (\$80,000):** \$64,759 expended – \$15,241 under budget. Mild weather conditions reduced heating/cooling energy usage and natural gas prices were lower than expected.
- **Building Repairs & Maintenance Agreements (\$20,000):** \$32,409 expended – \$12,409 over budget.
- **Other (\$5,700):** \$5,275 expended – \$425 under budget.

If plant insurance comes in as budgeted, the plant services and charges area will end the year \$3,318 under budget.

Year-end Projection & Fund Balance

With final numbers needed for personnel, insurance, interest earnings, and unrealized gains and losses, an exact year-end number is unknown. If insurance comes in as budgeted and final year-end personnel transfers as projected, then we estimate ending the year with revenues higher than expenditures by \$7,000, plus or minus gains or losses in investments. The final overage or underage would automatically be applied to the library’s fund balance as this is a self-balancing account.

Supplemental Funds

Beyond the library’s city budget, about \$300,000 in supplemental funding from the Foundation, Friends, Lawson, and other donors was 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.

- Staffing: \$63,561 expended.
- Finance will need to make a year-end entry to transfer about \$1,100 in benefits-related insurance charges from Sunday Hours into the city’s regular personnel account.

224 Helen Lawson Fund: Expenditures include prior year funds.

- Donations: \$10,425 distribution received from Helen Lawson Fund of the St. Croix Valley Foundation.
- Materials: \$21,077 expended.

227 Government Gifts:

- Donations: \$5,000 unrestricted gift received from Stillwater Township.

229 Friends: Expenditures include prior year funds.

- Donations: \$19,844 donation received.
- Materials: \$10,700 expended.
- Equipment: \$4,844 expended (AEDs).
- Programs: \$8,079 expended.

232 Foundation: Expenditures include prior year funds.

- Donations: \$219,142 in reimbursements for 232 and 223 received to date.
- Materials: \$26,296 expended.
- Minor Equipment: \$65 expended.
- Programs: \$34,797 expended.
- Misc: \$86,604 expended to date (MNHS: \$77,025; signage; ShelfLife newsletter; advocacy).

235 Library Donations: Expenditures include prior year funds.

- Donations: \$4,610 received to date.
- Materials (235-4235): \$1,739 expended.
- Programs (235-4236): \$4,849 expended.
- Misc (235-4238): \$1,679 expended (Book Lovers Breakfast, Plants/Pots).

236 Wick: Expenditures include prior year funds.

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

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024 Library Budget Status Report
2024 Supplemental Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

Library Budget Status Report (City)

End.GLPeriod 1424 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 /

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Segment4230 - LIBRARY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	820,000.00	812,576.70	7,423.30	99.09%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
Total Expenditure:		820,000.00	812,576.70	7,423.30	
Segment4230 - LIBRARY		820,000.00	812,576.70	7,423.30	
Segment4231 - LIBRARY PLANT					
Expenditure					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
Segment4231 - LIBRARY PLANT		.00	.00	.00	
Fund120 - CAPITAL OUTLAY		820,000.00	812,576.70	7,423.30	
Fund230 - LIBRARY FUND					
Segment -					
Revenue					
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-2,000.00	-6,303.50	4,303.50	315.17%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-3,918.57	418.57	111.95%
230-0000-3810-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	.00	.00	100.00%
230-0000-3820-0100	Gifts(R)	-1,500.00	-327.00	-1,173.00	21.80%
230-0000-3820-0110	In Kind Gifts(R)	-17,167.00	.00	-17,167.00	0.00%
230-0000-3830-0100	Sale Of Property(R)	.00	.00	.00	100.00%
230-0000-3860-0100	Lease/Rentals(R)	.00	.00	.00	100.00%
230-0000-3860-0200	Parking Rental(R)	.00	.00	.00	100.00%
230-0000-3870-0100	Refunds And Reimbursements(R)	-500.00	-827.99	327.99	165.59%
230-0000-3880-0020	Library Card Fees(R)	-420.00	-420.00	.00	100.00%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-2,279.18	279.18	113.95%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	-15.00	15.00	100.00%

230-0000-3880-0200	Gallery Fees(R)	-500.00	-656.00	156.00	131.20%
230-0000-3880-0300	Cash Short/Over(R)	.00	-4.11	4.11	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-28.00	-172.00	14.00%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,565,996.00	-1,565,996.04	.04	100.00%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
Total Revenue:		-1,593,783.00	-1,580,775.39	-13,007.61	

Expenditure

230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	

Segment -

-1,593,783.00 -1,580,775.39 -13,007.61

Segment4230 - LIBRARY OPERATIONS

Revenue

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

Expenditure

230-4230-1000-0000	Full Time Salaries(E)	236,523.03	243,584.52	-7,061.49	102.98%
230-4230-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4230-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4230-1112-0000	Sick Pay(E)	3,500.00	20,581.52	-17,081.52	588.04%
230-4230-1113-0000	Vacation Pay(E)	.00	48,358.02	-48,358.02	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	583,772.83	93,114.42	86.24%
230-4230-1210-0000	Part Time Salaries - In Kind(E)	17,167.00	.00	17,167.00	0.00%

230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	68,506.12	64,694.75	3,811.37	94.43%
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	68,558.79	1,317.77	98.11%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	84,482.17	3,822.23	95.67%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	3,741.09	174.75	95.53%
230-4230-1540-0000	Life Insurance(E)	769.00	500.95	268.05	65.14%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	5,503.80	-2,503.80	183.46%
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	3,967.16	-2,767.16	330.59%
230-4230-2303-0000	Minor Computer Equipment(E)	29,100.00	29,167.99	-67.99	100.23%
230-4230-2400-0000	Childrens Books(E)	14,500.00	14,597.23	-97.23	100.67%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	15,744.80	-244.80	101.57%
230-4230-2402-0000	Audio(E)	1,900.00	1,761.41	138.59	92.70%
230-4230-2403-0000	Periodicals(E)	3,000.00	2,923.73	76.27	97.45%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	11,833.60	-1,133.60	110.59%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	4,318.24	-818.24	123.37%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	5,498.88	1.12	99.97%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	5,500.17	-.17	100.00%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	9,711.90	-211.90	102.23%
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	6,953.71	-553.71	108.65%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	2,820.35	-1,320.35	188.02%
230-4230-3200-0000	Mileage(E)	.00	.00	.00	100.00%
230-4230-3201-0000	Seminar/Conference Fees(E)	.00	.00	.00	100.00%
230-4230-3202-0000	Meals(E)	.00	.00	.00	100.00%
230-4230-3203-0000	Housing(E)	.00	.00	.00	100.00%
230-4230-3400-0000	Printing and Publishing(E)	500.00	90.88	409.12	18.17%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	12,966.83	-1,966.83	117.88%
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	4,821.53	-1,821.53	160.71%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	21,000.00	20,866.55	133.45	99.36%
230-4230-3803-0000	Data Base Maintenance(E)	.00	.00	.00	100.00%
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%
230-4230-3900-0000	Sales Tax(E)	200.00	271.23	-71.23	135.61%
230-4230-4000-0000	Memberships and Dues(E)	500.00	530.00	-30.00	106.00%
230-4230-4001-0000	Subscriptions(E)	536.00	992.95	-456.95	185.25%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	2,000.00	1,439.00	561.00	71.95%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
Total Expenditure:		1,323,985.20	1,284,824.04	39,161.16	

Segment4230 - LIBRARY OPERATIONS

1,323,985.20 1,284,824.04 39,161.16

Segment4231 - LIBRARY PLANT

Revenue

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

Expenditure

230-4231-1000-0000	Full Time Salaries(E)	74,174.00	66,195.90	7,978.10	89.24%
230-4231-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4231-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4231-1112-0000	Sick Pay(E)	.00	4,663.11	-4,663.11	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	7,692.17	-7,692.17	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	23,140.31	5,799.69	79.95%
230-4231-1410-0000	PERA(E)	7,674.00	7,570.35	103.65	98.64%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	7,886.79	1.21	99.98%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	12,750.31	-851.59	107.15%
230-4231-1520-0000	Dental Insurance(E)	505.00	568.35	-63.35	112.54%
230-4231-1540-0000	Life Insurance(E)	116.00	59.40	56.60	51.20%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	233.37	-33.37	116.68%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	8,122.47	-4,122.47	203.06%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	4,141.18	-2,641.18	276.07%
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	1,002.78	-202.78	125.34%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	194.90	805.10	19.49%
230-4231-3101-0000	Telephone(E)	1,700.00	1,562.43	137.57	91.90%
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	50,099.76	-99.76	100.19%
230-4231-3601-0000	Natural Gas(E)	30,000.00	14,659.56	15,340.44	48.86%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	21,481.74	-12,481.74	238.68%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	10,927.73	72.27	99.34%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	3,518.25	-518.25	117.27%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
Total Expenditure:		285,395.72	246,408.78	38,986.94	

Segment4231 - LIBRARY PLANT

285,395.72 246,408.78 38,986.94

Segment4900 - IMPROVEMENT PROJECTS

Expenditure

230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		<u>.00</u>	<u>.00</u>	<u>.00</u>	
Segment4900 - IMPROVEMENT PROJECTS		<u>.00</u>	<u>.00</u>	<u>.00</u>	

Fund230 - LIBRARY FUND

15,597.92 -49,542.57 65,140.49

Total:

835,597.92 763,034.13 72,563.79

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 1424 AND [Account].AccountNumber 2200000000000000{-}22999999999999

Account Number	Account Title	YTD
Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1000-0000	Full Time Salaries(E)	2,587.14
223-4223-1112-0000	Sick Pay(E)	262.50
223-4223-1113-0000	Vacation Pay(E)	281.65
223-4223-1200-0000	Part Time Salaries(E)	50,086.71
223-4223-1410-0000	PERA(E)	3,488.90
223-4223-1420-0000	FICA/Medicare(E)	4,161.64
223-4223-1500-0000	Hospital / Medical(E)	2,606.82
223-4223-1520-0000	Dental Insurance(E)	42.77
223-4223-1540-0000	Life Insurance(E)	45.25
223-4223-3500-0000	General Insurance(E)	-1.93
Total Expenditure:		<u>63,561.45</u>

Fund224 - HELEN LAWSON FUND

Revenue		
224-0000-3820-0100	Donations(R)	-10,425.00
Total Revenue:		<u>-10,425.00</u>
Expenditure		
224-4224-2404-0000	Other Books(E)	21,077.71
Total Expenditure:		<u>21,077.71</u>

Fund227 - GOVERNMENT GIFTS

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

Fund228 - FRIENDS OF LIBRARY

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

Fund229 - FRIENDS OF STILLWATER LIBRARY

Expenditure		
229-4229-2113-0000	Materials(E)	10,700.22
229-4229-2302-0000	Other Minor Equipment(E)	4,844.98
229-4229-2407-0000	Programs(E)	8,079.53
Total Expenditure:		<u>23,624.73</u>

Fund232 - STILLWATER LIBRARY FOUNDATION

Revenue		
232-0000-3820-0100	Donations(R)	-73,481.02
232-0000-3820-0310	Donations - Library Materials(R)	-26,136.80
232-0000-3820-0315	Donations - Library Miscellane(R)	-86,385.02
232-0000-3820-0320	Donations - Library Programs(R)	-33,073.55
232-0000-3880-0100	Miscellaneous Income(R)	-65.81
Total Revenue:		<u>-219,142.20</u>

Expenditure		
232-4232-2113-0000	Materials(E)	26,296.83
232-4232-2302-0000	Other Minor Equipment(E)	65.81
232-4232-2407-0000	Programs(E)	34,797.37
232-4232-4099-0000	Miscellaneous Charges(E)	86,604.01
Total Expenditure:		<u>147,764.02</u>

Fund235 - LIBRARY DONATIONS FUND

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

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

Fund236 - WICK ESTATE FUND

Expenditure

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

1		<u>6,778.35</u>
2		

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing</p>	
<p>OWNER: Trustees & Council Liaison</p>	<p>PRESENTER: Trustees & Council Liaison</p>
<p>REQUESTED AGENDA TYPE (A, I, D): I</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 1/17/2025, Troendle shared that a celebration of Mary Ann Sandeen’s life would be held from 4-7 PM on Wednesday, January 22 at Simonet Funeral Home.</p> <p>On 1/21/2025, Troendle shared a SCOTUS news article on behalf of Panciera titled “Justices take up Maryland parents' challenge to LGBTQ books in schools.”</p> <p>On 1/21/2025, Troendle shared an article from The New York Times on behalf of Panciera titled “Justices to decide case on LGBTQ storybook opt-outs.”</p> <p>On 1/27/2025, Troendle shared an article from the Star Tribune on behalf of Burns titled “The library just isn’t for books.”</p> <p>The Advocacy Committee would like to remind trustees that MLA Library Legislative Day at the Capitol is on Thursday, February 20, 2025. The event is open to library advocates from across the state. Let Lockyear or O’Brien know if you plan to attend.</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"> • Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice. • We follow open meeting law. • We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share. • We follow Robert’s Rules of Order and stick to the agenda. • We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board. • We respect each other’s time. We start meetings on time and move through meetings efficiently. • We attend meetings regularly and provide notice if absent. 	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Calendar	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>In developing the Board Calendar for 2025, the Executive Committee moved the Facilities 101 presentation from April to May to allow new committee members time to meet and prepare for the presentation.</p> <p>The Finance 101 presentation to the Board is scheduled for June.</p> <p>Given the possibility of no August Board meeting, it was decided to preview the August City Council library budget presentation at the July Board meeting.</p> <p>Please be aware that the August and November Board meetings will take place on dates other than the second Tuesday of the month.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Performance Evaluation: 6-Month Progress Check (March)</p>	
<p>OWNER: Executive Committee</p>	<p>PRESENTER: Lockyear, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): D</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: At the March meeting, the board could conduct a 6-month progress report with regard to the director’s 2024-2025 goals. At the meeting, the director would inform the board of the issues, barriers and progress toward goals. The director would complete a progress report and submit it confidentially to trustees prior to the March meeting. This is a discussion item to determine if a progress report should be on the board’s March agenda.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Event Planning Task Force	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: 1. Motion to approve or disapprove coordinating the event with the Library Foundation. 2. If approved, motion to approve an updated charge to the task force.	
DESCRIPTION: Library Event Planning Task Force — Charge originally adopted by Board 3/12/24 Revised version for Board consideration 2/11/2025 —Changes noted in red Goal: Develop a plan to hold a social event where staff, trustees, volunteers, and members of Friends of the Stillwater Public Library and Stillwater Public Library Foundation can interact and engage with one another. <i>Planning and execution of the event will be conducted with the participation of the Stillwater Public Library Foundation.</i> Composition of the Task Force: <ul style="list-style-type: none"> • Two Library Board Trustees • <i>Up to two library staff</i> • <i>Stillwater Public Library Foundation representative</i> Charge: Address the following issues to develop a plan to hold a social event in 2025. <i>Bring a preliminary plan to the May board meeting. Present a final plan to the board at least one month prior to the event.</i> <ul style="list-style-type: none"> • <i>Survey staff and volunteers regarding timing and possible dates for the event</i> • Determine what type of event to hold • Determine whether or not to include entertainment/games/activities <i>and how to incorporate a volunteer recognition ceremony into the event</i> • Decide where the event should be held • Propose a date for the event • Suggest a budget estimate not to exceed \$2,000.00 <i>with funding to be determined</i> • Outline the set-up and staging of the event — who will handle this and what will be involved 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: School Busing for Field Trips to the Library	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to disapprove the proposal to pursue school busing for field trips to the library	
DESCRIPTION: <p>The Executive Committee, after discussion at its January meeting, unanimously recommends that the Board disapprove the proposal to pursue school busing for field trips to Stillwater Public Library.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Advocacy Committee Charter Revision	
OWNER: Advocacy Committee	PRESENTER: Simon
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Y
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the revised Advocacy Committee Charter	
BACKGROUND/CONTEXT: <p>The Advocacy Committee recommends revisions to the committee charter to allow for the addition of more committee members and to set the chair tenure.</p> <p>The Committee recommends allowing flexibility in the charter to increase the potential membership of the standing committee from each of the library partners:</p> <ul style="list-style-type: none"> • two <i>to three</i> Board trustees • one <i>to two</i> Stillwater Public Library staff • one <i>to two</i> representatives of the Friends of Stillwater Public Library (Friends) • one <i>to two</i> representatives of the Stillwater Public Library Foundation (SPLF) <p>The Committee also recommends adding a sentence about chair tenure, which was not addressed in the original charter:</p> <ul style="list-style-type: none"> • <i>The committee chair is rotated every twelve months between the trustees. The chair and term dates are recorded in the committee minutes.</i> <p>An edit to the charter is recommended to clarify that the Board President appoints trustees to the committee so as not be misconstrued that the Board President appoints trustees to the Board.</p> <ul style="list-style-type: none"> • The trustees are appointed <i>to the committee</i> by the Board President. <p>The revised copy of the charter follows with the additions in red.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft of Revised Advocacy Committee Charter	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Advocacy Committee	

Stillwater

Public Library

Committee Charter Form

Committee: Library Advocacy

Adopted by board: January 9, 2024

Revised:

This standing committee is composed of two **to three** Board trustees, one **to two** Stillwater Public Library staff, one **to two** representatives of the Friends of Stillwater Public Library (Friends), and one **to two** representatives of the Stillwater Public Library Foundation (SPLF). The SPLF Volunteer Coordinator may participate as needed. The trustees are appointed **to the committee** by the Board President. **The committee chair is rotated every twelve months between the trustees. The chair and term dates are recorded in the committee minutes.** The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. Another committee member may serve as the secretary. The secretary is designated to take minutes at the meeting and draft cover sheet text. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide coordination, implementation, and oversight of library advocacy efforts.

Major duties include:

- Focus on maintaining open communication between SPLF, Friends, and Library Board.
- Work to ensure mutual messaging between groups with focus on key audiences.
- Develop actionable plans for advocacy efforts and prepare a proposed budget for such actions. Present plans and budgets to the Board for approval. Focus on use of volunteers where feasible.
- Implement and oversee advocacy efforts.
- Measure outcomes of advocacy work with regular reports to the Board summarizing actions taken and results.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board, preferably in writing.

The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary.

Report from the Library Director, Mark Troendle

Major Accomplishments

- Retired librarian Lori Houston was honored at the February 4 City Council meeting for her service to the library and community, with Mayor Kozlowski proclaiming February 5 to be Lori Houston Day! Office Specialist Sarah Foslien gathered lots of helpful and interesting information for the proclamation. Councilmember Mike Polehna also kindly acknowledged the exemplary service of Cindy Selnes. Lori and Cindy will be sincerely missed, but we're fortunate that they've expressed interest in volunteering in the future.
- The recruitment and hiring process for the Circulation Services Lead position was successfully completed, and shadowing time between Lori Houston and her successor, Kaytee Estall, was arranged to help facilitate a smooth transition. Kaytee has worked for this library for nearly two years as a Library Associate. Her prior experience also includes over two and a half years as a supervisor at Columbia Heights Public Library, where she managed a team of circulation staff. As part of the transition, there was the usual coordination between the library and HR, Payroll, and IT.
- Kaytee's Associate position was initially posted internally, followed by an external search. The same process was followed for the Library Assistant position, which opened up due to the retirement of Cindy Selnes. Interviews for both positions will take place in February for selected candidates.
- Mark finalized a grant request to the Huelsmann Foundation in support of enhancing the terrace this year. The Library Foundation submitted it, along with its own request to support Light a Spark.
- Library Foundation Executive Director Elsbeth Howe submitted a grant to Better World Books seeking support to enhance literacy development resources in our children's collection, including Wonderbooks and Vox Books. Several staff, include Business & Communications Manager Keri Goeltl, Youth Services Supervisor Angie Petrie, and Mark provided input on the request.
- Mark wrote a letter of support to the National Education Association (NEA) as ArtReach St. Croix pursues a 2026 NEA Big Read grant, which is a region-wide collaborative effort involving many partners, including this library. The theme for this grant cycle is "Our Nature: How Our Physical Environment Can Lead Us to Seek Hope, Courage, and Connection."
- Mark initiated the process to establish a Labor Management Committee (LMC), which included submitting a request to the Minnesota Bureau of Mediation Services for training. One goal is to create opportunities for additional communication and collaboration between union members and administration on topics within the scope of the LMC.
- The Vice President of the Friends of the Stillwater Public Library and Mark met to discuss interim leadership, bylaws, succession planning and how the library could help in light of a significant leadership change.
- Five Library Corner articles were written and published in January.
- The January issue of ShelfLife was published on January 3.

Heads-Up

- The library will be closed on Presidents' Day, observed on Monday, February 17.
- Our signage vendor will resize the proof for the garden plaque before final approval for production. Originally designed for an 11"x14" plaque, the preferred size is now closer to a standard sheet of paper. Installation will take place when the weather warms up in the spring.
- Based on past precedent, we anticipate receiving an invitation to provide a library update at the Stillwater Township annual meeting in March.

Near-Term Future Focus

- Collaborating with staff on a plan to enhance terrace amenities in 2025.
- Work continues on a plan to enhance the library's interior entrance off the parking ramp.
- The City HR Manager and Mark continue to discuss ways to streamline certain processes.

City of Stillwater, Minnesota

Proclamation

WHEREAS, Lori Houston who retired from the Stillwater Public Library in January has assisted generations of readers for over 40 years. She began as a library page in 1979, then joined the circulation team in 1984. She later earned her Master's in Library Science in 2001 and rose to lead the circulation department in 2018.

WHEREAS, as a lifelong resident of the Stillwater area, Lori has developed deep connections with nearly everyone in the St. Croix Valley, whether they have lived there for generations or just arrived; and

WHEREAS, Lori has a remarkable ability to solve problems while making visitors feel welcomed and valued. During the COVID-19 closure, she went above and beyond to ensure people could still access books. She even personally delivered them when needed.

WHEREAS, Lori's impact extends far beyond her official library duties. If she learns of someone in need, she finds a way to help. She has connected residents to essential services, arranged for community members to receive vaccines during the pandemic, and even picked up meals on her way to deliver books to homebound readers after her shift. In one particularly touching example, she used her own vacation time to accompany an elderly resident to surgery and assist during recovery.

WHEREAS, Lori's leadership, kindness, and tireless commitment has helped shape the Stillwater Public Library into a beacon of service and inspired countless individuals while leaving a lasting legacy that will continue to benefit the library and the community for generations.

*NOW, THEREFORE, I, Ted Kozlowksi, Mayor of the City Stillwater, do hereby recognize Lori Houston for her exceptional service to the Stillwater community and declare **February 5, 2025** as*

~ LORI HOUSTON DAY! ~

in the City of Stillwater and encourage the citizens of Stillwater to thank Lori for her years of service and dedication to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Stillwater to be affixed this 4th day of February, 2025.



Mayor

Report from the Information Services Supervisor, Sarah Rosten

Art & Music

- **A Sparkling Champagne Bottle in Acrylic with Karen Chan:** 29 student artists joined the online class on Thursday, January 16. Participant comments:
 - “We painted with 2 friends who were visiting. They were thrilled to have this experience with us. Karen is an awesome and encouraging teacher.”
 - “We always look forward to these classes.”
 - “Outstanding class. Karen is a wonderful teacher.”
- **Backyard Photography in Winter with Jay Grammond:** 12 attendees learned tips and tricks for taking photos in the winter on Tuesday, January 7. Participant comment:
 - “The presenter was perfect. He created a very relaxing educational environment. He shared his excitement for photography, knowledge, and his great love for nature. I am so glad I went. It was very fun to see his photography. I can vividly remember quite a few of his photos - loved the 3 mailboxes in ND and especially the cardinal in the budding branches. I believe everyone felt welcome there.”
- **Bound by Nature Artist Reception:** On Thursday, January 16, Cathryn Peters, Laura Albertson, and Kay Hoskins chatted with 40 fans about their nature-inspired art at the reception for their January-February 2025 show *Bound by Nature* in the library gallery.
- **Unwrapping Music: Carole King:** On Monday, January 27, 12 participants listened to music from Carole King and learned more about one of America’s most prolific and cherished songwriters. 100% of evaluation responses indicated that participants learned sometimes new by attending. Participant comments:
 - “Great event and the library looked great.”
 - “Music was great!”

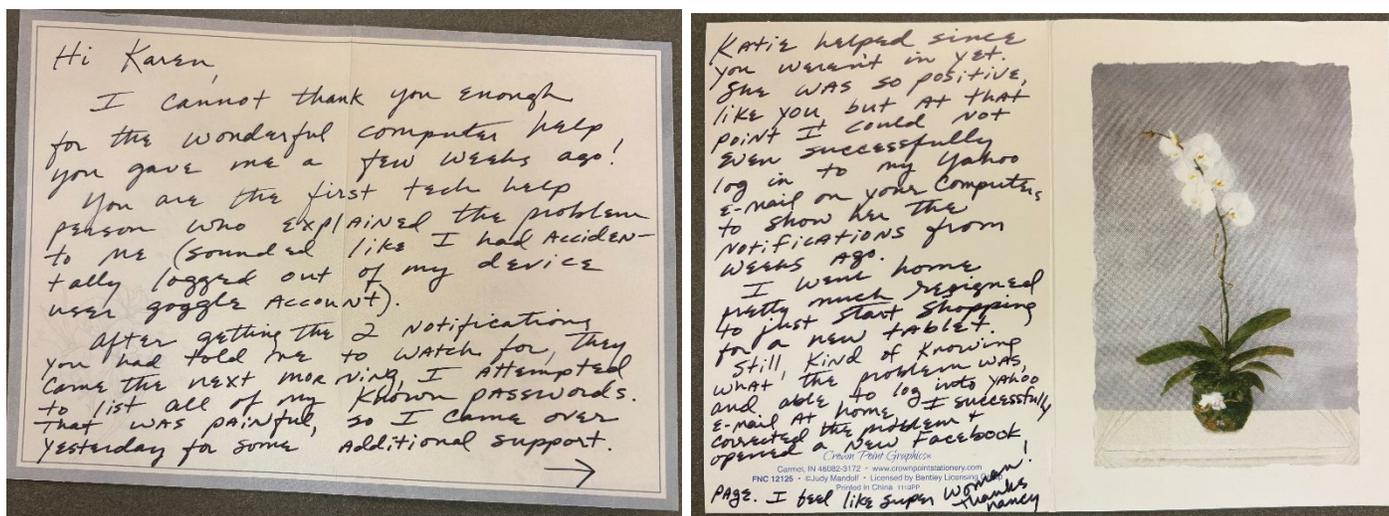
Books Clubs

- **Mystery Book Club:** On Wednesday, January 15, 8 participants had a lively discussion about favorite mysteries they each read during 2024. 10 members shared their favorite annual read:
 - [Death in Holy Orders by P.D. James](#) (2017)
 - [The Frozen River by Ariel Lawhon](#) (2024)
 - [Slow Horses by Mick Herron](#) (2014)
 - Into the Fall by Tamara L. Miller (2025)-Available soon!
 - [The Last Murder at the End of the World](#) by Stuart Turton (2024)
 - [Disturbing the Dead](#) by Kelley Armstrong (2024)
 - [Gaudy Night](#) by Dorothy L. Sayers (1935)
 - [Blanche on the Lam](#) by Barbara Neely (1992)
 - [The Grey Wolf](#) by Louise Penny (2024)
 - [The 7 ½ Deaths of Evelyn Hardcastle](#) by Stuart Turton (2018)
 - [In the Dark I See You](#) by Mallika Narayanan (2023)
- **Shelf Indulgence Book Club:** Monday, January 13 was the first meeting for this new book club. 7 members had a lively discussion of Station Eleven by Emily St. John Mandel. All 7 members registered for February’s meeting. Participant comment: “Great facilitator!”
 - Participants selected a book club kit for February: [The Lowland by Jhumpa Lahiri](#).
 - Participants will help select a new title to add to [SPL’s Book Group Kit collection](#) later in 2025. Facilitator, Library Associate Karen Karason, will also help with the decision.

- Registration capacity may increase from 9 to 10 due to interest. There is space for more if registrants have access to their own copy of a book.

Lifelong Learning

- **Medicare Counseling with Senior Linkage:** On Monday, January 6, 3 people attended a 1:1 counseling session with [Trellis](#), the designated area agency on aging, to learn about Medicare.
- **US Civil War Genealogy:** On Thursday, January 9, 8 participants learned about Civil War genealogy from expert genealogist Janet Poff. Participant comments:
 - “This was a worthwhile program!”
 - “Very knowledgeable. Great information!”
 - “Great instructor, clear, knowledgeable, great handouts!”
- **Tech Help:** 5 tech help sessions were offered on Fridays in January; 3 were unfilled and 2 were filled. Participants received assistance from library staff on laptops and smart phones.
 - Library Associates Karen Karason and Kaytee Estall received a warm thank you note in January 2025 from a patron who received their support at Tech Help sessions in December 2024. The patron says they “feel like superwoman” due to the “positive” and “wonderful” help that Karen and Kaytee provided. Image of the note is below.

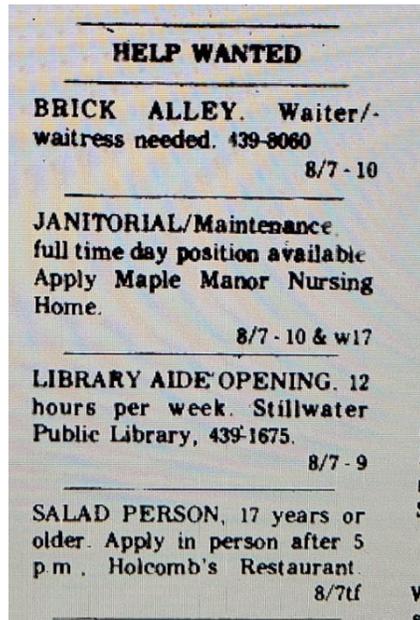


Displays & Outreach

- **Estates at Greely:** 5 residents borrowed materials when Library Associate Kaytee Estall visited on Monday, January 6.
- **The Lodge:** 11 residents borrowed materials when Library Associate Kaytee Estall visited on Monday, January 13.
- A display for nonfiction Wintry Reads was featured and inspired by the Oscar Wilde quote: “Wisdom comes with winters.”
- Library Associate Karen Karason was featured on [library social media explaining why we create monthly displays](#).
- Library Associate Kaytee Estall was featured on [library social media talking about Winter Reads](#).

St. Croix Collection

- **Monthly Visits:** 19 visits were recorded in January, including 13 residents of Stillwater and 6 visitors.
- **Genealogy Help:** There was no 1:1 Genealogy Help session offered in January, but monthly sessions will resume in February 2025.
- **Research Topics and sources:** microfilm, yearbooks, Runk photographs, City Directories, Newspapers, the year 1982, Railroad history, Stillwater History, and Library Job posts from the 1970s.
- **Help Wanted:** SCC Volunteer Carol Hendrickson used microfilm to locate a “Help Wanted” ad featured in an August 1979 issue of the Stillwater Gazette for a “Library Aide” opening. Lori Houston responded to this ad before being hired at the Stillwater Public Library. Lori retired in January 2025.



Staffing Updates

- In December 2024, Alexandre Adrian started as a new Library Associate. Alexandre staffs the information desk weekly and helps plan adult programs, including a monthly Karen Chan class.
- In January 2025, Kaytee Estall was promoted to the lead circulation services role at Stillwater Public Library. Kaytee starts her new role in February 2025. Although many responsibilities are changing, Kaytee will continue to lead the Mystery Book Club and will periodically help with other adult programs.

January Adult Program Photos



Backyard Photography: A Cure for Cabin Fever with Jay Grammond on Tuesday, January 7.

Left to Right: Artists Cathryn Peters, Laura Albertson, and Kay Hoskins at the reception for their art show "Bound by Nature" on Thursday, January 16, 2025.





Karen Chan: Champagne in Acrylic, submitted by Jan and Stan Burns.



Karen Chan: Champagne in Acrylic, submitted by Mark and Sandie Brown.



Karen Chan: Champagne in Acrylic, submitted by Denise Peterson.



Karen Chan: Champagne in Acrylic, submitted by Julie Thompson.

January Programs and Activities

Early Literacy (0-5)

- Ten Preschool Storytimes (533)
- Five Baby/Toddler Storytimes (242)
- One Preschool Drop-in Play (23)
- One Second Saturday Family Storytime (63)

School-aged (6-12)

- Two Chess Club sessions (16)
- Natural Wonders: Animal Connections with the DNR (22)
- Heart Animals Drop-in Craft (16)
- Bruce the Bug Guy (53)
- LEGO Club (37)

Children's Drop-in Activities

- Sweet Treats Scavenger Hunt (224 sheets counted)
- So Cold - ICE CREAM themed Discovery Room

Teen

- Passive activity – *Fill the Shelves* (see photo and caption below)

Outreach

- St. Croix Area Learning Center (38) – Angie presented on library resources and services. All enrolled students (around 50) were invited to attend. Many students registered for new library cards. Free books to keep were provided, with the option to deliver more.
- Lake Area Discovery Center (LADC) Storytime with Miss Kim (45)
- DaVinci Fest – Bevin attended, alongside Jill Smith from Bayport Library. Thank you, Bevin. She reported interacting with between 90-125 people. 275 buttons were made. 2200 attended the event. Many folks shared warm stories of their library experiences.

Upcoming Single Date Programs

- [Drop-in Children's Craft - Make a Button](#) – Monday, February 10
- [Petite Concert](#) – Tuesday, February 11
- [Be Your Own Favorite Writer- Loft Literary Center](#) – Saturday, February 15
- [Preschool Drop-in Playtime](#) – Friday, February 21
- [Peregrine Falcons Live](#) – Saturday, March 1
- [Teens Write Reviews: Food, Music, Movies & More](#) – Wednesday, March 19
- [Silly Millies: Clay Birds on a Branch](#) – Saturday, March 22
- [Owl Pellet Dissection with Minnesota DNR](#) – Wednesday, March 26
- [Family Jigsaw Puzzle Competition](#) – Saturday, March 29

YOUTH SERVICES JANUARY 2025



Rosie the tarantula met many new friends at the Bruce the Bug Guy program



Learning about Madagascar Hissing Cockroaches



Drop-In Craft - Heart Animals



Preschoolers learned about the letter "N" and nighttime and blasted off into space in a rocket ship. Can you see the moon?



Teen Activity

"Fill the Shelves"

Help us fill our shelves by writing your favorite titles and coloring the spines.



Hundreds of children searched for images of sweet treats.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Meeting Date: Wednesday, January 29, 2025, 12:30 PM Location: Conference Room Present: Lockyear, Hansen, Ellison, Troendle</p> <ol style="list-style-type: none"> Board Calendar – Timing and content was discussed: <ul style="list-style-type: none"> The committee agreed to hold the Facilities 101 presentation in May rather than April to allow new committee members time to meet and prepare for the presentation. The timing of the City Council Budget presentation was discussed. In light of the possibility of no August Board meeting, it was decided to have a preview of the presentation at the July Board meeting. Event Planning Task Force Charter/Charge <ul style="list-style-type: none"> Lockyear reported on a discussion with SPL Foundation Director, Elsbeth Howe, following the board’s expressed interest in coordinating the event with the Foundation: <ul style="list-style-type: none"> Howe is open to considering other dates. In addition to library staff, she requested that volunteers be surveyed regarding when to hold the event. And she requested that a Foundation board member serve on the task force. The committee discussed updating the charge to the task force and the best procedure for bringing the item to the Board. It was agreed that a two-step process would be best: 1) approve or disapprove coordinating the event with the Foundation; and 2) if approved, to act on approving an updated charge to the task force. The updated charge would include the addition of a Foundation Board member and wording to indicate funding is to be determined. School Busing Task Force Charter/Charge <ul style="list-style-type: none"> Lockyear suggested a two-step process similar to the Event Planning issue: 1) approve or disapprove pursuing the initiative; and 2) if approved, create a task force. After further discussion, Ellison withdrew his initiative request from consideration. The committee will present a motion at the February meeting to not pursue the initiative. Advocacy Committee Request for Changes to the Charter <ul style="list-style-type: none"> Lockyear reported that the chair of the Advocacy Committee, Carrie Simon, requested changing the charter of the committee to allow for the inclusion of 3 trustees. Lockyear stated she provided Simon with the charter and suggested the committee discuss the issue at its next meeting. Hansen supported the idea saying he feels there is a need for three trustees to serve on the committee. 	

<ul style="list-style-type: none">• There was a general discussion of the impact on other committees as it will involve committee reassignment if the Advocacy Committee brings the request for a charter change to the board. <p>5. Future Executive meeting dates and times:</p> <ul style="list-style-type: none">• The committee agreed to hold future meetings on the first Monday of the month at 3:30 pm. <p>6. Other:</p> <ul style="list-style-type: none">• Troendle reported that Council member Polehna has moved ahead with making a proclamation for retiring staff member, Lori Houston. The proclamation will be made on February 4 at 7:00 pm. The Committee asked Troendle to notify Board members so they may attend the presentation of the proclamation.• Troendle also reported that the City Clerk informed staff that all board meetings must be audio or video recorded. He is investigating purchasing audio recording equipment as currently the recorder used for closed sessions is borrowed from the City.• Troendle informed the Committee that former trustee, Dana Weigman, notified him that she plans to attend the Library Legislative Day on February 20, and that she would be willing to represent Stillwater residents at any meetings that occur with legislators. Lockyear offered to contact Weigman regarding her offer.
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Advocacy Date/Time: Wednesday, February 5, 2024, 4 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hullander, Howe, O'Brien, Simon Absent: None</p> <p>Agenda Item 1: Review of January Minutes Committee approved.</p> <p>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</p> <ul style="list-style-type: none"> • Trustees: At the last board meeting, board topics included Mary Ann Sandeen’s contribution to the Friends and the library, guidelines on appeals, and school field trips. • Friends: Hullander reported that President Mary Ann Sandeen passed away. The Friends will discuss electing a new president in the next meeting or two. Plans are underway for the spring book sale. • Foundation: Donor appreciation event is on May 5. The event will feature author Allen Eskens and his newly released novel <i>The Quiet Librarian</i>. The winter newsletter was sent out last week. Work is beginning on the Impact Report with a goal date of April 1. On a separate note, Foundation board member Sandie Brown was blown away by the library’s poetry event on Monday evening. Goeltl will ask Sarah Foslien to capture Sandie’s story to use when promoting similar events in the future. • Staff: Lori Houston and Cindy Selnes retired last week. Kaytee Estall started her new role as Circulation Services Lead. The hiring process is underway for Cindy and Kaytee’s positions. <p>Agenda Item 3: Proposal to Update Advocacy Committee Charter Committee reviewed the Advocacy Charter and recommended edits to allow for the addition of more committee members and to set the chair tenure.</p> <p>Update the standing committee is composed of to:</p> <ul style="list-style-type: none"> • two <i>to three</i> Board trustees • one <i>to two</i> Stillwater Public Library staff • one <i>to two</i> representatives of the Friends of Stillwater Public Library (Friends) • one <i>to two</i> representatives of the Stillwater Public Library Foundation (SPLF) 	

Add a sentence about chair tenure:

The committee chair is rotated every twelve months between the trustees. The chair and term dates are recorded in the committee minutes.

Agenda Item 4: Attending February 20th Library Legislative Day

O'Brien will be attending Library Legislative Day. Former trustee Weigman also indicated that she will attend. Lockyear also expressed interest in attending. At DaVinci Fest, O'Brien connected with Jill Smith, Director of Bayport Public Library. She is also attending and would be interested in doing joint appointments with legislators. Howe indicated that Lockyear scheduled the meetings with legislators last year. O'Brien will follow-up with Lockyear about this.

Agenda Item 5: Writing Letters to Stillwater Councilmembers & State Legislative Reps

- Committee discussed sending letters to state legislative representatives following their visit on Library Legislative Day. If possible, reference a personal touch point during discussion and include specific information. Invite them to come to the library for a special event, behind-the-scenes tour, etc.
- Committee also discussed sending notes to the City Council members. This could be a year in review or an "as we start 2025" letter. Specifically, Goeltl could ask Troendle to send a note to the new council member Belland welcoming her and inviting her on a personal tour of the library. Goeltl noted that Lockyear and Troendle both met Belland at a reception in January. Goeltl will follow-up with Troendle.

Agenda Item 6: Review of Outreach, Possible Calendar Dates, Library Stories & RACI/Budget Updates

The outreach, calendar, stories, RACI and budget documents are being updated for 2025. Simon asked the committee to review the RACI document. We'll discuss further revisions at an upcoming meeting.

Agenda Item 7: Library Stories Project

Committee reviewed a draft of a creative brief and shoot list created by Simon. Committee discussed reviewing video needs in the framework of the library's key message pillars and determining what professional videos and shots would be most helpful to have with a limited budget. Further work and discussion on the brief and shoot list will continue in February.

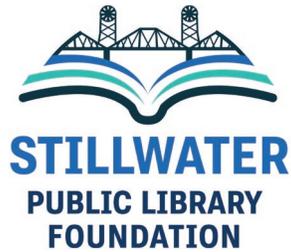
Next Meeting & Key Dates:

- **Thursday, February 20, 2025 – Library Legislative Day, State Capitol**
- **Wednesday, March 5, 2025 at 4 PM – Committee Meeting, Conference Room**

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



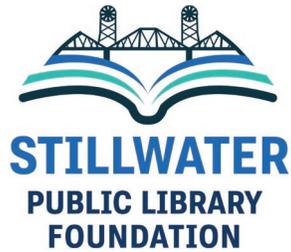
Stillwater Public Library Foundation
Board Meeting Minutes
Friday, December 6, 2024, 8:30 a.m.
Stillwater Public Library Conference Room or Virtual*

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

1. **Call to Order** - Summer called the meeting to order at 8:32 a.m.
2. **Adoption of Agenda** - Motion to approve the agenda as presented. Drew/Erin. Motion carried.
3. **Minutes:** [Approve last meeting's minutes](#)
Motion to approve October minutes. Jeneane/Sandie. Motion carried.
4. **Reports**
 - a. **President Report**
 - i. 1st Wednesday Coffee Signup
Coffees are from 10—noon. Please sign up to work all or a portion of one of the first Wednesday coffees.
ACTION: Staff will create signage that says Complimentary Coffee.
 - ii. Board member recruitment - Our bylaws allow up to 18 board members. We'd like to increase our membership, so please keep this in mind when you're making contacts. The library board has openings for two trustees and there were nine applicants. There may be potential that some of these candidates would be a good fit for the Foundation board.
 - b. **[Library Director Report](#)**
 - i. A new part-time library associate has been hired.
 - ii. The Friends Book sale was very successful. Total receipts were higher than previous sales.
 - iii. Mark explained that Rotary made a donation on our behalf to their polio vaccination efforts - not a donation to the Foundation. However, the

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

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



Sunrise Rotary did give a \$750 donation to the Foundation for the purchase of books for youth services.

iv. Stay tuned for an announcement about an upcoming City Council action.

c. Treasurer Report

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

1. Met with our auditor after receiving a list of questions from them. Jeneane and the Finance Committee have a few items that will be discussed further, especially in regards to payroll accrual.
2. Balance Sheet - Income from grants and donor-restricted funds is strong. A few projects have been sunsetted off the balance sheet. Our total equity remains in a very strong position.
3. P & L - Early in the year we had the bequest which puts us in a strong income position this year. Working with Ann to change how the P&L is presented in 2025. There is an increase in library grants this year, which is our intent to provide additional funding to the library.

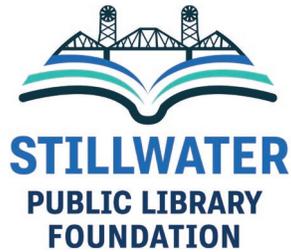
ACTION: Edit the Fees for Service line item - Admin Technology Bonus to delete the word Bonus. This expense was for a laptop.

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

ii. [2025 Budget \(2nd Reading\)](#)

1. Income projections are based on historical funding levels.
2. The largest increase for expenses is the grant amount to the library. This number is based on the 2025 request from the library.
3. We're budgeting for a net loss, but because of our strong equity position, this is a planned and acceptable position.

Motion to approve the 2025 budget Erin/Dustin. Motion carried.



- d. [Events & Marketing Committee Meeting 12-03-24](#)
 - i. We will host a Chamber Coffee Talk on April 2.
 - ii. August 26 is Townie Tuesday at Lift Bridge Brewing.
 - iii. Light a Spark is on a Friday this year
 - iv. Still planning donor appreciation events - perhaps two this year.
 - v. Volunteer appreciation is in September.
- e. Board Updates - none
- f. [Executive Director Report](#)
 - i. Transitioning to new logo has been going well.
 - ii. End of year appeal will go out on Monday - we're sending over 1500 letters and three email solicitations.
 - iii. We now have access to our LinkedIn account!
 - iv. 60% donor retention.
 - v. We've already met our fundraising goal for 2024.

5. Old Business:

- a. [Donor contact and selection](#)
 - i. Elsbeth explained that soft credits are when a donor gives through their donor advised fund or an employee giving program.

ACTION: Please access the list on our Shared Drive and sign up to make a quick thank you call.

ACTION: Elsbeth add if the donor is a monthly donor.

ACTION: Elsbeth assign donor calls for Erin, Jeneane, and Drew

6. Action Items:

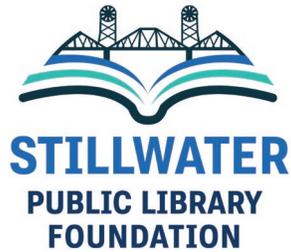
- a. 2025 Officer Elections (President, Vice President, Secretary, Treasurer)
 - i. The following slate of officers were nominated for a one-year term:
 - Summer (President)
 - Drew (Vice President)
 - Erin (Secretary)
 - Jeneane (Treasurer)

Motion to approve the slate of officers as presented. Shawn/Kevin.

Motion carried.

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www.stillwaterlibraryfoundation.org

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- b. [Donor Privacy Policy](#)
 - i. Adoption of this policy reflects the work we are doing to meet the standards of the Charity Review Council. We will post an adopted policy to our website.
 - ii. Verified that Bloomerang has options for us to track when a donor does not want communication sent to them.
 - iii. Also verified we have an opt-out option in all of our communications.

Changes: Increase the Acknowledge Receipt of the Request for opt-out of communications from 5 days to 10 days.

Motion Ryan/Shawn to limit the policy review to one reading and to approve the Donor Policy as stated. Motion Carried.

7. Discussion/Topics for Future Discussion

In January 2024 Minnesota passed Earned Sick and Safe Time for employees who don't have paid vacation time from their employers. The Executive Committee will review this policy vs. paid time off for employees.

8. Celebrate Dustin

- a. **We are so grateful for Dustin's leadership and service as Treasurer for nine years!**

9. Adjourn - Motion to adjourn Erin/Sandie. Motion carried. 9:35 a.m.

Stillwater

Public Library

2025 LIBRARY BOARD

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

Members	Term	Ward
Stan Burns	2nd Term: Jan 1, 2025 - Dec 31, 2027	3
Steve Ellison Vice President	1st Term: Jan 1, 2024 - Dec 31, 2026	1
Kim Glidden	1st Term: Jan 1, 2025 - Dec 31, 2027	2
Craig Hansen Treasurer	2nd Term: Jan 1, 2024 - Dec 31, 2026	1
Pat Lockyear President	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Ashley Hausman Lohmer	1st Term: Jan 1, 2025 - Dec 31, 2027	1
Bevin O'Brien	1st Term: Jan 1, 2024 - Dec 31, 2026	3
Larry Panciera	1st Term: Jan 1, 2023 - Dec 31, 2025	2
Carrie Simon	1st Term: Jan 1, 2023 - Dec 31, 2025	3
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2025 Committee Rosters:

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

Updated 2/6/2025

Stillwater Public Library 2025 Calendar

<p>January 1: Library Closed, New Year’s Day 14: Trustee Meeting, 5:30 pm 20: Library Closed, MLK Day 31: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 17: Library Closed, Presidents’ Day</p>	<p>March 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 11: Presentation at Stillwater Township, 7:00 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 6-12: National Library Week 8: Trustee Meeting, 5:30 pm (CONF RM) 9-12: Friends Used Book Sale 14: Friends Meeting, 6:30 pm 20: Library Closed, Easter 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Annual report data to board 	<p>May 12: Friends Meeting, 6:30 pm 13: Trustee Meeting, 5:30 pm 25: Library Closed Sundays in Summer 26: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2025 budget prep • Facilities 101 	<p>June 10: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2025 budget discussions • Finance 101
<p>July 4: Library Closed, Independence Day 8: Trustee Meeting, 5:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2025 operating budget due and 2025-2029 CIP due • Preview August library presentation to council 	<p>August 4: Trustee Meeting, 5:30 pm (MON MTG) 6: TBD – Will request a presentation to City Council, 4:30 pm</p> <ul style="list-style-type: none"> • City budget hearing • Discuss library’s budget at council workshop session • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 1: Library Closed, Labor Day 7: Sunday Hours Resume 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Director evaluation: annual review • Negotiate labor contract with union if due (Executive Committee)
<p>October 13: Library Closed Until 2 PM for Staff Training Day 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Implement board self-assessment survey every 2-3 years (last done in 2024) 	<p>November 10: Friends Meeting, 6:30 pm 11: Library Closed, Veterans Day 12: Trustee Meeting, 5:30 pm (WED MTG, CONF RM) 12-15: Friends Used Book Sale 27: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> • Report on self-assessment results every 2-3 years • Adopt holidays for succeeding year 	<p>December 5: SPLF Board Meeting, 8:30 am 9: Trustee Meeting, 5:30 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year’s Eve 31: SPL Board Terms End</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed • SPL/WCL Contract

Green: Board • Purple: Friends • Blue: Foundation