

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

Informational/Discussion (20 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. April National Library Week D+
6. Committee Assignments I+

Decisional (0 minutes)

Reports (10 minutes)

7. Director and Other Staff Reports +
8. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Library Advocacy
 - e. Library Event Planning Task Force
9. Foundation and Friends Report +
10. Public Commentary
For in-person commentary, please refer to the [Public Comment Policy](#) for rules and procedures, including time limits.
11. Trustee Check-in/Topics for Future Discussion
12. 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, March 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, February 11, 2025**

Minutes

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

ABSENT: Ellison

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:31 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear inquired if the Advocacy Committee was still planning to attend Library Legislative Day. Lockyear reported that Bayport Public Library Director Jill Smith recently arranged a meeting with Representative Hill at Bayport on Friday, February 7. Director Troendle, Washington County Library Director Jacquie Kramer, former trustee Dana Weigman, and Washington County Commissioner Bethany Cox were able to attend and had a productive meeting. They discussed library services and challenges with Josiah Hill. Given this recent meeting, O'Brien agreed that the Advocacy Committee would not attend Library Legislative Day in 2025, and they would instead consider attending in a future year when it may be possible to meet with a representative at the Capitol.

Collins thanked those who showed up for the proclamation for Houston. He noted that the turnout was great. At the city, they are discussing putting planters, flags, and banners on light poles on Main Street; a water treatment plant in Stillwater; and traffic changes that need to be made to Washington Avenue.

AGENDA ITEM 5: Board Calendar

Lockyear reported that the Executive Committee recommends moving Facilities 101 to May and keeping Finance 101 in June. If the board opts to cancel the August meeting, we'd plan for the City Council presentation preview in July. Lockyear also reminded trustees that the Library Board will meet on Monday, August 4, and Wednesday, November 12, instead of the second Tuesday in those two months.

AGENDA ITEM 6: Director Performance Evaluation: 6-Month Progress Check (March)

Lockyear inquired if trustees felt that there should be a progress check this year. The need for this varies annually. Hansen inquired if Troendle felt like the progress check would be helpful. Troendle thought that it might not be necessary this year. Trustees agreed that it wasn't necessary this year.

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Lockyear instructed the new trustees to contact her for information about the director's confidential annual goals and the review process.

AGENDA ITEM 7: Library Event Planning Task Force

Lockyear reported that the Foundation is interested in coordinating a joint library and volunteer recognition event. The Foundation requested that a Foundation representative sit on the task force and time be incorporated into event for volunteer recognition.

Motion to approve coordinating the event with the Library Foundation. Burns moved. Panciera second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.

Motion to approve the updated charge to the task force. Simon moved. Hausman Lohmer second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.

AGENDA ITEM 8: School Busing for Field Trips to the Library

Motion to disapprove the proposal to pursue school busing for field trips to the library. Hansen moved. Panciera second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.

AGENDA ITEM 9: Library Advocacy Committee Charter Revision

Simon reported that the Advocacy Committee would like to update the charter to increase possible committee membership and establish chair rotation. *Motion to approve the revised Advocacy Committee Charter. Hausman Lohmer moved. Glidden second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.*

Lockyear asked that trustees let her know of their interest in serving on the Library Event Task Force or Advocacy Committee.

AGENDA ITEM 10: Director and Other Staff Reports

Troendle reported that the borrowing timeframe for DVDs increased to 3 weeks. He also reported that Kanopy, a video streaming service for library cardholders, was launching on February 24. Hansen asked about the accessibility features of Kanopy, and Troendle indicated that he believed that Kanopy has closed captioning and features similar to other streaming services.

AGENDA ITEM 11: Board Committee Reports

- a) Executive Committee: Minutes are in packet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet. Hansen shared that the library is likely to have a small budgetary surplus at the close of 2024, depending on a few remaining items.
- d) Advocacy: Minutes are in packet. Simon shared a Facebook post about the Lori Houston proclamation and the positive comments received from the public about Lori and the library.

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AGENDA ITEM 12: Foundation & Friends Report

Troendle reported that the Foundation regularly offers free coffee on the first Wednesday of the month. In April, retired staff members Lori Houston and Cindy Selnes are planning to return to the library to volunteer at the Foundation's coffee table. The Foundation is planning a donor appreciation event for May 5, 2025. In February, the Friends held their first meeting without Mary Ann Sandeen as President. Gemma Lockrem is the Vice President and will be taking over the President's duties in the interim. It will be a time of transition as the Friends wish to continue and thrive as an independent organization, but they will be looking for a new president.

AGENDA ITEM 13: Public Commentary

Lockyear acknowledged the attendance of Blaise Junker at the board meeting. Junker serves on the Human Rights Commission. Part of the Human Rights Commission's charge is to be a resource to the City Council and other commissions regarding equal opportunity in those areas protected by law and in other related concerns. They're working to build collaborative relationships with the city's boards and commissions.

AGENDA ITEM 14: Trustee Check-in/Topics for Future Discussion

None.

AGENDA ITEM 15: Adjournment

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

Meeting adjourned at 6:14 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in February 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 February 2025 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of February:				
February (2024 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 2,443.43	\$ -	\$ -	\$ 2,443.43
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,443.43	\$ -	\$ -	\$ 2,443.43
February (2025 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 7,823.92	\$ 2,708.22	\$ 514.85	\$ 11,046.99
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,823.92	\$ 2,708.22	\$ 514.85	\$ 11,046.99
<i>Bill Resolution: February 4, 2025 (Total: \$10,791.78)</i>				
2024 (\$2,407.43):				
<ul style="list-style-type: none"> • \$2,407 paid to Xcel Energy for gas and electricity for services in 2024. 				
2025 (\$8,384.25):				
<ul style="list-style-type: none"> • \$4,806 paid to Xcel Energy for gas and electricity for services in 2025. • \$800 paid to Stillwater School District for advertisement in spring/summer community ed catalog. Expenditure funded by Foundation as a part of Advocacy. 				
<i>Bill Resolution: February 18, 2025 (Total: \$2,698.64)</i>				
2024 (\$36.00):				
<ul style="list-style-type: none"> • \$36 to Blackstone Publishing for an audiobook. 				
2025 (\$2,662.64):				
<ul style="list-style-type: none"> • \$509 was paid to Brodart for processing supplies 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2/4/2025 Bill Resolution 2/18/2025 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:							
1D1Y-33LH-3GQ7	1/15/2025	5115	Amazon Business	Materials - Juv	31.78	230-4230-2400-0000	Childrens Books
1CFX-HXWQ-DJF9	1/16/2025	5115	Amazon Business	Materials - Juv	69.80	230-4230-2400-0000	Childrens Books
196R-MC6F-LW3P	1/21/2025	5115	Amazon Business	Janitorial Supplies	94.25	230-4231-2102-0000	Janitorial Supplies
1D19-4FQ9-RV1Y	1/21/2025	5115	Amazon Business	Equipment	72.66	230-4230-2302-0000	Other Minor Equipment
1DK4-KWP3-PPFL	1/22/2025	5115	Amazon Business	Materials - Adult Nonfiction	84.19	230-4230-2405-0000	Adult Books - Non Fiction
137X-VLYG-H9J7	1/28/2025	5115	Amazon Business	Programs - Adult (Friends)	229.90	229-4229-2407-0000	Programs
1K9R-M4CW-7YFQ	1/29/2025	5115	Amazon Business	Janitorial Supplies	37.06	230-4231-2102-0000	Janitorial Supplies
20250118-KOE	1/18/2025	5089	Christian M Koegel	Cataloging / Processing	208.00	230-4230-3404-0000	Processing Fee
20381245	1/28/2025	5848	Huebsch Service	Towels & Rugs	308.14	230-4231-4099-0000	Miscellaneous Charges
2025101	1/27/2025	3293	ISD #834 Stillwater Area Schools	Advocacy - Community Ed Ad (SPLF)	800.00	232-4232-4099-0000	Miscellaneous Charges
WS011625	1/21/2025	5278	Karen Chan	Programs - Adult (SPLF)	500.00	232-4232-2407-0000	Programs
20250124-LEN	1/24/2025	5755	Kristin Lentz	Programs - Juv (SPLF HJA ELSA)	50.00	232-4232-2407-0000	Programs
49696	1/13/2025	2124	Menards	Janitorial Supplies	60.23	230-4231-2102-0000	Janitorial Supplies
3508292	1/29/2025	209	Per Mar Security Services	Security Monitoring	285.18	230-4231-3707-0000	Maintenance Agreements
46250728	11/14/2024	4245	Survey Monkey	Survey Software	468.00	230-4230-3098-0000	Technology Support
20250108-TBZ	1/8/2025	4543	The Bug Zone	Programs - JUV (SPLF HJA ELSA)	279.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 3,578.19		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
2025 Payments:							
51-7976594-1 9123599	01/27/25	3808	Xcel Energy	Energy	\$ 2,101.72	230-4231-3600-0000	Electricity
51-7976594-1 9123599	01/27/25	3808	Xcel Energy	Energy	\$ 2,704.44	230-4231-3601-0000	Natural Gas
2024 Payments:							
51-7976594-1 9123599	01/27/25	3808	Xcel Energy	Energy	\$ 1,301.07	230-4231-3600-0000	Electricity
51-7976594-1 9123599	01/27/25	3808	Xcel Energy	Energy	\$ 1,106.36	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 7,213.59		
			GRAND TOTAL		\$ 10,791.78		

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. \$1,598,406 has been received, which is \$4,623 over budgeted revenues. The actual year-end total will not be known until interest earnings and gains/losses are reported.</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>: \$17,417 in-kind gift recorded to account for the dollars the Foundation paid to the Volunteer Coordinator. • <i>Library Generated Revenues (\$10,620)</i>: \$14,993 received to date, which is \$4,373 over the budgeted revenue. • <i>Interest Earnings and Unrealized Gains/Losses (\$0)</i>: These totals are still to be determined and could result in income or a loss. Finance enters these earnings, gains, and losses from the market in the spring as part of the audit. <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 \$1,538,079. Following is a breakout of the expenditures processed and those still pending.</p>	

Operating Expenditures

Operating Personnel: The operating personnel budget is \$1,165,449. Expenditures were \$1,126,511 for 2024, resulting in a total personnel savings of \$38,937 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. \$62,214 was expended – \$2,114 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. \$37,704 to date was expended – \$5,268 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.

- **General Insurance (\$4,000):** General operating insurance, budgeted at \$4,000, is still unknown. 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 \$9,268 over budget.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$131,195. \$129,006 was expended. Total plant personnel is projected to be \$2,188 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):** Plant insurance was budgeted at \$42,000, but the actual expenditure is unknown to date. 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 insurance, interest earnings, and unrealized gains and losses, an exact year-end number is unknown. If insurance comes in as budgeted, then we estimate ending the year with revenues higher than expenditures by \$14,000, 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.

- Transfer In: \$62,411 (from Foundation)
- Staffing: \$62,411 expended.

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: \$147,650 received for materials, programs, signage, advocacy, and equipment and reflected in 232. An additional \$78,339 received from Foundation but transferred to 223 personnel grant (\$62,412) and to 120 capital (\$15,927) for the 4th Street Lawn.
- 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	-17,417.00	250.00	101.45%
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	-2,493.11	493.11	124.65%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	-1,598,406.32	4,623.32	
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	-1,598,406.32	4,623.32	

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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	243,184.52	-6,661.49	102.81%
230-4230-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4230-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4230-1112-0000	Sick Pay(E)	3,500.00	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	17,417.00	-250.00	101.45%
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	76,047.53	12,256.87	86.11%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	3,395.33	520.51	86.70%
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	4,027.15	-2,827.15	335.59%
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	1,797.41	102.59	94.60%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	304.66	-104.66	152.33%
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	1,293,190.06	30,795.14	
Segment4230 - LIBRARY OPERATIONS		1,323,985.20	1,293,190.06	30,795.14	

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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	11,293.61	605.11	94.91%
230-4231-1520-0000	Dental Insurance(E)	505.00	505.20	-.20	100.03%
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	244,888.93	40,506.79	
Segment4231 - LIBRARY PLANT		285,395.72	244,888.93	40,506.79	
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Segment4900 - IMPROVEMENT PROJECTS					
Expenditure					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
Segment4900 - IMPROVEMENT PROJECTS		.00	.00	.00	
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Fund230 - LIBRARY FUND		15,597.92	-60,327.33	75,925.25	
Total:		835,597.92	752,249.37	83,348.55	

CITY OF STILLWATER

Library Supplemental Funds Report

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

Account Number	Account Title	YTD
Fund223 - PERSONNEL GRANT		
Revenue		
223-0000-3910-0232	Transfer In -Stlwr Lib Foundat(R)	-62,411.86
Total Revenue:		-62,411.86
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)	1,500.00
223-4223-1540-0000	Life Insurance(E)	45.25
223-4223-3500-0000	General Insurance(E)	-1.93
Total Expenditure:		62,411.86

Fund224 - HELEN LAWSON FUND

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

Fund227 - GOVERNMENT GIFTS

Revenue		
227-0000-3820-0100	Donations(R)	-5,000.00
Total Revenue:		-5,000.00

Fund228 - FRIENDS OF LIBRARY

Revenue

Account Number	Account Title	YTD
228-0000-3820-0100	Donations(R)	-19,844.98
Total Revenue:		-19,844.98

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:		23,624.73

Fund232 - STILLWATER LIBRARY FOUNDATION

Revenue

232-0000-3820-0310	Donations - Library Materials(R)	-26,311.74
232-0000-3820-0315	Donations - Library Miscellane(R)	-86,604.02
232-0000-3820-0320	Donations - Library Programs(R)	-34,668.55
232-0000-3880-0100	Miscellaneous Income(R)	-65.81
Total Revenue:		-147,650.12

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:		147,764.02

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:		-4,610.00

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:		8,268.19

Account Number	Account Title	YTD
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Fund236 - WICK ESTATE FUND

Expenditure

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

T n		<u>14,708.98</u>
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Following is a budget status report through February 2025.</p> <p>Fund 120 – Capital Outlay The capital budget for 2025 is \$102,000.</p> <ul style="list-style-type: none"> • Masonry (\$50,000): \$50,000 was budgeted for the completion of the multi-year masonry project in 2024. Due to the cost of the terrace roof, masonry was delayed until 2025. This project is to be funded by city capital outlay. • Wi-Fi Access Replacement (\$12,000): \$12,000 was originally budgeted for printer replacement in 2025. IT Director Rice determined that he would like to align the timing of library IT projects with similar projects occurring at the city. To accomplish this, the \$12,000 printer replacement project originally scheduled for 2025 will shift to a future year when other city copier/printers will be updated. For 2025, IT will instead do a \$12,000 Wi-Fi access replacement, which aligns with other Wi-Fi work being done across the city. This project will be funded by city capital outlay. • Terrace Enhancements (\$20,000): \$20,000 was requested from the Huelsmann Foundation to create a more inviting and welcoming terrace for library patrons. Terrace improvements would include additional seating and new planters, and a successful request could fund initial enhancements. Funding decision has not been received to date. • ADA Enhancements (\$20,000): \$20,000 was included in capital projects for possible ADA enhancements in coordination with the city’s plan to conduct an accessibility study of city facilities. Potential ADA enhancements include terrace and restroom entries. Study hasn’t been conducted yet. If project occurs, Foundation will provide funding up to \$20,000 in 2025. <p>Fund 230 – Library (City \$) <u>Revenue</u> The library’s city revenue for 2025 was budgeted at \$1,687,871.</p> <ul style="list-style-type: none"> • <i>City Levy (\$1,658,084)</i> • <i>In-Kind Gifts (\$17,167):</i> This line item is for the Volunteer Coordinator’s salary paid for directly by the Foundation. The updated projected expenditure for 2025 is \$17,853. • <i>Interest Earnings and Unrealized Gains/Losses (\$0):</i> TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit. • <i>Library Generated Revenues (\$12,620):</i> This reflects library meeting room fees, card fees for out of state residents, lost/damaged fees, printer/copier fees, and gallery income. \$770 received to date. 	

Expenditures

The library's total city expenditures for 2025 were budgeted at \$1,689,044. The library's full operational funding request was adopted by the City during the budget process, but some small city adjustments were made to specific line items resulting budgeted expenses \$1,173 over projected revenues.

Operating Expenditures

Operating Personnel: The operating personnel budget is \$1,210,086 (excluding the in-kind Volunteer Coordinator). Expenditures are \$187,883 to date. This includes PTO payouts in January for two retiring staff members. The following journal entries are pending:

- Subtract 2024 hours paid from 2025 account lines for full-time salaries (\$4,162.90); sick pay (\$101.16); vacation pay (\$467.71); part-time salaries (\$2,184.60); PERA (\$508.23); and FICA (\$529.10).
- Add insurance costs for pre-payments made in 2024 for 2025 for hospital/medical (\$8,918.60) and dental (\$386.07).

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$3,457 was expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$11,573 was expended to date.

Other: The library budgeted \$32,436 for other operating expenses. \$2,050 to date was expended.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$139,781. \$20,692 was expended to date. The following journal entries are pending:

- Subtract 2024 hours paid from 2025 account lines for full-time salaries (\$512.32); sick pay (\$0); vacation pay (\$163.59); part-time salaries (\$169.25); PERA (\$63.39); and FICA (\$64.65).
- Add insurance costs for pre-payments made in 2024 for 2025 for hospital/medical (\$1456.70) and dental (\$63.15).

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$268 expended to date.

Plant Services and Charges: The plant services and charges budget is \$155,873. \$9,881 to date was expended.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2026.
- *Energy (\$80,000):* \$4,806 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$4,459 expended.
- *Other (\$9,203):* \$616 expended.

Supplemental Funds

Beyond the library's city budget, about \$390,000 in supplemental funding from the Foundation, Friends, Lawson, and other donors was budgeted to cover operating and capital 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 in 2025.

223 Personnel Grant: This account holds expenditures for grant-funded staff hours for Sundays, the YS librarian position, and programming subs.

- Staffing: \$11,949 expended. The following journal entries are pending: Subtract 2024 hours paid from 2025 account lines for full-time salaries (\$140.82); sick pay (\$0); vacation pay (\$0); part-time salaries (\$536.13); PERA (\$43.27); and FICA (\$51.79). Add insurance costs for pre-payments made in 2024 for 2025 for hospital/medical (\$222.86) and dental (\$2.46).

229 Friends: Expenditures include prior year funds.

- Donations: \$15,000 donation received.
- Materials: \$0 expended.
- Programs: \$1,064 expended.

232 Foundation: Expenditures include prior year funds.

- Donations: \$0 in reimbursements for 232 and 223 received to date.
- Materials: \$3,045 expended.
- Minor Equipment: \$0 expended.
- Programs: \$2,637 expended.
- Misc: \$1,446 expended.

235 Library Donations: Expenditures include prior year funds.

- Donations: \$100 received to date.
- Materials (235-4235): \$0 expended.
- Programs (235-4236): \$0 expended.
- Misc (235-4238): \$0.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2025 Library Budget Status Report
2025 Supplemental Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

Library Budget Status Report (City)

End.GLPeriod 225 AND [Account].AccountNumber 120423000000000{-}120423199999999{,}230000000000000{-}230999999999999 AN

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Segment4230 - LIBRARY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	90,000.00	.00	.00	100.00%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	12,000.00	.00	.00	100.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
Total Expenditure:		102,000.00	.00	.00	
Segment4230 - LIBRARY		102,000.00	.00	.00	
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		.00	.00	.00	
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)	-4,000.00	.00	-4,000.00	0.00%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-595.85	-2,904.15	17.02%
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	-4.00	-1,496.00	0.26%
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	.00	-500.00	0.00%
230-0000-3880-0020	Library Card Fees(R)	-420.00	-60.00	-360.00	14.28%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-106.98	-1,893.02	5.34%
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	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3880-0200	Gallery Fees(R)	-500.00	.00	-500.00	0.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-.01	.01	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-3.00	-197.00	1.50%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,658,084.00	.00	-1,658,084.00	0.00%
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:		-1,687,871.00	-769.84	-1,687,101.16	
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 -		-1,687,871.00	-769.84	-1,687,101.16	

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)	249,356.78	47,544.68	201,812.10	19.06%
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	2,603.67	896.33	74.39%
230-4230-1113-0000	Vacation Pay(E)	.00	6,695.25	-6,695.25	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	97,783.05	616,088.03	13.69%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1210-0000	Part Time Salaries - In Kind(E)	17,167.00	.00	17,167.00	0.00%
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	72,242.44	10,332.46	61,909.98	14.30%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	11,855.39	61,832.22	16.08%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	10,549.74	82,320.16	11.35%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	431.30	3,358.30	11.38%
230-4230-1540-0000	Life Insurance(E)	769.00	87.99	681.01	11.44%
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	57.27	2,942.73	1.90%
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	72.66	1,127.34	6.05%
230-4230-2303-0000	Minor Computer Equipment(E)	20,200.00	.00	20,200.00	0.00%
230-4230-2400-0000	Childrens Books(E)	14,500.00	101.58	14,398.42	0.70%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	.00	15,500.00	0.00%
230-4230-2402-0000	Audio(E)	1,900.00	164.76	1,735.24	8.67%
230-4230-2403-0000	Periodicals(E)	3,000.00	3,084.30	-84.30	102.81%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	106.69	10,593.31	0.99%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	.00	3,500.00	0.00%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	.00	5,500.00	0.00%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	.00	5,500.00	0.00%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	2,228.53	7,271.47	23.45%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	.00	5,000.00	0.00%
230-4230-3100-0000	Circulation System(E)	6,400.00	.00	6,400.00	0.00%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	416.66	1,083.34	27.77%
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	.00	500.00	0.00%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	717.40	10,282.60	6.52%
230-4230-3500-0000	General Insurance(E)	4,045.00	.00	4,045.00	0.00%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	.00	3,000.00	0.00%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	31,000.00	9,345.25	21,654.75	30.14%
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	49.74	150.26	24.87%
230-4230-4000-0000	Memberships and Dues(E)	500.00	.00	500.00	0.00%
230-4230-4001-0000	Subscriptions(E)	536.00	572.95	-36.95	106.89%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	1,955.00	163.57	1,791.43	8.36%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
Total Expenditure:		1,386,889.41	204,964.89	1,181,924.52	
Segment4230 - LIBRARY OPERATIONS		1,386,889.41	204,964.89	1,181,924.52	

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)	78,690.91	9,629.80	69,061.11	12.23%
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	396.65	-396.65	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	2,129.37	-2,129.37	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	3,821.92	26,703.77	12.52%
230-4231-1410-0000	PERA(E)	8,130.38	1,188.01	6,942.37	14.61%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	1,240.21	7,114.86	14.84%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	2,192.26	11,266.27	16.28%
230-4231-1520-0000	Dental Insurance(E)	505.20	84.20	421.00	16.66%
230-4231-1540-0000	Life Insurance(E)	116.00	10.55	105.45	9.09%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	.00	200.00	0.00%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	268.98	3,731.02	6.72%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	.00	1,500.00	0.00%
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	.00	800.00	0.00%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	.00	1,000.00	0.00%
230-4231-3101-0000	Telephone(E)	1,700.00	.00	1,700.00	0.00%
230-4231-3500-0000	General Insurance(E)	46,970.00	.00	46,970.00	0.00%
230-4231-3600-0000	Electricity(E)	55,000.00	2,101.72	52,898.28	3.82%
230-4231-3601-0000	Natural Gas(E)	25,000.00	2,704.44	22,295.56	10.81%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	.00	12,000.00	0.00%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	4,459.17	6,540.83	40.53%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	1,173.00	.00	1,173.00	0.00%
230-4231-4099-0000	Miscellaneous Charges(E)	2,030.00	616.28	1,413.72	30.35%
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:		302,154.78	30,843.56	271,311.22	

Account Number	Account Title	Budget	YTD	Variance	% Budget
Segment4231 - LIBRARY PLANT		302,154.78	30,843.56	271,311.22	
Segment4900 - IMPROVEMENT PROJECTS					
Expenditure					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
Segment4900 - IMPROVEMENT PROJECTS		.00	.00	.00	
Fund230 - LIBRARY FUND		1,173.19	235,038.61	-233,865.42	
Total:		1,173.19	235,038.61	-233,865.42	

CITY OF STILLWATER

Library Supplemental Funds Report

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Account Number	Account Title	YTD
Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1000-0000	Full Time Salaries(E)	140.82
223-4223-1112-0000	Sick Pay(E)	725.24
223-4223-1200-0000	Part Time Salaries(E)	9,194.55
223-4223-1410-0000	PERA(E)	663.61
223-4223-1420-0000	FICA/Medicare(E)	790.64
223-4223-1500-0000	Hospital / Medical(E)	423.01
223-4223-1520-0000	Dental Insurance(E)	3.82
223-4223-1540-0000	Life Insurance(E)	7.98
Total Expenditure:		<u>11,949.67</u>

Fund228 - FRIENDS OF LIBRARY

Revenue		
228-0000-3820-0100	Donations(R)	-15,000.00
Total Revenue:		<u>-15,000.00</u>

Fund229 - FRIENDS OF STILLWATER LIBRARY

Expenditure		
229-4229-2407-0000	Programs(E)	1,064.85
Total Expenditure:		<u>1,064.85</u>

Fund232 - STILLWATER LIBRARY FOUNDATION


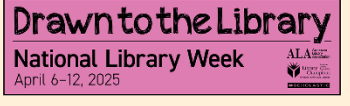
Expenditure		
232-4232-2113-0000	Materials(E)	3,045.31
232-4232-2407-0000	Programs(E)	2,637.58
232-4232-4099-0000	Miscellaneous Charges(E)	1,446.67
Total Expenditure:		<u>7,129.56</u>

Fund235 - LIBRARY DONATIONS FUND

Revenue	
235-0000-3820-0100	Donations(R) <u>-100.00</u>
Total Revenue:	<u>-100.00</u>

T n	<u>5,044.08</u>
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: April National Library Week	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>National Library Week (April 6 - 12, 2025) is a time to recognize our library staff's contributions and promote support of the library. The American Library Association will celebrate the week this year with the theme "Drawn to the Library!" As the ALA says, "Millions of people across the country visit their libraries every week. What's the draw? Everything."</p> <p>How does the Board wish to acknowledge the contributions of staff and celebrate National Library Week for 2025?</p> <p>Requesting volunteers who would like to work on implementing a plan for celebrating National Library Week and recognizing staff contributions to making the library run smoothly.</p>	
 	
<p>Note: Staff has also been planning for National Library Week. There will be free coffee and tea, provided by the Foundation, for patrons throughout the week to thank them for their love and use of the library. Flip charts will be positioned throughout the library for patrons to share their library stories and love. Social media posts will ask patrons for their library stories.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Committee Assignments	
OWNER: Lockyear, President	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>BACKGROUND/CONTEXT:</p> <p>With new trustees joining the board and the revision of the Advocacy Committee Charter last month allowing additional members, there have been some changes to the 2025 committee rosters.</p> <p>The 2025 Standing Committee assignments are as follows:</p> <p>Advocacy Carrie Simon Bevin O'Brien Ashley Hausman Lohmer Keri Goeltl (staff) Elsbeth Howe (Foundation) Karah Hullander (Friends)</p> <p>Facilities Steve Ellison Stan Burns Pat Lockyear Mark Troendle (staff)</p> <p>Finance Craig Hansen Larry Panciera Kim Glidden Keri Goeltl (staff) Mark Troendle (staff)</p> <p>Executive Pat Lockyear Craig Hansen Steve Ellison Mark Troendle (staff)</p> <p>For the Library Event Planning Task Force, Kim Glidden and Larry Panciera will serve as trustee representatives. Volunteer Coordinator Susie Danielson will represent the Stillwater Public Library Foundation. Sarah Foslien and Kaytee Estall will serve as staff representatives.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- The directors of Bayport, Washington County, and Stillwater libraries had their quarterly meeting on February 26. We discuss communication issues, operational updates, and other key matters affecting library services.
- Library staff participated in annual safety training coordinated by HR. Topics included general safety, emergency action plan, employee right to know, bloodborne/infectious disease control, fire extinguishers, and workstation ergonomics.
- After interviews concluded, prescreening processes were initiated and completed for the top Library Assistant candidate, and she will begin onboarding on March 11.
- Library administration and HR are collaborating to streamline specific record keeping practices.
- Four Library Corner articles were written and published in February.
- The February issue of ShelfLife was published on February 3.

Heads-Up

- Joe Mazan from KSTP hosts a segment called So Minnesota, where interesting people, places and things from around the state are highlighted. We're pleased to announce that Stillwater Public Library will be showcased in mid- to late-March! Though I spoke to Joe prior to his visit and shared information about the Harrigan-Crosby family connection to the library, I was on my way to Bogotá when he was on site. Information Services Supervisor Sarah Rosten was chosen to speak with Joe on camera and is an outstanding representative of the library.
- Labor Management Committee new member training will be provided by the Minnesota Bureau of Mediation Services on April 16 in St. Paul. A small group of library staff will attend the training, which will also include representatives from other organizations.
- Mark is working with our Maintenance Worker and Image360 on a revised installation method for the garden plaque. The library is also considering a different type of outdoor trash receptacle that is more resistant to weather and damage.
- Stillwater Library Foundation Executive Director Elsbeth Howe and Mark will host a Chamber Coffee Talk on the morning of April 2.

Near-Term Future Focus

- The Business & Communications Manager continues to collaborate with staff as she prepares the Minnesota Public Library Annual Report. Keri is also working on a quarterly spring print newsletter sent to City residents, due March 10, with a mailing date currently scheduled for April 1.
- Completing HR and Payroll onboarding paperwork for the new Library Assistant.
- Concluding the hiring process for the Library Associate position.
- 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.

Travel News

While in Bogotá, my wife and I visited two public libraries. One was the Julio Mario Santo Domingo Public Library Cultural Center, which we had been to before. It includes a theater that can accommodate about 1,300 people. On this trip, we watched 'El barberillo de Lavapiés,' a musical theater production of the Teatro de la Zarzuela from Madrid, Spain, with music provided by the Bogotá Philharmonic Orchestra and the National Choir of Colombia.

We also made our first trek to the Biblioteca Pública Virgilio Barco, named after Colombia's 27th president, who donated the land on which it was built. This library is about 4.5 times the size of Stillwater Public Library. It is surrounded by open green spaces and numerous water features, and the building's design partially resembles the shell of a snail. Below are a few photos.

A model of the library.



The interior of the library, showcasing the different levels and the use of concrete and wood.



Pools of water that lead to a fountain, one of several water features.



The next photo is from an exhibit in the library highlighting the Cuadrillas de San Martín, a traditional festival celebrated every November since 1735 in San Martín de Los Llanos.



A papier-mâché owl reading in the children's area.



A reading and workspace area.



February Programs and Activities

Art & Music

- **Introduction to Knitting:** On Saturday, February 15, the Textile Center led 11 participants through an introduction to knitting. 100% of survey responses indicated that participants learned something new and felt more creative after attending. This event was funded by the Arts and Cultural Heritage Fund.
- **A Beautiful Spring Bouquet in Acrylic with Karen Chan:** 29 student artists attended this virtual event on Thursday, February 20. Participant comments:
 - “Karen is such a good instructor”
 - “All in all, the class went well...and as always, was very fun.”
- **Exploring the Arts, Bette Davis:** On Tuesday, February 25, 11 participants joined Steve Schroer’s presentation about golden-age leading lady, Bette Davis.

Books Clubs & Literature

- **Words from the Valley:** On Monday, February 3, the Joshua Davies and Cracked Walnut Writing Collective hosted a library poetry reading with 22 attendees. [The next poetry reading is scheduled on Monday, May 19, 2025.](#) Participant comments:
 - “I brought 3 friends along and the poets and readings were great. Afterwards we had a great discussion about the event over a glass of wine. Having a bit more accessible space/area for book selling and signing would be nice for authors and patrons. Thanks for having this event.”
 - “Excellent poets”
 - “I appreciate the microphone and diverse writing/reading styles...”
- **Shelf Indulgence Book Club:** On Monday, February 10, 5 participants discussed [The Lowland by Jumpa Lahiri](#). The March selection is [Little Wolves by Thomas Maltman](#).
- **Mystery Book Club:** On Wednesday, February 19, 8 Participants discussed mysteries with clergy as sleuths and/or mysteries in a religious setting. [Find Mystery Book Club book lists on our website.](#)

Lifelong Learning

- **Tech Help:** 4 Tech Help sessions were offered on Fridays in February and all were attended. Staff assisted at least 2 people setting up new laptops and customizing settings including Chrome bookmarks, file management, email access. Participant comment:
 - “[The staff] ...who helped me was friendly and informative. It was a great learning experience with the 1/1 on my own device.”
- **Medicare Counseling with Senior Linkage Line:** On Monday, February 3, [Trellis](#), the designated area agency on aging, offered 2 sessions of 1:1 Medicare counseling.
- **Washington County Career Fair:** In partnership with [Washington County CareerForce](#), the library offered a job fair on Thursday, February 6, for more than 10 employers and 45 job seekers. Employers included the following organizations:
 - Cub Foods
 - Fed Ex
 - Head Start
 - Dunganarvin Careers

- SEEK Career
- Senior Helpers
- State of Minnesota - DEED
- State of Minnesota MMB
- Teachers on Call
- Van Meter
- Washington County MN
- **Capturing Your Family History Through Food**, Tuesday, February 18, 9 participants learned from author [Lisa Golden Schroeder](#) about defining family stories through the kitchen, everyday meals, and memorable celebrations. Participant comment:
 - “Presenter was very engaging and interesting. She had lots of examples and stories.”
- **Birds of Washington County with Kyle Te Poel**: On Friday, February 28, 53 participants learned about the birds in our larger community of Washington County. The program was a partnership with [Sustainable Stillwater and Bird City Stillwater](#) and they shared a great post about it on Social Media.

Winter Reads

- **Winter Reads Challenge**: January-February adults are encouraged to read and engage with the library and are eligible to win prizes. Winter Reads is offered throughout MELSA libraries. In 2025, **63 adults registered and shared 303 book reviews**.
- **Prize Drawings**: Library Associate Alexandre Adrian created book bundles to give away as prizes at the end of February. 10 Book Bundles were created using wrapping paper. The bundles are a surprise due to the wrapping, but each bundle has a theme written on the paper. For those who don't like surprises, two of the bundles are unwrapped. [Alexandre also promoted the book bundles on Facebook!](#)
- **Social Media**: Volunteer Christina is a voracious reader and we were so grateful that [she helped the library highlight recommended books for Winter Reads!](#)

Displays, Booklists & Outreach

- **Estates at Greeley**: On Monday, February 3, library staff shared materials with 4 residents.
- **The Lodge**: On Monday, February 10, library staff shared materials with 10 residents.
- **Book Lists**: In February, library staff updated book lists available in the Sci-Fi and Romance room binders. These new book lists will give patrons an idea for where to start looking for a new book, including titles in genres that are less frequently suggested (e.g. Alternate History).
- **Book Displays**: Staff created a display for Winter Reads featuring popular adult titles and a Valentines display featuring adult romances.

St. Croix Collection

- **Monthly Visits**: 18 visits were recorded in February, including 13 residents and 5 visitors.
- **Genealogy Help**: The monthly Genealogy 1:1 session was filled in February.
- **Research Topics and sources**: Runk photos, baseball history, high school yearbooks, maps, property records, Maple Island Dairy Farm, and Holcombe photos.

Programming Photos



Words from the Valley Poetry Reading, Staff Submitted



Job Fair with CareerForce MN, Staff Submitted



Karen Chan: Beautiful Spring Bouquet in Acrylic submitted by Sandra and Mark Brown



Karen Chan: Beautiful Spring Bouquet in Acrylic submitted by Jan and Stan Burns



Karen Chan: Beautiful Spring Bouquet in Acrylic submitted by Julie Thompson



Karen Chan: Beautiful Spring Bouquet in Acrylic submitted by Hannah Morgan



Birds of Washington County with Kyle Te Poel, Staff Submitted

February Programs and Activities

Early Literacy (0-5)

- Six Preschool Storytimes (386)
- Four Baby/Toddler Storytimes and Playtime (209)
- One Preschool Drop-in Play (20)
- One Second Saturday Family Storytime (45)
- Two Wendy's Wiggle, Jiggle & Jam (115)
- Petite Concert (30)
 - *It was a lovely program that really engaged the kids.*
 - *Very engaging and welcoming for all ages. Musicians were wonderful!*

School-aged (6-12)

- Two Chess Club sessions (18)
- Be Your Own Writing Loft Writing Class (8)
 - *This is a great opportunity to see writing in a different light than at school, and to have access to the Loft's programming that we might not otherwise have.*
 - *Great instructor! Craig K. teaches both child and parent how to boost writing success.*
 - *Laughter - made writing process enjoyable*
- Button Making Drop-in Craft (17)
- LEGO Club (38)

Children's Drop-in Activities

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

Teen

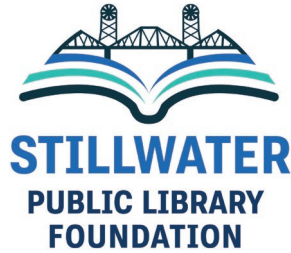
- Passive activity – *Fill the Shelves*

Outreach

- Lake Area Discovery Center Storytime with Miss Kim (45)

Upcoming Single Date Programs

- [Teens Write Reviews: Food, Music, Movies & More](#) with The Loft Center – 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
- [St. Croix Ballet Dancers](#) – Wednesday, April 16
- [Family Book Bingo](#) – Saturday, April 19
- [Exploring Poetry Through Art](#) with COMPAS – Monday, April 21
- [Afoutayi - Haitian Dance and Storytelling](#) – Thursday, May 1



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) non-profit 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.

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.

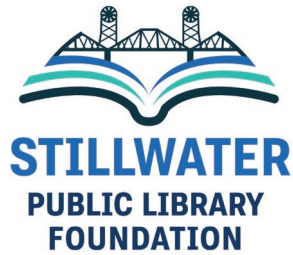
ACTION: Edit the Fees for Service line item - Admin Technology Bonus to delete the word Bonus. This expense was for a laptop.

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.



- 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.

Friends of the Stillwater Public Library



Oct. 14, 2024 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Gemma Lockrem
Facilitator	Gemma Lockrem
Secretary	Tracy Salvati

Attendees:

Jan Kilkelly, Tracy Salvati, Mark Troendle, Karah Hullander, Laurie Burns; Gemma Lockrem, Lyndon Lockrem, Susie Danielson, Ed Fagerlund

Agenda

Friends of the Stillwater Public Library Agenda

Monday, Oct. 14, 2024 at 6:30 pm

Conference Room

1. Call meeting to order: Gemma Lockrem
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Coop Roundup benefiting Friends through October. Gemma and Mary Ann spent the day of Oct. 5 at Coop doing outreach.
6. Update: Mark Troendle – Friends board meeting dates
7. Adjourn: All

Meeting called to order by Gemma Lockrem

- Tracy distributed the minutes from Monday, Sept 9, 2024 for review
 - Minutes approved

Treasurer's report Jan Kilkelly

9/1/2024 – 9/30/2024

Opening Balance: \$60,308.05

Total Receipts: \$361.00

Total Disbursements: \$0

Ending Balance: \$60,669.05

Membership report Gemma Lockrem

103 memberships

Topics:

Coop Roundup:

- Coop Roundup benefiting Friends through the full month of October 2024. Gemma and Mary Ann spent the day of Oct. 5 at Coop doing outreach. Gemma and Mary Ann greeted customers and shared information on the SPL, Booksale and FRIENDS group.

BOOKSALE:

Fall 2024 Book sale:

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

Discussion regarding Spring 2025 Booksale

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

Discussion FALL 2025

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

Susie has rolled out the volunteer sign up for the Fall 2024 Booksale on 'Sign up Genius'.

- **UPDATE:**
Library is closed 'Veteran's Day' Nov. 11th, Susie can let volunteers in to help setup for the Booksale.
- FRIENDS BOARD meeting cancelled Nov. 11th due to library being closed.

Mark Troendle update:

- AED: Allina program: Heart safe communities. Mark purchased for the library. Training for the Staff 10/14/2024. An Allina EMT hosted 90 minute training on AED in the Margaret Rivers room.
- At the Sept. 17 City Council meeting, councilmembers adopted the proposed 2025 budget, which included the increase recommended by the library board. Mark thanked the Friends for being in attendance at the two council presentations this year.
- A garden beautification project on the 4th ST side of the library began and concluded today. It's a tremendous improvement.
- At the staff in-service earlier today, staff were provided training on the AEDs that the Friends funded.
- The terrace roof project may be finished later this week.

2025 FRIENDS BOARD MEETING schedule:

February, March, April, May, September, October, November

Meeting Adjourned at 7:07 pm

Library closed on **Monday, Nov. 11, 2024 (Veterans Day),**

FRIENDS meeting CANCELLED Nov. 11, 2024.

Next meeting will be Monday, Feb. 10, 2025

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

Period:	<u>10/1/24 - 10/31/2024</u>	<u>Year-to-Date 10/31/2024</u>
Opening Balance	\$60,669.05	\$ 68,602.34
Receipts:		
Memberships	\$20.00	\$ 3,400.00
Donations		\$ 2,535.46
Ongoing Book Sales	\$323.00	\$ 3,671.50
Semi-Annual Book Sales		\$ 5,322.00
Scanner Fees		\$ 175.00
Book Bag Sales		\$ 90.00
Total Receipts	\$343.00	\$ 15,193.96
Disbursements:		
Grants to Library		\$ 19,725.00
Sponsorships		\$ 1,500.00
Memberships		\$ 35.00
Postage	\$129.00	\$ 250.00
Printing & Supplies	\$168.65	\$ 395.90
Sales Tax		\$ 1,176.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$297.65	\$ 23,081.90
Ending Balance	\$60,714.40	\$ 60,714.40

Outstanding Grants Due to Library:

Book Sale Nov. 2021

Book Sale Nov. 2022

Book Sale Nov. 2023

\$0.00

Book Sale Apr. 2018

Book Sale Apr. 2019

Book Sale Apr. 2021

Book Sale Apr. 2022

Book Sale Apr. 2023

Book Sale Apr. 2024

\$562.92

\$500.00

\$4,475.00

\$5,128.00

\$5,322.00

\$15,987.92

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

Period:	11/1/24 - <u>11/30/2024</u>	Year-to-Date <u>11/30/2024</u>
Opening Balance	\$60,714.40	\$ 68,602.34
Receipts:		
Memberships	\$650.00	\$ 4,050.00
Donations	\$1,251.00	\$ 3,786.46
Ongoing Book Sales	\$324.50	\$ 3,996.00
Semi-Annual Book Sales	\$ 5,724.00	\$ 11,046.00
Scanner Fees	\$105.00	\$ 280.00
Book Bag Sales		\$ 90.00
Total Receipts	\$8,054.50	\$ 23,248.46
Disbursements:		
Grants to Library		\$ 19,725.00
Sponsorships		\$ 1,500.00
Memberships		\$ 35.00
Postage		\$ 250.00
Printing & Supplies		\$ 395.90
Sales Tax		\$ 1,176.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$0.00	\$ 23,081.90
Ending Balance	\$68,768.90	\$ 68,768.90

Outstanding Grants Due to Library:

Book Sale Nov. 2021	
Book Sale Nov. 2022	
Book Sale Nov. 2023	
Book Sale Nov. 2024	<u>\$5,724.00</u>
	\$5,724.00
Book Sale Apr. 2018	
Book Sale Apr. 2019	\$562.92
Book Sale Apr. 2021	\$500.00
Book Sale Apr. 2022	\$4,475.00
Book Sale Apr. 2023	\$5,128.00
Book Sale Apr. 2024	<u>\$5,322.00</u>
	\$15,987.92
Total	\$21,711.92

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

Period:	12/1/24 - <u>12/31/2024</u>	Year-to-Date <u>12/31/2024</u>
Opening Balance	\$68,768.90	\$ 68,602.34
Receipts:		
Memberships	\$190.00	\$ 4,240.00
Donations	\$2,223.65	\$ 6,010.11
Ongoing Book Sales	\$415.00	\$ 4,411.00
Semi-Annual Book Sales		\$ 11,046.00
Scanner Fees		\$ 280.00
Book Bag Sales	\$15.00	\$ 105.00
Total Receipts	\$2,843.65	\$ 26,092.11
Disbursements:		
Grants to Library		\$ 19,725.00
Sponsorships		\$ 1,500.00
Memberships		\$ 35.00
Postage		\$ 250.00
Printing & Supplies		\$ 395.90
Sales Tax		\$ 1,176.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$0.00	\$ 23,081.90
Ending Balance	\$71,612.55	\$ 71,612.55

Outstanding Grants Due to Library:

Book Sale Nov. 2021	
Book Sale Nov. 2022	
Book Sale Nov. 2023	
Book Sale Nov. 2024	<u>\$5,724.00</u>
	\$5,724.00
Book Sale Apr. 2018	
Book Sale Apr. 2019	\$562.92
Book Sale Apr. 2021	\$500.00
Book Sale Apr. 2022	\$4,475.00
Book Sale Apr. 2023	\$5,128.00
Book Sale Apr. 2024	<u>\$5,322.00</u>
	\$15,987.92
Total	\$21,711.92

**Friends of the Stillwater Public Library
2025 Financial Reports**

Period:	<u>1/1/25 - 1/31/2025</u>
Opening Balance	\$71,612.55
Receipts:	
Memberships	\$ 220.00
Donations	\$ 175.00
Ongoing Book Sales	\$ 388.00
Semi-Annual Book Sales	
Scanner Fees	
Book Bag Sales	
Total Receipts	\$ 783.00
Disbursements:	
Grants to Library	
Sponsorships	
Memberships	
Postage	
Printing & Supplies	
Sales Tax	\$ 1,203.00
Fees	
Misc.	\$ 154.97
Total Disbursements	\$ 1,357.97
Ending Balance	\$ 71,037.58
<i>Outstanding Grants Due to Library:</i>	
Book Sale Nov. 2024	\$5,724.00
Book Sale Apr. 2019	\$562.92
Book Sale Apr. 2021	\$500.00
Book Sale Apr. 2022	\$4,475.00
Book Sale Apr. 2023	\$5,128.00
Book Sale Apr. 2024	\$5,322.00
	<u>\$15,987.92</u>
Total	\$21,711.92

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: Possible 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 • Library not on Township agenda for 2025
<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

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

Updated 3/5/2025