

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, April 8, 2025
5:30 PM, Conference Room

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda +

Regular Business (10 minutes)

3. Consent Calendar
 - a) Adoption of March 11, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in March +
 - c) 2025 Budget Status Report +
 - d) 2025 Q1 Gifts and Grants Received Report +

Informational/Discussion (5 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. 2024 Progress Report I+

Decisional (25 minutes)

6. 2024 State Annual Report A+
7. 2025 Maintenance Projects A+

Reports (10 minutes)

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

11. Public Commentary

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

12. Trustee Check-in/Topics for Future Discussion

13. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, April 7, 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, March 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 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Troendle reported that the Department of Corrections and the Stillwater Police Department are holding a community notification meeting regarding a level 3 sex offender on Thursday, March 13 at 6 PM at City Hall. The offense dates to 2003. Library staff members are aware of individual, who is allowed to be in the library at this time. Troendle will attend meeting.

O'Brien reported that there has been a recent restriction of two books in the elementary schools of the Stillwater Area Public School District. The administration has determined that two books will only be made available to students with parental permission. A statement may be found on the school district website.

AGENDA ITEM 5: National Library Week

National Library Week is April 6 through 12. Trustees discussed options for acknowledging and celebrating the contributions of library staff and created a schedule to provide treats each day of National Library Week. Troendle indicated that this was done last year and was very well-received by staff.

April 6 – Lockyear

April 7 – Glidden

April 8 – Burns

April 9 – Panciera

April 10 – Hansen and Simon

April 11 – Hausman Lohmer

April 12 – O'Brien

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, March 11, 2025**

Minutes

AGENDA ITEM 6: Committee Assignments

Lockyear announced the following committee assignment updates:

- Hausman Lohmer moves to Advocacy
- Burns moves to Facilities
- Glidden and Panciera also on Library Event Planning Task Force

AGENDA ITEM 7: Director and Other Staff Reports

Troendle discussed a few highlights from his recent trip to Colombia and visit to a public library in Bogotá.

AGENDA ITEM 8: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet. Will meet on March 18 at 4:30 PM.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Met on March 10. Report will be in the April packet.
- e) Library Event Planning Task Force: Will meet in near future.

AGENDA ITEM 9: Foundation & Friends Report

Troendle reported that Gemma Lockrem is serving as the interim president of the Friends during this transition period. She is working on an updated position description for the President's role, and the group is actively reaching out to people regarding leadership positions. They are also working on the Friends Book Sale, which is coming up in April.

AGENDA ITEM 10: Public Commentary

Troendle did receive comments from the public regarding the community notification and spoke directly with those individuals.

AGENDA ITEM 11: Trustee Check-in/Topics for Future Discussion

None.

AGENDA ITEM 12: Adjournment

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

Meeting adjourned at 6:00 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in March 2025																													
OWNER: Goetl, 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 March 2025 bills paid																													
BACKGROUND/CONTEXT: Following is a bill report summary for the month of March:																													
<table border="1"> <thead> <tr> <th colspan="5">March 2025 (2025 Fiscal Year)</th> </tr> <tr> <th></th> <th><i>City</i></th> <th><i>Foundation</i></th> <th><i>Other Supplemental</i></th> <th><i>Total</i></th> </tr> </thead> <tbody> <tr> <td>Operating Expenditures</td> <td>\$ 29,282.00</td> <td>\$ 2,190.23</td> <td>\$ 300.00</td> <td>\$ 31,772.23</td> </tr> <tr> <td>Capital Expenditures</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Total</td> <td>\$ 29,282.00</td> <td>\$ 2,190.23</td> <td>\$ 300.00</td> <td>\$ 31,772.23</td> </tr> </tbody> </table>					March 2025 (2025 Fiscal Year)						<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>	Operating Expenditures	\$ 29,282.00	\$ 2,190.23	\$ 300.00	\$ 31,772.23	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	Total	\$ 29,282.00	\$ 2,190.23	\$ 300.00	\$ 31,772.23
March 2025 (2025 Fiscal Year)																													
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>																									
Operating Expenditures	\$ 29,282.00	\$ 2,190.23	\$ 300.00	\$ 31,772.23																									
Capital Expenditures	\$ -	\$ -	\$ -	\$ -																									
Total	\$ 29,282.00	\$ 2,190.23	\$ 300.00	\$ 31,772.23																									
<p><i>Bill Resolution: March 4, 2025 (Total: \$14,322.22)</i></p> <ul style="list-style-type: none"> \$7,689 was paid to Xcel Energy for gas and electricity. \$3,580 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials. <p><i>Bill Resolution: March 18, 2025 (Total: \$17,450.01)</i></p> <p>\$13,984 was prepaid to Otis Elevator Company for parts and labor to repair the elevator near the 4th Street entrance. Invoices for an additional \$5,175 related to Otis response calls to the elevator being stuck are pending and will be paid at a later bill resolution.</p>																													
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 3/4/2025 Bill Resolution 3/18/2025 Bill Resolution																													
PREVIOUS ACTION ON ITEM:																													
REVIEWED BY COMMITTEE:																													

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							
1K7R-11DM-GKX6	2/13/2025	5115	Amazon Business	Equipment - Step Stool	59.99	230-4230-2302-0000	Other Minor Equipment
1DW9-DDR1-GD1C	2/24/2025	5115	Amazon Business	Supplies	53.80	230-4230-2101-0000	General Supplies
1Y7M-QTR1-6D1T	2/25/2025	5115	Amazon Business	Equipment - Desk Stand Riser	161.49	230-4230-2302-0000	Other Minor Equipment
2187597	2/14/2025	3906	Blackstone Publishing	Materials - Audio (SAAB)	198.30	230-4230-2402-0000	Audio
B6929075	2/4/2025	452	Brodart Co	Materials - Juv	319.46	230-4230-2400-0000	Childrens Books
B6929075	2/4/2025	452	Brodart Co	Materials - Adult Fiction	110.00	230-4230-2401-0000	Adult Books - Fiction
B6929075	2/4/2025	452	Brodart Co	Materials - Adult Nonfiction	603.12	230-4230-2405-0000	Adult Books - Non Fiction
B6929075	2/4/2025	452	Brodart Co	Materials - YA	109.62	230-4230-2406-0000	Teen Books - Materials
B6929075	2/4/2025	452	Brodart Co	Materials - Processing Fee	42.14	230-4230-3404-0000	Processing Fee
B6932149	2/10/2025	452	Brodart Co	Materials - Juv	86.78	230-4230-2400-0000	Childrens Books
B6932149	2/10/2025	452	Brodart Co	Materials - Adult Fiction	15.12	230-4230-2401-0000	Adult Books - Fiction
B6932149	2/10/2025	452	Brodart Co	Materials - Adult Nonfiction	33.93	230-4230-2405-0000	Adult Books - Non Fiction
B6932149	2/10/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B6933548	2/12/2025	452	Brodart Co	Materials - Juv	37.54	230-4230-2400-0000	Childrens Books
B6933548	2/12/2025	452	Brodart Co	Materials - Adult Nonfiction	16.20	230-4230-2405-0000	Adult Books - Non Fiction
B6933548	2/12/2025	452	Brodart Co	Materials - YA	45.33	230-4230-2406-0000	Teen Books - Materials
B6933548	2/12/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6933741	2/12/2025	452	Brodart Co	Materials - Juv	21.31	230-4230-2400-0000	Childrens Books
B6933741	2/12/2025	452	Brodart Co	Materials - YA	40.35	230-4230-2406-0000	Teen Books - Materials
B6934971	2/14/2025	452	Brodart Co	Materials - Juv	411.35	230-4230-2400-0000	Childrens Books
B6934971	2/14/2025	452	Brodart Co	Materials - Adult Fiction	130.68	230-4230-2401-0000	Adult Books - Fiction
B6934971	2/14/2025	452	Brodart Co	Materials - Adult Nonfiction	296.28	230-4230-2405-0000	Adult Books - Non Fiction
B6934971	2/14/2025	452	Brodart Co	Materials - YA	120.65	230-4230-2406-0000	Teen Books - Materials
B6934971	2/14/2025	452	Brodart Co	Materials - Processing Fee	30.10	230-4230-3404-0000	Processing Fee
B6936052	2/17/2025	452	Brodart Co	Materials - Juv	68.68	230-4230-2400-0000	Childrens Books
B6936052	2/17/2025	452	Brodart Co	Materials - Adult Nonfiction	31.07	230-4230-2405-0000	Adult Books - Non Fiction
B6936052	2/17/2025	452	Brodart Co	Materials - YA	94.87	230-4230-2406-0000	Teen Books - Materials
B6936052	2/17/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B6936811	2/18/2025	452	Brodart Co	Materials - Juv	34.79	230-4230-2400-0000	Childrens Books
B6936811	2/18/2025	452	Brodart Co	Materials - YA	40.91	230-4230-2406-0000	Teen Books - Materials
B6936811	2/18/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6937889	2/19/2025	452	Brodart Co	Materials - Adult Fiction	323.45	230-4230-2401-0000	Adult Books - Fiction
B6937889	2/19/2025	452	Brodart Co	Materials - Adult Nonfiction	15.65	230-4230-2405-0000	Adult Books - Non Fiction
B6937889	2/19/2025	452	Brodart Co	Materials - Processing Fee	63.63	230-4230-3404-0000	Processing Fee
B6937948	2/19/2025	452	Brodart Co	Materials - Adult Fiction	157.67	230-4230-2401-0000	Adult Books - Fiction
B6937948	2/19/2025	452	Brodart Co	Materials - Processing Fee	30.30	230-4230-3404-0000	Processing Fee
B6938610	2/20/2025	452	Brodart Co	Materials - Juv	24.45	230-4230-2400-0000	Childrens Books
B6938610	2/20/2025	452	Brodart Co	Materials - Adult Fiction	16.20	230-4230-2401-0000	Adult Books - Fiction
B6938610	2/20/2025	452	Brodart Co	Materials - Adult Nonfiction	52.49	230-4230-2405-0000	Adult Books - Non Fiction
B6938610	2/20/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6940030	2/21/2025	452	Brodart Co	Materials - Adult Nonfiction	82.82	230-4230-2405-0000	Adult Books - Non Fiction
B6940030	2/21/2025	452	Brodart Co	Materials - YA	54.27	230-4230-2406-0000	Teen Books - Materials
B6940030	2/21/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
20388220	2/25/2025	5848	Huebsch Service	Towels & Rugs	317.25	230-4231-4099-0000	Miscellaneous Charges
WS022025	2/24/2025	5278	Karen Chan	Programs - Adult (SPLF)	500.00	232-4232-2407-0000	Programs
25-006	2/24/2025	6405	Lisa Golden Schroeder	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Programs
506768149	2/17/2025	2175	Midwest Tape	Materials - Video (SAV)	371.10	230-4230-2408-0000	Film/Video
506768149	2/17/2025	2175	Midwest Tape	Materials - Processing	41.95	230-4230-3404-0000	Processing Fee
W25010628	2/13/2025	2217	Office of MN IT Services	Telephone - January	89.07	230-4231-3101-0000	Telephone
100401840822	2/13/2025	2565	Otis Elevator Company	Quarterly Maintenance (Mar-May)	683.40	230-4231-3707-0000	Maintenance Agreements
250226	2/26/2025	5766	Wendy's Wiggle Jiggle & Jam	Programs - JUV (SPLF HJA ELSA)	485.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 6,641.48		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 9162874	02/25/25	3808	Xcel Energy	Energy	\$ 3,388.11	230-4231-3600-0000	Electricity
51-7976594-1 9162874	02/25/25	3808	Xcel Energy	Energy	\$ 4,292.63	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 7,680.74		
GRAND TOTAL							
					\$ 14,322.22		

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

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							
306-02444792-3-20250	2/28/2025	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
256018	2/15/2025	1959	Loft Literary Center	Programs - Juv (SPLF HJA ELSA)	375.00	232-4232-2407-0000	Programs
51843	3/6/2025	2124	Menards	Library Custodial Supplies	79.19	230-4231-2102-0000	Janitorial Supplies
18134	3/4/2025	3062	HealthPartners Occupational Medicine	Drug Screening	58.00	230-4230-4099-0000	Miscellaneous Charges
2190476	3/10/2025	3906	Blackstone Publishing	Materials - Audio (SAB)	31.99	230-4230-2402-0000	Audio
764	3/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
897144	3/1/2025	3994	Corval Constructors	Maintenance Agreement	799.00	230-4231-3707-0000	Maintenance Agreements
100	1/12/2025	5310	Mee, Alisa	Programs - Juv (SPLF HJA ELSA)	300.00	232-4232-2407-0000	Programs
9	2/26/2025	5738	Schroer, Steven Ronald	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Programs
2025-Mar SL 1	2/20/2025	6412	Fallon, Jackie	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 2,285.08		
LIBRARY CREDIT CARD							
476593A	2/7/2025	4826	Acorn Naturalists	Materials - Nature Backpacks (SPLF HJA)	384.23	232-4232-2113-0000	Materials
2080386-2025-02-11-1	2/12/2025	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
300005594	2/12/2025	2276	MN Library Assoc.	Membership - MLA (Mark)	230.00	230-4230-4000-0000	Memberships and Dues
3267-271886	2/19/2025	2555	O'Reilly Auto Parts	Building Repair Supplies	121.50	230-4231-2202-0000	Building Repair Supplies
840-55530247-2-77369	2/7/2025	4158	Stillwater Post Office	Advocacy - Welcome Mailing (SPLF)	146.00	232-4232-4099-0000	Miscellaneous Charges
			CREDIT CARD SUBTOTAL		\$ 905.72		
CITY/SPECIAL BILL PAYOUTS							
QTE-002122105	03/11/25	2565	Otis Elevator Company	Library Elevator Repairs (Mezz)	\$ 13,984.21	230-4231-2202-0000	Building Repair Supplies
45734	03/10/25	2702	Postmaster	Newsletter Postage	\$ 275.00	230-4230-3102-0000	Postage
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 14,259.21		
GRAND TOTAL							
					\$ 17,450.01		

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: 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 March 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. • 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. • Terrace Enhancements (\$20,000): \$20,000 was approved from the Huelsmann Foundation to create a more inviting and welcoming terrace for library patrons. Initial improvements would include additional seating and new planters. • 2024 Lawn/Terrace Enhancements (\$0 New for 2025, \$4,074 in supplemental remaining from 2024): In 2024, \$15,926 of \$20,000 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 \$) <u>Revenue</u> The library's city revenue for 2025 was budgeted at \$1,687,871.</p> <ul style="list-style-type: none"> • City Levy (\$1,658,084) • In-Kind Gifts (\$17,167): 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. • Interest Earnings and Unrealized Gains/Losses (\$0): TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit. • Library Generated Revenues (\$12,620): 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 \$273,302 to date, which is above budgeted pace as it includes PTO payouts for two retiring staff members. In addition, 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. \$7,453 was expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$12,005 was expended to date.

Other: The library budgeted \$32,436 for other operating expenses. \$3,207 to date was expended.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$139,781. \$31,098 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. \$470 expended to date.

Plant Services and Charges: The plant services and charges budget is \$155,873. \$33,435 to date was expended.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2026.
- *Energy (\$80,000):* \$12,487 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$19,926 expended. In March, the library paid Otis \$13,984 for unexpected repairs to the elevator nearest 4th Street. An additional \$5,175 related to this repair will be paid in April, which will deplete the library's repairs and maintenance agreement budget for 2025.
- *Other (\$9,203):* \$934 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: \$18,119 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: \$1,365 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$0 in reimbursements for 232 and 223 received to date.
- Materials: \$3,430 expended.
- Minor Equipment: \$0 expended.
- Programs: \$4,298 expended.
- Misc: \$1,593 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 expended.

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 325 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 A

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					
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		.00	.00	.00	
Fund120 - CAPITAL OUTLAY		.00	.00	.00	
Fund230 - LIBRARY FUND					
Segment0000 - LIBRARY FUND					
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%

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	

Segment0000 - LIBRARY FUND

-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	61,992.27	187,364.51	24.86%
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	4,090.07	-590.07	116.85%
230-4230-1113-0000	Vacation Pay(E)	.00	13,101.88	-13,101.88	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	144,519.99	569,351.09	20.24%
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)	72,242.44	15,276.52	56,965.92	21.14%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	17,181.59	56,506.02	23.31%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	16,368.69	76,501.21	17.62%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	641.24	3,148.36	16.92%
230-4230-1540-0000	Life Insurance(E)	769.00	130.00	639.00	16.90%
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	111.07	2,888.93	3.70%
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	294.14	905.86	24.51%
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	1,105.94	13,394.06	7.62%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	753.12	14,746.88	4.85%
230-4230-2402-0000	Audio(E)	1,900.00	395.05	1,504.95	20.79%
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	1,238.25	9,461.75	11.57%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	506.00	2,994.00	14.45%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	371.10	5,128.90	6.74%
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	2,632.52	6,867.48	27.71%
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	691.66	808.34	46.11%
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	944.44	10,055.56	8.58%
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	9,372.33	21,627.67	30.23%
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	79.71	120.29	39.85%
230-4230-4000-0000	Memberships and Dues(E)	500.00	230.00	270.00	46.00%
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	283.47	1,671.53	14.49%
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:		1,386,889.41	295,968.30	1,090,921.11	

Segment4230 - LIBRARY OPERATIONS
1,386,889.41 295,968.30 1,090,921.11
Segment4231 - LIBRARY OPERATIONS
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	15,265.03	63,425.88	19.39%
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	852.95	-852.95	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	2,222.98	-2,222.98	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	5,672.68	24,853.01	18.58%
230-4231-1410-0000	PERA(E)	8,130.38	1,790.71	6,339.67	22.02%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	1,863.93	6,491.14	22.30%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	3,288.39	10,170.14	24.43%
230-4231-1520-0000	Dental Insurance(E)	505.20	126.30	378.90	25.00%
230-4231-1540-0000	Life Insurance(E)	116.00	15.95	100.05	13.75%
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	348.17	3,651.83	8.70%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	121.50	1,378.50	8.10%
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	89.07	1,610.93	5.23%
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	5,489.83	49,510.17	9.98%
230-4231-3601-0000	Natural Gas(E)	25,000.00	6,997.07	18,002.93	27.98%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	13,984.21	-1,984.21	116.53%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	5,941.57	5,058.43	54.01%
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	933.53	1,096.47	45.98%
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	65,003.87	237,150.91	

Segment4231 - LIBRARY OPERATIONS
302,154.78 65,003.87 237,150.91

Segment4900 - LIBRARY OPERATIONS					
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 - LIBRARY OPERATIONS		.00	.00	.00	
<hr/>					
Fund230 - LIBRARY FUND		1,173.19	360,202.33	-359,029.14	
Total:		1,173.19	360,202.33	-359,029.14	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Q1 Gifts and Grants Received Report	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 1 of 2025.	
BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1 – March 31, 2025. Official acceptance of the gifts and grants received report is requested.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 3/31/25	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2025 GIFTS & GRANTS RECEIVED (January 1 - March 31, 2025) Updated 4/03/2025							
2025 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/14/2025	Unrestricted Check Donation	\$100	Unrestricted	235-0000-3820-0100	TBD	For board review and approval 4/8/25.
G2	2/12/2025	Unrestricted Cash Donation	\$4	Unrestricted	230-0000-3820-0100	Expend in 2025	For board review and approval 4/8/25.
G3	3/31/2025	Tribute (Ann & Florence Kraemer)	\$1,000	Books	235-0000-3820-0100	Expend in 2025	For board review and approval 4/8/25.
G4	3/18/2025	Tribute (Mary Ann Sandeen)	\$25	Unrestricted	230-0000-3820-0100	Expend in 2025	For board review and approval 4/8/25.
G5	3/25/2025	Tribute (Myrt Janilla)	\$30	Books	230-0000-3820-0100	Expend in 2025	For board review and approval 4/8/25.
			\$1,159				
2025 FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
FRND1	2/12/2025	Friends 2025-02 Grant	\$15,000.00	\$10K Materials & \$5K Programs		229	Expend in 2025
			\$15,000				For board review and approval 4/8/25.
2025 FOUNDATION GRANTS (This is a list of the grants awarded. SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF1	1/1/2025	232 SPLF 2025 Materials	\$20,000	Materials		232	Expend in 2025
SPLF2	1/1/2025	232 SPLF 2025 Programs	\$7,500	Programs		232	Expend in 2025
SPLF3	1/1/2025	232 SPLF 2025 Sundays	\$19,000	Staffing		223	Expend in 2025
SPLF4	1/1/2025	232 SPLF 2025 YS Librarian	\$44,600	Staffing		223	Expend in 2025
SPLF5	1/1/2025	232 SPLF 2025 Advocacy and ShelfLife	\$18,500	Advocacy		232	Expend in 2025
SPLF6	1/1/2025	232 SPLF 2025 ADA Enhancements	\$20,000	Building/Grounds		120	Expend in 2025/2026
SPLF7	1/1/2025	232 SPLF 2025 Design Plan for Library Space	\$60,000	Building/Grounds		232	Expend in 2025
SPLF8	1/1/2025	232 SPLF 2025 Furnishings (Displays, LOT)	\$2,500	Building/Grounds		232	Expend in 2025
SPLF9	1/1/2025	232 SPLF 2025-01 DR HJA EL & SA	\$7,000	Programs		232	Expend in 2025
SPLF10	1/1/2025	232 SPLF 2025-01 DR HJA Nature	\$4,500	Programs		232	Expend in 2025
SPLF11	1/1/2025	232 SPLF 2025-01 DR HJA Summer Explorers	\$17,000	Programs		232	Expend in 2025
SPLF12	1/31/2025	232 SPLF 2025 DR Tributes - Books	\$180	Materials		232	Expend in 2025
SPLF13	3/31/2025	232 SPLF 2025-03 DR Huelsmann Terrace Enhancements	\$20,000	Building/Grounds		120	Expend in 2025
SPLF14	3/31/2025	232 SPLF 2025-03 DR FSBT Early Lit (Decodables, Vox,	\$500	Materials		232	Expend in 2025
			\$241,280				
2024 FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF In	1/25/2025	Volunteer Coordinator Contract	\$1,487.75	Volunteer Coordinator	230-0000-3820-0110	Expend in 2025	For board review and approval 4/8/25.
SPLF In	2/25/2025	Volunteer Coordinator Contract	\$1,487.75	Volunteer Coordinator	230-0000-3820-0110	Expend in 2025	For board review and approval 4/8/25.
SPLF In	3/25/2025	Volunteer Coordinator Contract	\$1,487.75	Volunteer Coordinator	230-0000-3820-0110	Expend in 2025	For board review and approval 4/8/25.
			\$4,463				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On 3/18/2025, Troendle shared that KSTP's "So Minnesota" segment featuring Stillwater Public Library will air on Thursday, March 20. On 3/25/2025, Troendle also shared the KSTP station and YouTube links to the interview.</p> <p>On 3/24/2025, Troendle shared an article from The Guardian on behalf of Hansen titled "Trump's attach on libraries was predictable. Its consequences could be devastating."</p> <p>On 3/24/2025, Troendle shared a statement from the Minnesota Library Association on the Executive Order targeting the IMLS.</p> <p>On 3/25/2025, Troendle shared a Star Tribune article on behalf of Burns titled "St. Francis schools sued over controversial book ban policy as students stage walkout."</p> <p>On 3/27/2025, City Clerk Beth Wolf sent an invitation to all City Boards & Commission members regarding the annual training scheduled for Wednesday, May 14, 2025, at 6 PM. Attendance is required for those who did not participate last year. Attendance will be tracked and considered during reappointment. Flyer is attached.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Board and Commissions Training Flyer	
<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. 	



ATTENTION

All City of Stillwater Boards and Commission members are requested to attend a training on

Wednesday, May 14, 2025

6 PM

at City Hall
Council Chambers

Presenter: Kori Land, City Attorney

Per City Council, attendance is required
for those who did not attend the training last year

DETAILS:

Time:	6 PM – 7 PM	7 PM – 9 PM
Attendees:	All Boards & Commissions	Heritage Preservation Commission & Planning Commission
Topics:	Conduct of Meetings	Municipal Planning/Zoning
	Open Meeting Law Conflicts of Interest Data Practices Act/Social Media	Public Hearings

RSVP to Asha Altermatt at stillwater@stillwatermn.gov or 651-430-8800.

Agenda Items Details

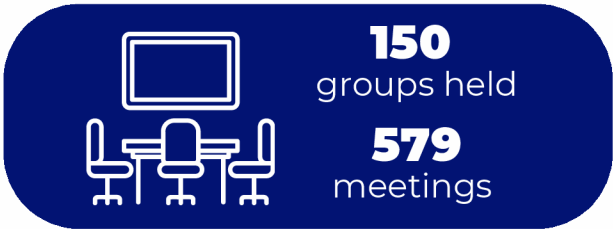
AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Progress Report	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The 2024 progress report follows this cover sheet. This report is designed to be published annually, in the month of either April or May, to coincide with the state library annual report.</p> <p>Instead of a single multi-page print report, this year's design consists of a set of one-page individual reports that share the library's impact in key areas. Each brief may be used by itself or paired together based on the audience. Aligned with our strategic plan themes, the reports are public-facing documents that record and celebrate successes. They also highlight important statistical measures. All pages of the report will be available on the library's website.</p> <p>National Library Week is April 6-12, and the release of this set of progress reports is a great way to acknowledge and celebrate a year of wonderful accomplishments.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS 2024 Progress Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

MAKING AN IMPACT

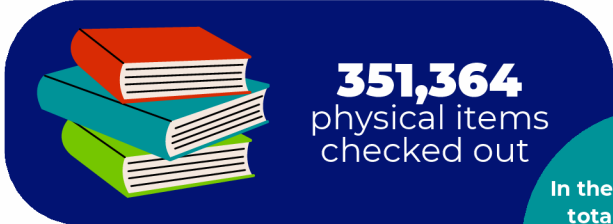
2024 YEAR IN REVIEW

“Stillwater Public Library is a special place, filled with book lovers and kind, thoughtful people. I always feel welcomed. I value the skills of the staff, and I never hesitate to ask for help if needed. I am amazed at the wonderful classes and opportunities the library creates for people of all ages and all levels of knowledge.” - Library Patron, November 2024

Providing Welcoming Spaces for Everyone



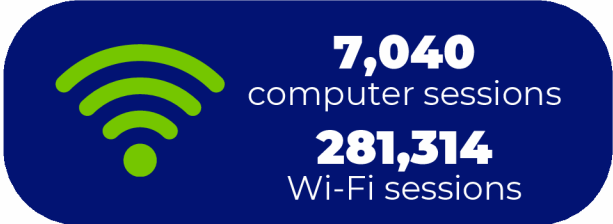
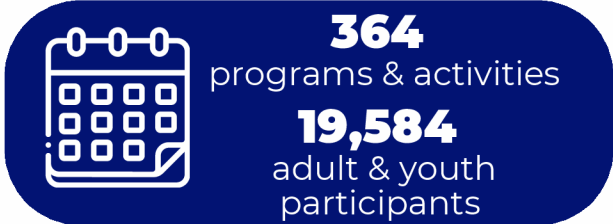
Supporting Learners of All Ages



In the past 10 years,
total circulation
climbed 38%,
while Stillwater's
population grew 3%.



Engaging & Connecting Our Community



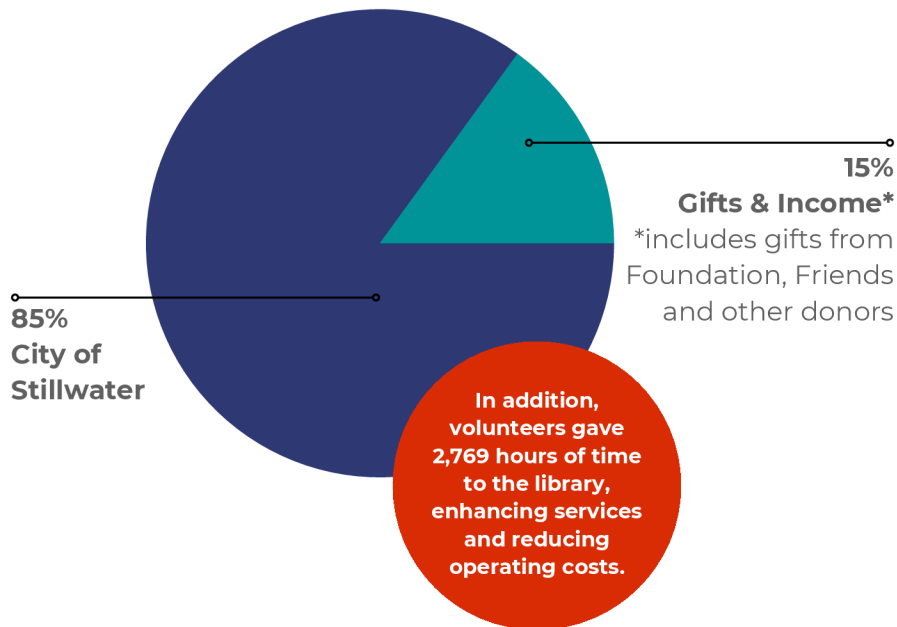
Our Mission: To connect members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

A City Library Supported by the Community

Stillwater Public Library is a community-supported library, owned and operated by the City of Stillwater. The majority of the library's operating funding comes from city property tax revenues. In 2024, the city allocated \$1,565,996 to the library, covering 85% of the total operating costs. About 9 cents of each dollar the city receives from the tax levy goes to the library. These funds support key library functions, including staff salaries, building maintenance, supplies, and utilities.

Generous donations make up most of the additional support for the library. Essential community partners like the Stillwater Public Library Foundation and the Friends of the Stillwater Public Library play a crucial role in funding many of the library's services. Donor contributions cover 50% of the costs for purchasing new materials, staffing for Sunday hours, and one of two Youth Services Librarian positions. Additionally, nearly every library program—ranging from children's events to adult classes—is made possible through gifts and grants.

2024 OPERATING SUPPORT



The City funds:

- Most library staffing
- Open hours from Monday - Saturday
- 50% of new physical and digital materials
- Public and staff computers and internet access
- Building maintenance and utilities
- Historic building preservation

Gifts from Foundation, Friends and donors fund:

- Youth Services Librarian and Volunteer Coordinator
- Open hours on Sunday
- 50% of new physical and digital materials
- Programs and activities for all ages
- Discovery Room
- Newspaper digitization

“Stillwater Public Library is a constant, free, and grounding community resource that has spanned generations and is an essential foundation to what Stillwater's been, is today, and is changing to become in our future.”

- Library Patron, November 2024



Our Mission: To connect members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.



library.stillwatermn.gov

651-275-4338

splinfo@stillwatermn.gov



A Passport to Information, Ideas & Entertainment

"Stillwater Public Library is very important to me. I check books and magazines out on a very regular basis. I also access books and magazines through Overdrive. We feel very welcome at the library and are greeted individually each time we come to the library. Honestly, I would feel so lost without the library . . . I feel so fortunate to be able to use the library." - Library Patron, November 2024

Library Collection

Stillwater Public Library's physical and digital shelves are stocked with a wide range of materials for individuals of all ages and backgrounds. From thrillers to telescopes, we have something for everyone.



76,361
print books,
magazines and
newspapers



123,487
e-books
available through
MELSA: Twin Cities
Metro eLibrary



9,867
DVDs,
audiobooks
and music CDs



47,615
e-audiobooks
available through
MELSA: Twin Cities
Metro eLibrary



31
hotspots
4
laptops
with hotspots



9
Memory
Minder
Kits



4
Orion reflector
telescope kits



102
book club
kits



7
Nature
Backpacks



4
DVD
players
and drives

A Bridge from Our History to Our Future

For over 125 years, Stillwater Public Library has connected the community to knowledge and local history, with the St. Croix Collection playing a key role. This collection preserves the history of Stillwater, Washington County, and the St. Croix River Valley through photographs, documents, and unique items. Notable resources include the John Runk and Frederick Holcombe photo collections, James Sinclair stereopticon slides, Company B Veterans' biographies, and early building permits. These materials provide valuable insights into local history and preserve our community's heritage.

The St. Croix Collection is available in person during library hours and online through the library's website. The library is a founding contributor to the Minnesota Digital Library, an online collection of historical images, documents, and oral histories from across the state. The library is also a partner in a collaborative effort to digitize pages of the Stillwater Gazette, Stillwater Messenger, and other local newspapers in the searchable Minnesota Digital Newspaper Hub.

2024 Highlights

St. Croix
Collection



209
in-person
archive visits

1,620
online archive visits

Minnesota
Digital
Library



3,715
Stillwater items
11,221
views

Minnesota
Digital
Newspaper
Hub



132,474
Stillwater pages
21,330
views

40,511
pages
added in
2024!

"The [volunteer] genealogist that helped me did a very good job. We found some very exciting information that I had not heard before about my great-grandfather and his business. You have a wealth of information in the room. I have learned more from your library about my ancestors in Stillwater than I have at any other place that I have talked to."

- Library Patron, June 2024



Growing Early Learners

At Stillwater Public Library, we provide early learning opportunities that lay the foundation for lifelong success. Our Youth Services team fosters language, literacy, and social-emotional development through storytimes, activities, and curated books, helping children build essential skills and a love for reading. These resources support school readiness while creating a welcoming space for families to engage in their child's learning.

Storytimes

Storytimes at Stillwater Public Library are immersive, engaging experiences that spark imagination, foster learning, and build a love for books. Each session is carefully designed to create a nurturing environment for young minds.

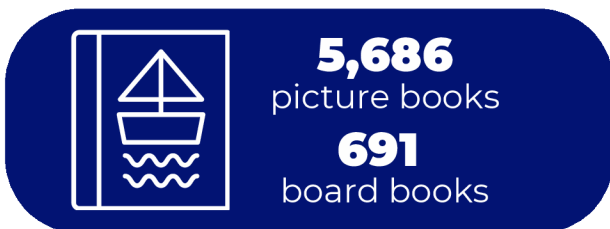


Patron Story:

Janelle cares for her 4 1/2-year-old great-niece, Olivia, once a week. Noticing Olivia hadn't yet learned her alphabet, Janelle made library storytime a regular part of their routine. At first, Olivia struggled to engage, but after just six weeks, she's now fully participating—singing, doing the motions, recognizing letters, and making friends.

"It's been an amazing experience for Olivia, helping her socially and academically as she prepares for school." - Janelle, 2024

Books for Young Learners



Discovery Room

Open during library hours, the Discovery Room offers a space for kids and caregivers to play, imagine, and learn together. Created by staff, the Discovery Room is made possible through the generosity of the Stillwater Public Library Foundation.



"My son loves the 'store' with the cash registers! The wind tunnel is always a favorite, and we can't wait to visit and see what theme is next! The effort and details in this room are incredible, and the entire children's area at the Stillwater library has been an amazing resource for our family."

- Megan, 2024

"Love the hands-on applications of learning. It's like a mini children's/please touch museum. Love that it brings the kids to the library and builds a foundation to loving the library."

- Anna, 2024

"My children ALWAYS enjoy everything in the Discovery Room. It's hard to get them to leave :) Thank you for making it so enjoyable."

- Kristin, 2024

MAKING AN IMPACT

2024

Stillwater
Public Library

Supporting School-Aged Learners

"When I stop to consider the impact that the library has had on our family through children's programs alone, it is immeasurable. Our family has taken advantage of so many offerings over the past 9 years of our Stillwater residency. We are so thankful to have a community that values the pillars of what a library stands upon." - Library Patron, November 2024

Programs & Classes

Our school-aged programs provide kids with the chance to explore new hobbies and topics in a free, safe space. With access to materials that deepen their knowledge, kids can discover their interests and passions. From educational experiences like the 2024 naturalist series to fun events like a magic show, each program sparks curiosity and inspires exploration.



99
school-aged
programs
3,819
attendees

Summer Reading

Stillwater's summer reading program helps prevent the "summer slide" by keeping kids engaged in reading and learning. Studies show that participants in library summer programs maintain and even improve their reading skills. Additionally, the program fosters a love of reading and encourages critical thinking.



58,146
teen and children's
books borrowed
June - August

Scavenger Hunts

Scavenger hunts are a fun and interactive way to engage children of all ages. Available whenever the library is open, these hunts offer kids the chance to practice problem-solving, observational skills, and social interaction. They encourage children to explore the library and make new friends as they collaborate to complete the hunt.

"[Stillwater Public Library] is creating a space for children to learn and become lifelong readers."
- Library Patron, November 2024



4,042
scavenger hunt
participants

Books & More

Our collection of children's and teen materials spans from early readers and chapter books to nonfiction, graphic novels, and young adult titles. We stay up-to-date with usage trends, adhere to library guidelines, and are responsive to the evolving needs of our community. To better support emerging readers of all ages, we've expanded our collections of Vox Books and Wonderbooks (which combine books and audio into one) and decodables (phonics-based books).



3,144
early reader books
7,174
chapter books
4,028
teen books

Our Mission: To connect members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.



library.stillwatermn.gov

651-275-4338

splinfo@stillwatermn.gov



Lifelong Learning & Community Engagement

"[Stillwater Public Library] provides access to books, the internet, educational materials, which all contribute to residents being well-informed and supported in their pursuit of their individual goals. It's a place of lifelong learning that doesn't exist anywhere else in the community. There are art exhibits, free programs for all ages, staff with expertise to help you navigate a variety of challenges, plus it's a place to meet and connect. No other organization provides so much. Stillwater Library adds so much to my quality of life."

- Library Patron, November 2024

Programs & Classes

"[Stillwater Public Library contributes to our community] by offering various classes for all age groups. Today is meditation, last month was Tai Chi, tomorrow could be how to make something. I enjoy looking through the calendar to see what is being offered every month."

- Library Patron, November 2024

Research, Learn & Work

Stillwater Public Library provides resources for research, job searches, language learning, online courses, family history, career exam prep, and more. With quiet study spaces, reservable meeting rooms, and access to Wi-Fi, printing, desktop computers, hotspots and laptops, the library keeps the community connected. We also offer weekly one-on-one tech support to bridge the digital divide.



130
adult
programs
2,647
participants



9,418
retrievals from
electronic resources

93%
said it is very or extremely
important for our community
to have access to
free library programs

(Source: 6/2024 City of Stillwater Survey)



18,371
adult fiction books
20,629
adult nonfiction

75%
agreed that "I or someone in my
family benefited from attending a
Stillwater Public Library program
in the past year."

(Source: 6/2024 City of Stillwater Survey)

"The library provides a wonderful place
to do research with a very helpful staff."

- Library Patron, November 2024

"Provides an essential
community service. It was the
best place for me to study
during graduate school.
Today I utilize the library
for printing . . . and holds."

- Library Patron, November 2024



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2024	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2024 Minnesota Public Library Annual Report.	
<p>BACKGROUND/CONTEXT:</p> <p>Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. The Department of Education is required by Law (Minnesota Statutes 134.31, Subd. 4) to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state. Statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projections and planning related to developing strategic or technology plans, budgeting, or expansion projects; and historical research.</p> <p>This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collect this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and shared widely at local, state and national levels. Researchers, consultants, journalists and legislators also use the data to analyze and compare the nation's public libraries.</p> <p>Please note:</p> <ul style="list-style-type: none"> • The annual report document is geared to libraries that are a location of a larger library system. It contains a report for the library administrative entity and a report for the locations. In the case of Stillwater, we are both the library administrative and the location. The data fields included in each report vary. For example, the program breakouts listed on the location report are different than the summary totals listed for the administrative entity. • As in past years, the financial segment of the report is based on unaudited data. The City of Stillwater is still reconciling fiscal year 2024, and final numbers are not yet available. • Patrons & Visits: The number of registered cardholders decreased. The number of visits increased 5% from last year but hasn't yet returned to pre-COVID levels. • Wireless Sessions: Use of Wi-Fi showed a big jump between 2022 and 2023 and again in 2024 due to a change in reporting. In 2022, the annual total of the number of daily unique users was reported. Per the state's request, the total of the number of daily sessions was reported in 2023 and 2024 (with unique users potentially having multiple sessions per day). • Circulation: Circulation is at a historic high. Total circulation increased 2% last year and has increased 38% in the past 10 years while the population of Stillwater has grown about 3%. • Collection: The term "Other Physical Materials" refers to our Library of Things, which are items like hotspots, laptops, telescope kits, DVD players, nature backpacks, etc. • Programs: The number of library programs increased to 364 and includes in-person, live virtual, and self-directed activities. Participation surged again to 19,584 – another record high. Two storytimes are held on Wednesday mornings during the school year to manage the popularity of the program, and summer Wednesdays are out on the lawn to accommodate regular attendance of over 200. 	

- Financials: Revenue consists of new funds received in 2024 and does not count prior year funds used in 2024. Total operating revenue includes city and supplemental funds received, including state Legacy funds used but excluding other in-kind gifts. In-kind personnel reflect the funding of the volunteer coordinator and \$92,000 of in-kind volunteer hours based on the federal volunteer rate.
- In summary, positive trends include an increasing number of visitors, plus record circulation numbers and program attendance. One area to continue to work on is the effort to increase the number of registered users. This past fall, the library began sending welcome cards to new residents of Stillwater. The library is planning to continue this effort in 2025 and explore other ways to reach new users and retain users.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

History of Library Usage and Activity
2024 Annual Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Full report reviewed by Lockyear.

Stillwater

Public Library

History of Library Usage and Activity

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Patrons & Visits:										
Population of the Legal Service Area	18,892	19,754	19,693	19,748	19,915	19,767	19,394	19,464	19,425	19,426
Registered Users - Residents	12,674	12,312	11,252	10,453	10,399	9,789	9,543	9,435	9,382	9,070
Registered Users - Reciprocal	8,565	8,456	7,550	7,267	7,044	6,850	6,600	6,570	6,612	6,770
Total Registered Users	21,239	20,768	18,802	17,720	17,443	16,639	16,143	16,005	15,994	15,840
In-Person Visits	146,643	149,618	146,574	146,249	143,844	37,365	73,282	110,553	126,369	133,160
Collection & Circulation:										
Collection Size (Physical Materials)	102,089	106,030	92,081	88,684	89,014	87,900	91,780	93,188	91,343	87,017
Total Physical Circulation	304,892	299,863	311,150	298,213	332,141	210,304	293,219	344,718	353,354	351,364
Total Downloadable Circulation	16,029	24,047	26,477	25,663	40,342*	36,860	52,140	64,564	79,491	91,099
Total Circulation	320,921	323,910	337,627	323,876	372,483	247,164	345,359	409,282	432,845	442,463
Programming:										
Children's Programs & Activities	213	233	248	280	301	214	117	105	167	205
Teen Programs & Activities	37	38	32	54	49	31	19	15	7	17
Adult Programs & Activities	33	42	49	54	50	50	86	104	110	130
All Ages Programs & Activities	N/A	N/A	N/A	N/A	N/A	N/A	4	4	3	12
Total Programs	283	313	329	388	400	295	226	228	287	364
Children's Program Participation	7,575	7,769	7,548	9,680	10,617	7,595	7,522	12,961	15,478	15,517
Teen Program Participation	474	441	273	464	167	424	432	165	177	97
Adult Program Participation	688	819	1,548	1,816	2,137	2,334	3,085	3,611	2,928	2,647
All Ages Program Participation	N/A	N/A	N/A	N/A	N/A	N/A	207	228	278	1,323
Total Participation	8,737	9,029	9,369	11,960	12,921	10,353	11,246	16,965	18,861	19,584

* The total downloadable circulation was 30,653 for 2019 and not 40,342. An incorrect count for downloadable e-books was provided by Washington County Library. The State has been alerted to this reporting error.

Source: Data is from Stillwater Public Library's annual reports to the Minnesota Department of Education. Stillwater Public Library annual reports, as well as reports from other libraries across Minnesota, may be found at <https://education.mn.gov/MDE/dse/Lib/sls/stat/>.

2024 Minnesota Public Library Annual Report

This report reflects the library's data covering January 1 through December 31, 2024, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2024.

Please note that this document contains data collected at two levels: **system-level** and **location-level (outlets)**. In the case of a single-location library, system-level totals and location-level data are the same. System-level information is presented first, followed by separate reports for each location starting on page 14.

CONTACT INFORMATION	2
VISITS, REFERENCE, USERS	3
CIRCULATION.....	3
PROGRAMS, RECORDINGS, ACTIVITIES	4
HOURS OF PUBLIC SERVICE	6
FACILITIES	6
STAFF INFORMATION	7
COLLECTIONS.....	7
POLICIES/PLANS.....	8
COMMUNITY ENGAGEMENT.....	8
BOARD, FOUNDATION, FRIENDS	9
FINANCIAL DATA.....	10
ANNOTATIONS.....	13

Comments

Do you have anything to share about 2024 at your library?

The library's outdoor terrace was closed to the public from September 9 to October 17, 2024, for the replacement of its roof system. The structure beneath the walking surface, known as an inverted roof, includes a waterproof membrane that was nearing the end of its lifespan. If this protective layer were to fail, it could lead to water intrusion, potentially damaging library collections and furnishings below. Additionally, water damage could promote mold growth, creating further challenges. Over time, various sections of the walking surface had also become uneven, as the weight of the pavers and other objects caused them to sink into the insulation below. The completed \$796,650 project, funded by the City of Stillwater, addressed these issues by upgrading to new and longer-lasting components, preserving the structural integrity of the library. The terrace roof system now has a lifespan of at least 40 years, and the walking surface is level and even.

CONTACT INFORMATION

G01) Library Name	Stillwater Public Library
G02) Regional System/Sequence Number	M1040
G03) Regional Public Library System	MELSA
G04) Street Address	224 Third Street North
G05) Location is a change from 2024 Data	No
G06) City	Stillwater
G07) ZIP Code	55082
G08) Mailing Address	224 Third Street North
G09) City	Stillwater
G10) ZIP Code	55082
G11) County	Washington
G12) Phone	651-275-4338
G13) Library Web Address	library.stillwatermn.gov
G14) Director's Name	Mark Troendle
G15) Director's Phone	651-430-8753
G16) Director's Extension	none
G17) Director's E-mail Address	mtroendle@stillwatermn.gov

Report Filer

G18) Name of Person Who Prepared This Report	Keri Goeltl
G19) Phone	651-430-8755
G20) E-mail	kgoeltl@stillwatermn.gov

IMLS Administrative Entity Codes

G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	Place (e.g., incorporated city or village, censusdesignated), entirety
G26) Did the legal service area boundary change?	No

VISITS, REFERENCE, USERS

Data Element	2024 Data	2023 Data
P01) Population of the Legal Service Area	19,426	19,425
P02) Registered Users – Residents	9,070	9,382
P03) Registered Users – Reciprocal	6,770	6,612
P04) Total Registered Users	15,840	15,994
P05) Year in Which Registered User Records Were Last Purged	2024	2023
P06) Visits	133,160	126,369
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	5,600	6,943
P61) Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)	Annual Estimate Based on Typical Week(s)
P08) Public Internet Computer Sessions	7,040	6,394
P09) Public Internet Computer – Usage Type	P08 tallies other computer usage in addition to Internet	P08 tallies other computer usage in addition to Internet
P62) Public Computer Sessions Reporting Method	Annual Count	Annual Count
P10) Wireless Sessions	281,314	187,835
P63) Wireless Sessions Reporting Method	Annual Estimate Based on Typical Week(s)	Annual Estimate Based on Typical Week(s)
P32) Website Visits	106,305	97,110

CIRCULATION

Yes

Did your library offer automatic renewal for any physical materials in 2024?

Physical and Downloadable Circulation

Data Element	2024 Data	2023 Data
P13) Children's Circulation	218,977	216,941
P14) Adult Circulation	121,578	125,663
P15) Physical Circulation (No Age Designation)	10,809	10,750
P16) Total Physical Circulation	351,364	353,354
P69) Physical Circulation – Not Print or Audiovisual	1,137	1,031
P17a) E-book Circulation	41,733	
P17b) E-serial Circulation	15,360	
P18a) E-audio Circulation	34,006	
P18b) E-video Circulation	0	
P19) Total Downloadable Circulation	91,099	79,491
P20) Total Circulation	442,463	432,845

Collection Use Including Electronic Collections

Data Element	2024 Data	2023 Data
P29) Number of Information Retrievals from Electronic Collections	9,418	9,459
P30) Electronic Content Use	100,517	88,950
P31) Total Collection Use	451,881	442,304

Interlibrary Loan

Data Element	2024 Data	2023 Data
P11) ILL Provided to Other Libraries	32,637	34,713
P12) ILL Received from Other Libraries	28,306	29,302

PROGRAMS, RECORDINGS, ACTIVITIES

In 2024, did your library offer in-person offsite programs?

Yes

In 2024, did your library offer live virtual programs?

Yes

In-Person Programs

Data Element	2024 Data	2023 Data
P82) In-Person Programs for Ages 0-5	105	95
P83) In-Person Programs for Ages 6-11	83	52
P84) In-Person Programs for Young Adults	16	5
P85) In-Person Programs for Adults	112	71
P86) In-Person Programs for All Ages	12	3
P75) Total Onsite In-Person Programs	304	207
P81) Total Offsite In-Person Programs	24	19

In-Person Program Attendance

Data Element	2024 Data	2023 Data
P105) Attendees at In-Person Programs for Ages 0-5	6,416	5,573
P106) Attendees at In-Person Programs for Ages 6-11	3,722	3,424
P107) Attendees at In-Person Programs for Young Adults	97	51
P108) Attendees at In-Person Programs for Adults	1,722	1,444
P109) Attendees at In-Person Programs for All Ages	1,323	278
P98) Total Onsite Attendance	11,590	9,387
P104) Total Offsite Attendance	1,690	1,383

Live Virtual Programs

Data Element	2024 Data	2023 Data
P87) Live Virtual Programs Intended for Ages 0-5	0	0
P88) Live Virtual Programs Intended for Ages 6-11	0	0
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	15	36
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	15	36

Live Virtual Attendance

Data Element	2024 Data	2023 Data
P110) Live Virtual Views of Programs for Ages 0-5	0	0
P111) Live Virtual Views of Programs for Ages 6-11	0	0
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	175	552
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	175	552

Total Programs (In-Person and Live Virtual)

Data Element	2024 Data	2023 Data
P90) Total Programs for Ages 0-5	105	95
P91) Total Programs for Ages 6-11	83	52
P52) Total Programs for Young Adults	16	5
P53) Total Programs for Adults	127	107
P92) Total Programs for All Ages	12	3
P54) Total Programs	343	262

Total Program Attendance (In-Person and Live Virtual)

Data Element	2024 Data	2023 Data
P113) Total Attendance at Programs for Ages 0-5	6,416	5,573
P114) Total Attendance at Programs for Ages 6-11	3,722	3,424
P56) Total Attendance at Programs for Young Adults	97	51
P57) Total Attendance at Programs for Adults	1,897	1,996
P115) Total Attendance at Programs for All Ages	1,323	278
P58) Total Program Attendance	13,455	11,322

No

Recordings of Program Content

In 2024, did your library offer recorded programs?

Data Element	2024 Data	2023 Data
P116) Recorded Programs for Ages 0-5	0	0
P117) Recorded Programs for Ages 6-11	0	0
P42) Recorded Programs for Young Adults	0	0
P43) Recorded Programs for Adults	0	0
P118) Recorded Programs for All Ages	0	0
P44) Total Recorded Programs	0	0

Views of Recordings of Program Content

Data Element	2024 Data	2023 Data
P119) On-Demand Views of Recorded Programs for Ages 0-5	0	0
P120) On-Demand Views of Recorded Programs for Ages 6-11	0	0
P121) On-Demand Views of Recorded Programs for Ages 12-18	0	0
P122) On-Demand Views of Recorded Programs for Adults	0	0
P123) On-Demand Views of Recorded Programs for All Ages	0	0
P124) Total On-Demand Views of Recorded Programs	0	0

Self-Directed Activities

Data Element	2024 Data	2023 Data
P49) Number of Self-Directed Activities	21	25
P50) Participation in Self-Directed Activities	6,129	7,539
What kinds of activities do you count as self-directed?	Scavenger hunts, youth writing contest, reading challenges	

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes
U04) Young adults, 12 to 18 years old	Yes

HOURS OF PUBLIC SERVICE

Data Element	2024 Data	2023 Data
H08) Weekly Hours of Regular Service	58.00	58.00
H09) Weekly Hours of Seasonal Service	54.0	[new in 2023]
H12) Annual Public Service Hours	2,852	2,837

FACILITIES

Data Element	2024 Data	2023 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	1	1
F12) Staff Internet Computers	33	33
F13) Public Internet Stationary Computers	22	22
F14) Public Internet Mobile Devices for Onsite Use	1	1
F15) Total Public Internet Computers/Devices	23	23
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	579	507

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2024 Data	2023 Data
S01) Total ALA/MLS Librarian FTE	3.90	3.90
S02) Total Other Librarian FTE	0.00	0.00
S03) Total Librarian FTE	3.90	3.90
S04) Total Other Staff FTE	11.59	11.72
S05) Total Paid Staff FTE	15.49	15.62

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$48.69	\$65.43
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head	\$39.93	\$53.66
S12) Other Librarian	\$34.18	\$45.94
S13) Technology Support	\$31.67	\$42.56
S14) Library Support Staff	\$20.38	\$42.14
S15) Administrative Support Staff	\$31.36	\$42.14
S16) Pages	\$12.61	\$12.61

Union

S17) Do Any Library Staff Belong to a Union?	Yes	Yes
--	-----	-----

COLLECTIONS

Physical Materials

Data Element	2024 Data	2023 Data
C01) Print Materials (Books and Periodicals)	76,361	79,283
C02) Audio Materials, Physical	5,297	6,409
C03) Video Materials, Physical	4,570	4,914
C04) Multi-format Materials	291	241
C05) Other Physical Materials	498	496
C06) Total Physical Materials	87,017	91,343
C07) Print Serial Subscriptions	106	106

Electronic Materials

Data Element	2024 Data	2023 Data
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	5,276	4,643
C10) Total Electronic Serial Subscriptions	5,276	4,643

C11) Electronic Books Licensed Locally	1,777	1,734
C12) Electronic Books Licensed Regionally	111,838	83,881
C13) Electronic Books Licensed Statewide	9,872	9,528
C14) Total Electronic Books	123,487	95,143
C15) Audio Downloadable Units, Licensed Locally	365	165
C16) Audio Downloadable Units, Licensed Regionally	47,250	47,084
C17) Total Audio Downloadable Units	47,615	47,249
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally	13	16
C24) Total Licensed Electronic Collections Local/Regional/Other	13	16
C25) Electronic Collections Licensed Statewide	51	59
C26) Total Licensed Electronic Collections	64	75

POLICIES/PLANS

Data Element	2024 Data	2023 Data
D01) Strategic Plan	2023	2023
D02) Disaster Plan	2024	2020
D03) Policy Manual	2024	2022
D04) Records Retention Schedule	2021	2014
D05) Building Accessibility Plan	2006	2006
D06) Technology Plan	2024	2020
D07) Internet Acceptable Use Policy	2021	2021
D09) Collection Development Policy	2022	
D08) Overdue Fine Policy?	No	No

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2024 Data	2023 Data
Adult Basic Education	No	No
Adult Literacy Organization	No	No
Early Childhood Organization	Yes	Yes
Correctional Facility	Yes	Yes
Cultural Communities	Yes	Yes
Service to Homebound	Yes	Yes
School (K12)	Yes	Yes
Senior-Centered Organization	Yes	Yes
Workforce Development	Yes	Yes
Youth Development Organization	Yes	Yes

Arts Organization	Yes	Yes
Disability Organization	No	Yes
Homeschool Organization	Yes	Yes
Veterans Organization	No	No
Social Services Organizations	Yes	Yes
Other	anizations, Other C	anizations, Other C

Community Partnerships

Data Element	2024 Data	2023 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
O13a) Communicative: Yes O13b) Cooperative: Yes O13c) Collaborative: Yes		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	No

Volunteers

Data Element	2024 Data	2023 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	70	60
O21) Total Number of Volunteer Hours	2,769	2,541

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing
I04) Does this library have a foundation?	Yes
I05) Foundation name	Stillwater Public Library Foundation
I06) Does this library have a Friends group?	Yes
I07) Friends group name	Friends of the Stillwater Public Library

FINANCIAL DATA

Operating Revenue

Data Element	2024 Data	2023 Data
LOCAL GOVERNMENT		
City		
R01) City Direct	\$1,565,996	\$1,500,177
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$1,565,996	\$1,500,177
County		
R04) County Direct	\$0	\$0
R05) County Indirect	\$0	\$0
R06) County Total	\$0	\$0
Other Local Government		
R07) Other Local Government Direct	\$5,000	\$5,000
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$5,000	\$5,000
R10) Total Local Government Operating Revenue	\$1,570,996	\$1,505,177
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$1,185	\$1,200
R21) Regional System Indirect	\$3,460	\$3,265
R22) Regional System Operating Revenue Total	\$4,645	\$4,465
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$259,750	\$237,369
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$259,750	\$237,369
R29) Total Regional and Other Operating Revenue	\$264,395	\$241,834
R30) Total Operating Revenue	\$1,835,391	\$1,747,011

Operating Expenditures

Data Element	2024 Data	2023 Data
Personnel Expenditures		
E01) Salaries & Wages	\$1,050,806	\$969,541
E02) Employee Benefits	\$249,707	\$237,859
E03) Total Personnel Costs	\$1,300,513	\$1,207,400
Collection Expenditures		
E04) Print Materials	\$92,698	\$82,656
E05) Electronic Materials Electronic Books (E-books)	\$12,566	\$6,693
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$6,640
E08) Electronic Materials Expenditures Total	\$12,566	\$13,333
E09) Other Materials - Audio & Video Physical Materials	\$12,012	\$12,330
E10) Other Materials - Other Physical Materials	\$5,697	\$4,763
E11) Other Materials Expenditures Total	\$17,709	\$17,093
E16) Physical Materials Expenditures Total	\$110,407	\$99,749
E12) Total Collection Expenditures	\$122,973	\$113,082
Other Operating Expenditures		
E13) Other Operating Expenditures	\$412,349	\$385,523
E14) Total Operating Expenditures	\$1,835,835	\$1,706,005
E15) Expenditures Equal To or Less than Income?	No	Yes

Capital Revenue

Data Element	2024 Data	2023 Data
LOCAL		
City		
R31) City Direct	\$796,650	\$103,942
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$796,650	\$103,942
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$796,650	\$103,942
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0

FEDERAL		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$15,927	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$15,927	\$0
R57) Total Regional System and Other Capital Revenue	\$15,927	\$0
R58) Total Capital Revenue	\$812,577	\$103,942

Capital Expenditures

EC01) Total Capital Expenditures	\$812,577	\$195,365
---	------------------	------------------

In-Kind

Data Element	2024 Data	2023 Data
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$110,351	\$100,085
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	\$110,151	\$99,470
EKA02) Collection	\$0	\$190
EKA03) All Other Operating Expenditures	\$200	\$425
EKA04) Total In-Kind Operating Contributions	\$110,351	\$100,085
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

ANNOTATIONS

P20), Total Circulation

Total population was pulled for the City of Stillwater from the MN State Demographic Center. Total circulation numbers were pulled from the ILS system for physical items and provided by Washington County Library for digital items. The population and circulation are both on trend with historical numbers. The ratio of total circulation to population is likely higher than average due to a variety of factors, including that the library's borrower reach extends beyond the city's legal boundaries and reflects a more regional use of a city library.--2025-03-28

Total Programs for Ages 0-5

Total program and attendance numbers for ages 0-5 were verified. The library's primary programs for ages 0-5 are Wednesday Preschool Storytimes offered at 10:30 (and repeated at 11:30 due to the large attendance numbers), Thursday Baby Toddler Storytime, and Second Saturday Storytimes. Attendance is higher than average due to a variety of factors, including the quality of the programs, the number of storytimes offered per week, and attendees being drawn from a regional service area (beyond Stillwater's city limits).--2025-03-28

Total Attendance at Programs for Ages 0-5

Total program and attendance numbers for ages 0-5 were verified. The library's primary programs for ages 0-5 are Wednesday Preschool Storytimes offered at 10:30 (and repeated at 11:30 due to the large attendance numbers), Thursday Baby Toddler Storytime, and Second Saturday Storytimes. Attendance is higher than average due to a variety of factors, including the quality of the programs, the number of storytimes offered per week, and attendees being drawn from a regional service area (beyond Stillwater's city limits).--2025-03-28

R26), Other Operating Revenue - Other Direct

Other operating direct revenue is incomplete. City has not completed annual financial review so we're waiting on finalized revenue numbers. This is current best estimate.--2025-03-28

E13), Other Operating Expenditures

Other operating expenditures is incomplete. City has not completed annual financial review so we're waiting on general insurance numbers. This is the current best estimate.--2025-03-28

E15), Expenditures (E14) equal to or less than Income (R30)?

Expenditure equal to or less than income is based on current information. This answer may change with the completion of the annual financial review.--2025-03-28

R61), In-Kind Operating Contributions - All Other

Corrected from \$17,617 to \$110,351. VTG--2025-04-01

EKA01), Personnel

Corrected from \$110,351 to \$110,151. VTG--2025-04-01



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2024 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the system level. In the case of a single-library location, In the case of a single-location library, system-level totals and location-level data are the same.

This report contains information from January 1 through December 31, 2024, unless otherwise specified.

CONTACT INFORMATION	1
VISITS, REFERENCE, USERS	1
CIRCULATION	2
PROGRAMS, ATTENDANCE, ACTIVITIES.....	2
FULL-TIME-EQUIVALENT STAFF	3
LIBRARY COLLECTION	3
PUBLIC SERVICE HOURS.....	4
FACILITIES	5
LIBRARY FRIENDS.....	5

CONTACT INFORMATION

G01m) Library Name	Stillwater Public Library
G02m) Regional System/Sequence Number	M1040
G03m) Regional Public Library System	MELSA
G05m) Location is a change from 2024 Data	No
G04m) Street Address	224 Third Street North
G06m) City	Stillwater
G07m) ZIP Code	55082
G12m) Phone	651-275-4338
G08m) Mailing Address	224 Third Street North
G09m) City	Stillwater
G10m) ZIP Code	55082
G11m) County	Washington

VISITS, REFERENCE, USERS

Data Element	2024 Data	2023 Data
P01m) Population of the Legal Service Area	19,426	19,425
P02m) Registered Users – Residents	9,070	9,382
P03m) Registered Users – Reciprocal	6,770	6,612
P04m) Total Registered Users	15,840	15,994
P06m) Visits	133,160	126,369
P07m) Reference Transactions	5,600	6,943

P08m) Public Internet Computer Sessions	7,040	6,394
P09m) Public Internet Computer Sessions – Usage Type	P08m tallies other computer usage in addition to Internet	P08m tallies other computer usage in addition to Internet
P10m) Wireless Sessions	281,314	187,835

CIRCULATION

Data Element	2024 Data	2023 Data
P13m) Children's Circulation	218,977	216,941
P14m) Adult Circulation	121,578	125,663
P15m) Physical Circulation (No Age Designation)	10,809	10,750
P16m) Total Physical Circulation	351,364	353,354

PROGRAMS, ATTENDANCE, ACTIVITIES

Onsite In-Person Programs

Data Element	2024 Data	2023 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	103	91
P71m) Onsite In-Person Programs Intended for Ages 6-11	74	42
P72m) Onsite In-Person Programs Intended for Young Adults	16	5
P73m) Onsite In-Person Programs Intended for Adults	104	66
P74m) Onsite In-Person Programs Intended for All Ages	7	3
P75m) Total Onsite Programs	304	207

Onsite In-Person Program Attendance

Data Element	2024 Data	2023 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	6,301	5,030
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	3,427	2,844
P95m) Attendees at Onsite In-Person Programs for Young Adults	97	51
P96m) Attendees at Onsite In-Person Programs for Adults	1,598	1,184
P97m) Attendees at Onsite In-Person Programs for All Ages	167	278
P98m) Total Onsite In-Person Attendance	11,590	9,387

Offsite In-Person Programs

Data Element	2024 Data	2023 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5	2	4
P77m) Offsite In-Person Programs Intended for Ages 6-11	9	10
P78m) Offsite In-Person Programs Intended for Young Adults	0	0
P79m) Offsite In-Person Programs Intended for Adults	8	5
P80m) Offsite In-Person Programs Intended for All Ages	5	0
P81m) Total Offsite Programs	24	19

Offsite In-Person Program Attendance

Data Element	2024 Data	2023 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	115	543
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	295	580
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	0
P102m) Attendees at Offsite In-Person Programs for Adults	124	260
P103m) Attendees at Offsite In-Person Programs for All Ages	1,156	0
P104m) Total In-Person Offsite Attendance	1,690	1,383

Self-Directed Activities

Data Element	2024 Data	2023 Data
P49m) Self-Directed Activities	21	25
P50m) Participation in Self-Directed Activities	6,129	7,539

FULL-TIME-EQUIVALENT STAFF

Data Element	2024 Data	2023 Data
S01m) ALA/MLS Librarian FTE	3.90	3.90
S02m) Other Librarian FTE	0.00	0.00
S03m) Total Librarian FTE	3.90	3.90
S04m) Other Staff FTE	11.59	11.72
S05m) Total Paid Staff FTE	15.49	15.62

Volunteers

Data Element	2024 Data	2023 Data
O16m) Number of Teen Volunteers	31	27
O17m) Number of Adult Volunteers	39	33
O18m) Number of Teen Volunteer Hours	126	150
O19m) Number of Adult Volunteer Hours	2,643	2,391
O20m) Total Number of Volunteers	70	60
O21m) Total Number of Volunteer Hours	2,769	2,541

LIBRARY COLLECTION

Data Element	2024 Data	2023 Data
C01m) Print Materials (Books and Periodicals)	76,361	79,283
C02m) Audio Materials, Physical	5,297	6,409
C03m) Video Materials, Physical	4,570	4,914
C04m) Multi-format Materials	291	241
C05m) Other Physical Materials	498	496
C06m) Total Physical Materials	87,017	91,343
C07m) Print Serial Subscriptions	106	106

PUBLIC SERVICE HOURS**Daily Hours**

Data Element	2024 Data	2023 Data
H01m) Monday	10.0	[new in 2024]
H02m) Tuesday	10.0	[new in 2024]
H03m) Wednesday	10.0	[new in 2024]
H04m) Thursday	10.0	[new in 2024]
H05m) Friday	7.0	[new in 2024]
H06m) Saturday	7.0	[new in 2024]
H07m) Sunday	4.0	[new in 2024]

Seasonal Daily Hours

Data Element	2024 Data	2023 Data
H19m) Monday	10.0	[new in 2024]
H20m) Tuesday	10.0	[new in 2024]
H21m) Wednesday	10.0	[new in 2024]
H22m) Thursday	10.0	[new in 2024]
H23m) Friday	7.0	[new in 2024]
H24m) Saturday	7.0	[new in 2024]
H25m) Sunday	0.0	[new in 2024]

Number of Weeks Open to the Public

Data Element	2024 Data	2023 Data
H15m) Weeks Library was Open with Regular Service	37	52
H27m) Weeks Library was Open with Seasonal Service	15	[new in 2024]
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	2024 Data	2023 Data
H08m) Weekly Hours of Regular Service	58.00	58.00
H09m) Weekly Hours of Seasonal Service	54.0	[new in 2024]

Annual Hours Open to the Public

Data Element	2024 Data	2023 Data
H12m) Annual Public Service Hours	2,852	2,837
H20m) Non-Staffed Service Hours at this Location?	No	No

FACILITIES

Outlet Types

Data Element	2024 Data	2023 Data
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

Buildings

Data Element	2024 Data	2023 Data
F07m) Facility Type	L	L
F08m) Square Feet	38,680	38,680
F09m) Year Built	1902	1902
F10m) Latest Year Remodeled	2016	2016
F11m) Previous Year(s) Remodeled		

Computers

Data Element	2024 Data	2023 Data
F12m) Staff Internet Computers	33	33
F13m) Public Internet Stationary Computers	22	22
F14m) Public Internet Mobile Devices for On-Site Use	1	1
F15m) Public Internet Computers/Devices	23	23

Internet Connections

Data Element	2024 Data	2023 Data
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	Category 6	Category 6
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F21m) Typical Internet Upload Speed for Public Computers	15.1 Mbps - 20.0 Mbps	15.1 Mbps - 20.0 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes

Meeting Rooms

Data Element	2024 Data	2023 Data
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	579	507

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Friends of the Stillwater Public Library

ANNOTATIONS



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Service.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Maintenance Projects															
OWNER: Facilities Committee	PRESENTER: Troendle														
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?														
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p> <ol style="list-style-type: none"> 1. Motion to approve working toward the completion of the maintenance projects listed on this cover sheet. 2. Motion to approve that the Library Director be authorized to determine funding sources for approved projects, with the option to use the Fund Balance or supplemental funds as needed. 															
<p>DESCRIPTION:</p> <p>As noted in the Facilities Committee report, several maintenance and repair projects have been identified for potential completion in 2025. The Committee supports proceeding with these projects in 2025 and recommends that the proposed projects and funding sources be presented to the Board for consideration. Since the Building Repair Charges line item will be overspent due to the repair of a single elevator this spring, the Committee requests Board approval to proceed with these repairs.</p> <table border="0"> <thead> <tr> <th>Maintenance Project</th> <th>Estimated cost</th> </tr> </thead> <tbody> <tr> <td>• Sealing windows to prevent leakage during heavy/windy rain storms</td> <td>\$3,000</td> </tr> <tr> <td>• Repairing lawn sprinklers</td> <td>\$1,500</td> </tr> <tr> <td>• Cleaning HVAC coils to extend life of unit and improve energy efficiency</td> <td>\$2,000</td> </tr> <tr> <td>• Leveling concrete to meet ADA requirements at 4th Street handicap ramp</td> <td>\$4,750</td> </tr> <tr> <td>• Fixing parking ramp drainage issue by replacing pipes near exit</td> <td>\$8,000</td> </tr> <tr> <td>Total cost of proposed maintenance projects</td> <td>\$19,250</td> </tr> </tbody> </table> <p>Overview of Funding Options for Projects</p> <p>If the Board wishes to move forward with completing these repairs, we have several funding options available. These include:</p> <ul style="list-style-type: none"> • Kilty Fund (a donor-restricted fund for the upkeep of the library) • Stillwater Township Fund • Stillwater Public Library Foundation Grant for ADA improvements • Fund Balance • Reallocating underspent 2025 operating funds toward the end of this year <ul style="list-style-type: none"> ○ This last option seems increasingly unlikely. The Building Repair Charges line item is \$12,000 for the year. The cost to repair the elevator is nearly \$14,000, plus we've 		Maintenance Project	Estimated cost	• Sealing windows to prevent leakage during heavy/windy rain storms	\$3,000	• Repairing lawn sprinklers	\$1,500	• Cleaning HVAC coils to extend life of unit and improve energy efficiency	\$2,000	• Leveling concrete to meet ADA requirements at 4 th Street handicap ramp	\$4,750	• Fixing parking ramp drainage issue by replacing pipes near exit	\$8,000	Total cost of proposed maintenance projects	\$19,250
Maintenance Project	Estimated cost														
• Sealing windows to prevent leakage during heavy/windy rain storms	\$3,000														
• Repairing lawn sprinklers	\$1,500														
• Cleaning HVAC coils to extend life of unit and improve energy efficiency	\$2,000														
• Leveling concrete to meet ADA requirements at 4 th Street handicap ramp	\$4,750														
• Fixing parking ramp drainage issue by replacing pipes near exit	\$8,000														
Total cost of proposed maintenance projects	\$19,250														

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 8, 2025
Agenda Item: 7

received two more invoices from Otis Elevator Company since the Facilities Committee met that total approximately \$5,175. In addition, we will have other building repair charges for things other than elevators throughout the year.

Rather than identifying a specific funding source for each project at this time, it is recommended that funding sources be determined by staff based on available unspent funds. Additionally, the option to use the Fund Balance or supplemental funds should remain available if necessary. This approach allows us to maintain flexibility and provides a clearer overview of the financial landscape as the year progresses.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Major Accomplishments

- Completing the Minnesota Public Library Annual Report required a considerable amount of staff time. Business and Communications Manager Keri Goeltl diligently compiled statistics and other information from various people, including library supervisors, Volunteer Coordinator Susie Danielson, City IT and Finance staff, and Washington County Library, in order to accurately complete the required report given available information.
- The 2024 Progress Report has been reimagined. Before finalizing the format, Keri and Mark reviewed reports from various libraries for inspiration and then customized our approach to suit this library's needs. Given our current resources, we believe a modular approach is the best way to engage with the community. Here's how it works: Instead of a single multi-page print report, this year's design is a set of one-page individual reports that share the library's impact in key areas. Each brief may be used by itself or paired together based on the audience. Aligned with our strategic plan themes, the reports are public-facing documents that record and celebrate successes. All pages of the report will be available on the library's website.
- The Huelsmann Foundation approved the library's grant request to enhance the terrace. We are thankful for their generosity, trust, and support.
- Information Services Supervisor Sarah Rosten was a fantastic representative for our library on KSTP's *So Minnesota* segment, which aired March 21.
- The order for the garden plaque honoring Dick Huelsmann and his namesake foundation was placed after reviewing one last proof. Maintenance Worker Shain Henry was consulted on the installation method.
- Mark represented the library at an insurance meeting for city departments.
- Mark completed HR and Payroll onboarding paperwork for the new Library Assistant. HR tasks for pre-screening the finalist for the vacant Library Associate position and one substitute position were also completed. Tasks for a second substitute position are in progress.
- Keri created a two-page insert for the city's quarterly print newsletter that was mailed to all city households at the end of March. This same document was provided as a PDF to Stillwater Township, which posts it on their website under News Stories—
<https://stillwatertownshipmn.gov/news-stories>.
- Four Library Corner articles were written and published in March.
- The March issue of ShelfLife was published on March 3.

Heads-Up

- Xcel Energy, while supportive of incorporating public art onto their property, is pausing their pilot program allowing artists to paint utility boxes, including the one near the library's 4th Street surface lot. The company is taking time to review policies and procedures before deciding whether to continue the program. Mark's contact will reach out if and when the program resumes.
- 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.
- The elevator near the volunteer greeter desk is scheduled to be repaired by the end of the day on Friday, April 4.

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.

March Programs and Activities

Art & Music

- **In the Gallery:** *You're Just Seeing Things* by Ian Valor is on display in the gallery March-April 2025. Valor was a patron of Stillwater Public Library as a child and has returned as the featured artist. Valor credits Stillwater Public Library for helping him start his journey to becoming an artist by providing art books for him to borrow growing up. *You're Just Seeing Things* includes paintings and concert posters from Ian's band, *Valor*.
- **Artist Reception:** On Thursday, March 20, 42 people of all ages attended a reception to celebrate Ian Valor's art show, *You're Just Seeing Things*. Attendees enjoyed light refreshments and conversation with the artist.
- **A Solo Boot in Acrylic with Karen Chan:** On Thursday, March 20, 13 students joined Karen Chan for a virtual class. The lower attendance allowed space for new students to join a monthly class that is often wait-listed.
 - "It is always so refreshing to see Karen and learn from her. I had no idea a boot could be created from simple shapes!"
 - "We really appreciate the library programs."
 - "Karen Chan is truly an incredible art instructor."
- **Reveal the Art of Cover Design:** As part of the [NEA Big Read 2025 programming](#), an interactive art display was available at the library March 17 - 23 before moving to another location in the St. Croix Valley. The display provides insight into the choices and decisions made when designing book covers. Using crayons to create a rubbing reproduction, visitors can reveal 5 alternative book covers by St. Croix Valley artists Jennifer Anderson, Mimi Exon, Diana Hatchitt, Peter Jadoonath and Carrie Katzenmeyer.

Books Clubs & Literature

- **Mystery Book Club:** On Wednesday, March 19, 10 attendees, including a new member, discussed mysteries with famous sleuths. These are mysteries depicting historical figures as the primary sleuth or a prominent character. Most enjoyed their books, but there was discussion about misinformation and concern that these books could create confusion because they depict real people in fictional situations. [Find Mystery Book Club book lists on our website.](#)
- **Shelf Indulgence Book Club:** On Monday, March 10, 7 attendees discussed [Little Wolves by Thomas Maltman](#). Participant comment: "I love the Library!!!"

Lifelong Learning

- **Peregrine Falcons Live with Jackie Fallon:** On Saturday, March 1, 141 people joined the Midwest Peregrine Society's Jackie Fallon and her live raptors at the library! Participants learned about the past, present, and future of peregrine falcons in Minnesota and what we can do to help them survive. This was an all ages event held in partnership with [Sustainable Stillwater's Bird City Stillwater](#) work group.
- **Tech Help:** 4 tech help appointments were filled on Friday afternoons in March. Library staff assisted with new laptop setup (Mac and PC), smart phones, and using a Kindle. Participant comments:

- “Karen did a great job. I appreciate her help.”
- “[It] means the world to me to have computer help from folks who don't seem impatient with me and explain everything they can.”
- “[this] was a private session and very helpful.”
- **Medicare Counseling with Senior Linkage Line:** On Monday, March 3, 1 appointment was filled for the one-on-one help with Medicare from the designated area agency on aging, Trellis.
- **Jigsaw Puzzle Contest:** On Saturday, March 29, 10 teams competed to finish a 500-piece puzzle in the least amount of time. 35 participants enjoyed the friendly competition. The first-place team finished in 36 minutes with the second-place team just behind them at 42 minutes. Gift card prizes were awarded to the winning teams. Participant comments: “Love the library so much!”
- **Canceled Events:** Two events were canceled in March and have been rescheduled. Everyone registered for the canceled events were notified via email about the rescheduled events.
 - **Spring into Summer with Washington County Master Gardeners** was rescheduled for Tuesday, April 15 at 6:30pm.
 - **Healthcare directives with Trellis** was rescheduled for Tuesday, May 6 at 6:30pm.

Outreach

- **Estates at Greely:** 5 residents of the Estates at Greeley received books during a visit from library staff on Monday, March 3.
- **The Lodge:** 4 residents of The Lodge browsed and borrowed materials during a visit from library staff on Thursday, March 13.

Book Displays and Reader's Advisory

- **Nonfiction:** Library Associate Karen Karason created an adult nonfiction display for National Craft Month and starred in a social media video promoting it. Her display was inspired by the Ralph Waldo Emerson quote: “Every artist was first an amateur.”
- **Genre Fiction:** Library Associate Alexandre Adrian created a new display for the Science Fiction & Fantasy room on the upper level of the library. With this addition, library now features displays in each genre fiction space: Romance, Mystery, and Science Fiction/Fantasy. There is also a display for the Large Print format that is shelved in the romance room.
- **Reader's Advisory Handouts:** Library Associate Alexandre Adrian has been working to update reader's advisory handouts available in the romance and science fiction spaces. We now have handouts for topics and subgenres to help readers choose romance and science fiction/fantasy titles.

St. Croix Collection

- **Monthly Visits:** 11 visits were recorded in March, including 4 residents of Stillwater and 7 visitors.
- **Research Topics and sources:** Aborigines of MN, Scandia history, County History, Business records, Genealogy, Browsing, Arcola Bluff Day, home history, Runk photographs.
- **Genealogy Help:** The monthly genealogy session was filled by a registration but the person missed their appointment.

March Adult Program Photos

Images from the Peregrine Falcon Program with Jackie Fallon on Saturday, March 1, 2025.



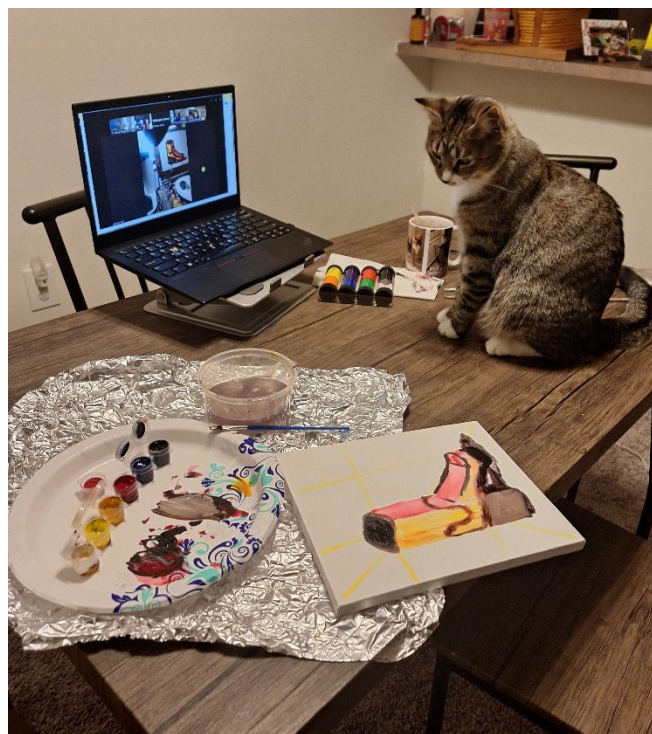
Images from Jigsaw Puzzle Competition on Saturday, March 29. Top left image includes the winning team with gift card prizes



Images from Art Reception for Ian Valor on Thursday, March 20, 2025.



Images from A Solo Boot in Acrylic with Karen Chan on Thursday, March 20, 2025.



March Programs and Activities

Early Literacy (0-5)

- Six Preschool Storytimes (380) – Two canceled due to inclement weather
- Four Baby/Toddler Storytimes and Playtime (236)
- One Second Saturday Family Storytime (40)

School-aged (6-12)

- Two Chess Club sessions (28)
- Silly Millies Clay : Birds on a Branch (39)
 - *Such a fun activity for kids and an incredible professional leading the class! Would definitely attend again and invite more friends to have their kids attend as well in future!*
 - *The instructor was fantastic, and my son LOVED this class. He was really engaged and very proud of his creation. We love our Stillwater library!*
 - *Favorite part was the creative process, learning a new skill, and bringing home a cool creation.*
 - *Anything else you want to share? You all are doing a great job! We especially love Ms. Kim and all the cool things she does for children.*
 - *The Silly Millies program Birds on a Branch was excellent. The teacher did an excellent job of keeping all the children on task and circulating as she talked to make sure the children were following her directions. This is the third time we've attended one of her classes and it was obvious the children enjoyed the class and left with a finished product which they enjoyed.!!!*
- Owl Pellet Dissection with the DNR (30)
 - *Dissecting their owl pellet was the highlight. Also, I had prepared them to be sharing and working in groups - the fact that they each got their own to work on was an unexpected treat!*
- LEGO Club (25)
- Family Jigsaw Puzzle Competition (41)
 - *Really fun idea. Well organized. Nice to have prizes for the kids.*

Children's Drop-in Activities

- Rainy Days Scavenger Hunt
- (NEW) – GARDEN Discovery Room
 - An updated survey QRC was put on display March 26. Here's what we learned from 11 responses:
 - 23 children was ages 1-10 interacted with the room activities.
 - For 4 groups their visit was the first.
 - 7 groups do not live in Stillwater.
 - *We drive 20 minutes to come to this library because story time is so captivating and the discovery room is fun for both of my small girls.*

Teen

- Conversation Board (passive activity) – For February and March teens were encouraged to color in book spines and write favorite titles on our paper shelves. Titles included:
 - Mistborn, Wonder, Fairest of All
 - Across the Desert

Eight Perfect Murders
Genius Files: License the Thrill
Once upon a time
Heartstopper

Outreach

- Lake Area Discovery Center Storytime with Miss Kim (45)
- New Heights 2-5 grades – class visit to library (31)

Other

- The [Minds in the Social World \(MiSo Lab\)](#) at the University of Rochester studies how children ages 4-12 learn about the world and social structures. Ellen Kneeskern, a former Stillwater native, spent a Saturday morning in the Children's Library engaging with parents and children, exploring how kids' book preferences impact their understanding of social relationships as part of her dissertation.
- Angie spoke to a group of [Civic Bridgers](#), college aged emerging leaders from around the country, about the role the library plays in Stillwater's civic life, who gathers at the library and why, and what civic leadership looks like as a librarian.
- The 2025 Summer Explorers program planning is well underway. This year's theme is FORESTS. Once again, there will be weekly high interest performances on the 4th Street Lawn each Wednesday including Circus Manduhai, Science Heroes, The Bazillions, Brodini and Bill the Juggler. There nearly 50 youth programs scheduled!
- Andy Weaver will return as the Stillwater and Bayport Library Naturalist in Residence. Program themes will be offered indoor and outdoor for inclusivity.

Upcoming Single Date Programs

- [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
- [MN Birds at Stillwater Library](#) with Naturalist Andy Weaver – Wednesday, May 14
- [MN Birds at Valley View Park](#) with Naturalist Andy Weaver – Saturday, May 17
- **Summer FOREST Explorers starts – Saturday, June 7**
- [Make Your Own Merch \(teens\)](#) – Tuesday, June 10
- [Circus Manduhai](#) – Wednesday June 11
- [Bill the Juggler](#) – Saturday, June 14
- [Forest Friends Craft \(twins\)](#) – Saturday, June 14
- [Silly Survival Challenges](#) – Monday, June 16
- [Preschool Forest Play](#) – Tuesday, June 17
- [Mending \(teens\)](#) – Tuesday, June 24
- [Wendy's Wiggle, Jiggle, & Jam!](#) – Wednesday, June 25
- [All Seasons Forts](#) – Thursday, June 26
- [How to Know a Whale \(puppetry\)](#) – Saturday, June 28

YOUTH SERVICES

MARCH 2025



Young naturalists dissecting owl pellets



Family Puzzle Contest Winners



Mind in the Social World (MiSo)
Researchers Ellen and Nicole



Summer FOREST Explorers



LEGO Club



Spring Garden Center Discovery Room



Silly Millies
"Birds on a Wire"

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report															
OWNER: Facilities Committee	PRESENTER: Facilities Committee														
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No														
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:															
<p>DESCRIPTION:</p> <p>Committee: Facilities Date: Tuesday, March 18, 2025, 4:30 PM Location: Conference Room Present: Steve Ellison, Stan Burns, Pat Lockyear, Mark Troendle</p> <p><u>Facilities 101 Presentation:</u></p> <p>The Committee reviewed the slides for Facilities 101 presentation. Updates were made and committee agreed Ellison would present slides 1-29 and Burns would present slides 30-42. Troendle will edit/update several additional slides and share with Burns and Ellison.</p> <p><u>Maintenance Updates:</u></p> <p>Troendle reported the cost of the elevator repairs will be around \$14,000 which includes replacement of a hydraulic valve and follow-up inspection. This is more than the maintenance budget line item of \$12,000. He explained that the maintenance agreement covers only required safety checks. The current repairs may be completed by mid-April.</p> <p>He described additional maintenance projects that could be undertaken in 2025:</p> <table border="1"> <thead> <tr> <th>Maintenance Project</th> <th>Estimated cost</th> </tr> </thead> <tbody> <tr> <td>• Sealing windows to prevent leakage during heavy/windy rain storms</td> <td>\$3,000</td> </tr> <tr> <td>• Repairing lawn sprinklers</td> <td>\$1,500</td> </tr> <tr> <td>• Cleaning HVAC coils to extend life of unit and improve energy efficiency</td> <td>\$2,000</td> </tr> <tr> <td>• Leveling concrete to meet ADA requirements at 4th Street handicap ramp</td> <td>\$4,750</td> </tr> <tr> <td>• Fixing parking ramp drainage issue by replacing pipes near exit</td> <td>\$8,000</td> </tr> <tr> <td>Total cost of proposed maintenance projects</td> <td>\$19,250</td> </tr> </tbody> </table>		Maintenance Project	Estimated cost	• Sealing windows to prevent leakage during heavy/windy rain storms	\$3,000	• Repairing lawn sprinklers	\$1,500	• Cleaning HVAC coils to extend life of unit and improve energy efficiency	\$2,000	• Leveling concrete to meet ADA requirements at 4 th Street handicap ramp	\$4,750	• Fixing parking ramp drainage issue by replacing pipes near exit	\$8,000	Total cost of proposed maintenance projects	\$19,250
Maintenance Project	Estimated cost														
• Sealing windows to prevent leakage during heavy/windy rain storms	\$3,000														
• Repairing lawn sprinklers	\$1,500														
• Cleaning HVAC coils to extend life of unit and improve energy efficiency	\$2,000														
• Leveling concrete to meet ADA requirements at 4 th Street handicap ramp	\$4,750														
• Fixing parking ramp drainage issue by replacing pipes near exit	\$8,000														
Total cost of proposed maintenance projects	\$19,250														

Troendle discussed possible funding sources:

- Kilty Fund
- Stillwater Township Fund
- Stillwater Public Library Foundation Grant for ADA improvements
- Reallocating underspent 2025 operating funds
- Fund Balance

Committee discussed projects with regard to established prioritization criteria. All agreed fixing the parking ramp drainage issues and leveling concrete to meet ADA requirements would address safety concerns. Pros and cons of sealing windows was discussed and committee agreed that preventing further water damage is prudent. Committee supported moving ahead with these projects in 2025 and recommended the proposed projects and funding sources be brought to the Board for consideration.

Next Meeting: TBD

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: Monday, March 10, 2025, 4 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hausman Lohmer, Hullander, Howe, O'Brien, Simon Absent: None</p> <p>Agenda Item 1: Welcome to New Committee Member The group welcomed Ashley Hausman Lohmer to the Advocacy Committee.</p> <p>Agenda Item 2: Review of February Minutes Committee approved.</p> <p>Agenda Item 3: Updates from Trustees, Friends, Foundation, Staff</p> <ul style="list-style-type: none"> • Trustees: At the last board meeting, the board approved the updates to the Advocacy Committee Charter. • Friends: Friends Book Drive is Saturday, April 5 and Book Sale is April 9-12. The Friends will be meeting tonight to discuss Friends leadership roles. • Foundation: The library and Foundation are hosting a Chamber Coffee Talk in April. The donor appreciation event is on May 5, featuring author Nickolas Butler. Work is continuing on the Impact Report. • Staff: New staff member Connor Luna will be starting tomorrow as Library Assistant (Circulation). • Other: Group discussed the book challenges at Stillwater Area Public Schools. <p>Agenda Item 4: 2025 Meeting Dates Group decided to change the meeting schedule to every other month for 2 hours. The new meeting schedule is: Wednesday, May 14, 4-6 PM Wednesday, July 9, 4-6 PM Wednesday, September 10, 4-6 PM Wednesday, November 12, 4-5:30 PM (Board meeting immediately follows)</p>	

Agenda Item 5: Review of Outreach, Possible Calendar Dates, Library Stories

- ECFE Spring Fair - Volunteers Needed to Table (May 3): Goeltl contacted Susie Danielson to recruit volunteers to table at Early Childhood Family Education's spring resource fair event from 9-12 on Saturday, May 3.
- Foundation Chapters of Gratitude Event (May 5): Invitations were sent out to this donor appreciation event on Friday.
- Lumberjack Days Parade (July 20): Hullander, Hausman Lohmer, and O'Brien will take on planning for a library unit in the Lumberjack Days parade. They will look at recruiting other volunteers to assist in this effort. A brainstorming list of ideas include:
 - No float for 2025, just walking
 - Create sandwich boards for parade volunteers to wear featuring book covers or other library services with fun information, stats, and possibly QR codes on back
 - Some volunteers could also come dressed as a book character ... or dress to match character on their sandwich board
 - Create a book from a cardboard box to be used to distribute candy
 - Give away candy, library stickers, bookmarks
 - Get a library banner to carry
 - Order and wear SPL t-shirts (maybe a future year)
 - Would like 2 people to hold banner and at least 10-12 other volunteers to walk in book covers/costumes
 - Need volunteers to help create the costumes/sandwich boards
 - Talk with Susie Danielson about recruiting volunteers

Agenda Item 6: Project Updates

- Library Stories Project: Simon, Howe, and Goeltl will work on this project.
- Writing Letters Project: Goeltl will connect with Troendle regarding personal notes - one to Hill, thanking him for meeting; one to Belland; and one to Housley.
- November Polco Survey Results: Will discuss at May meeting.
- Library Budget: Will need to develop a preliminary 2026 budget at May meeting.

Next Meeting:

- Wednesday, May 14, 4-6 PM

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Event Planning Task Force Report	
OWNER: Library Event Planning Task Force	PRESENTER: Glidden, Panciera
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: Library Event Planning Task Force Date: Tuesday, April 1, 2025, 2:00 PM Location: Conference Room Present: Kim Glidden, Larry Panciera, Susie Danielson, Sarah Foslien, Kaytee Estall</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Review and Assessment of 2024 Library Event (15 minutes) <ol style="list-style-type: none"> a. Activity – Last year’s mixer activity was to guess your book tag b. Food & Refreshments – Catered through Lake Elmo Inn; Lori Houston had contacts there c. Invitees - Employees, Foundation members, Friends of the Library, Volunteers, Board of Trustees – approximately 175 people <ol style="list-style-type: none"> i. Invited only the above participants and did not include spouses / partners ii. Sampled a few invitees beforehand. Also sent out a survey but had poor response rate so the team made the final decision on date and time. iii. Used JOT for RSVPs. Approximately 60 people attended last year 2. Type of Event for 2025 – Brainstorming Possible Activities (20 minutes) <ol style="list-style-type: none"> a. Discussed possible activity options. Selected Icebreaker Bingo for this year’s activity. See an example below. 3. Possible Dates (10 minutes) <ol style="list-style-type: none"> a. The team selected Friday, September 12 from 8 – 9:30 am for the event. b. The date was selected to avoid summer vacations and nice fall weather so that the event could be held on the outdoor patio, if weather is nice. c. Morning time is best with fewer conflicts with other library activities or space reservations and people are the most available. This is the same timeframe as last year’s event. d. No weekends as most people have personal plans. Fridays are the best day of the week for the activity. 4. Follow-up, Assignments, Next Meeting (10 minutes) <ol style="list-style-type: none"> a. Date & Time: Selected date for the event is Friday, September 12 from 8 – 9:30 b. Invitations & RSVPs <ol style="list-style-type: none"> i. Sarah and Susie will provide Kim the lists of names and email addresses of Employees, Foundation Members, Friends of the Library, Volunteers and Board Members. 	

- ii. Kim will sort and eliminate duplications and provide a Master List for Invitations and RSVPs.
- iii. Sarah will send out a “Save the Date” preliminary email. Distribution lists will be updated 6 weeks prior to the event. Invitations will then be distributed. RSVPs collected via JOT form.
- c. Kaytee and Larry will work on developing the content for the bingo cards including both book references and personal descriptions. The desire is to print the bingo cards on card stock for easy writing. Perhaps provide golf pencils or make writing instruments available for use.
- d. Susie and Kim will work on the Food & Refreshments. Options include Kowalski’s, Grand Banquet Hall, and Lake Elmo Inn. They can gather information on food options and costs, but final orders will be made after the RSVPs are received.
- e. The next meeting for the Library Event Planning Task Force is on Thursday, May 8 at 2:00 pm. Sarah will reserve the Conference Room for our meeting.

Library Event Planning Task Force — adopted by Board 2/11/2025

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. Planning and execution of the event will be conducted with the participation of the Stillwater Public Library Foundation.

Composition of the Task Force:

- Two Library Board Trustees
- Up to two library staff
- Stillwater Public Library Foundation representative

Charge:

Address the following issues to develop a plan to hold a social event in 2025. Bring a preliminary plan to the May board meeting. Present a final plan to the board at least one month prior to the event.

- Survey staff and volunteers regarding timing and possible dates for the event
- Determine what type of event to hold
- Determine whether or not to include entertainment/games/activities and how to incorporate a volunteer recognition ceremony into the event
- Decide where the event should be held
- Propose a date for the event
- Suggest a budget estimate not to exceed \$2,000.00 with funding to be determined
- Outline the set-up and staging of the event — who will handle this and what will be involved

Icebreaker Bingo Example

**- FIND -
SOMEONE WHO**

Walk around the room and chat with people to find someone who:

HAS A PET CAT	HAS MET A CELEBRITY	ENJOYS CAMPING	HAS BLUE EYES	HAS LIVED ON A FARM
ENJOYS DOING CRAFTS	CAN SOLVE A RUBIK'S CUBE	LIKES TO GO TO THE GYM	CAN DO A HANDSTAND	LOVES ROLLER COASTERS
IS TALLER THAN YOU	IS AN ONLY CHILD	CAN SING WELL	PRACTICES YOGA	LIKES TO GO TO THE BEACH
CAN ICE SKATE	IS A FAN OF MYSTERIES	HAS BEEN TO A NATIONAL PARK	ENJOYS SUDOKU	WAS BORN IN MAY
ENJOYS BOARD GAMES	HAS BEEN TO A THEME PARK	CAN JUGGLE	WEARS GLASSES	LOVES TO DANCE



ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



Stillwater Public Library Foundation
Board Meeting Minutes
Friday, January 31, 2025, 8:30am - 10:00am
Stillwater Public Library Conference Room or Virtual*

Members Present: Summer, Drew, Mark, Jeneane, Sandie, Roger, Shawn, Ryan

Remote: Erin, Kevin

Staff Present: Elsbeth, Annette

Guests: Gemma Lockrem, Friends of the Stillwater Public Library

1. **Call to Order** - Summer called the meeting to order at 8:31 a.m.
2. **Adoption of Agenda** Motion to approve the agenda. Shawn/Drew. Motion carried.
3. **Update on Friends of the Stillwater Public Library-Vice President Gemma Lockrem**
Gemma shared the history of the beginnings of the Friends of the Public Library and its current status. Mary Ann Sandeen was a founder of Friends and was the current president. With Mary Ann's passing their February 10 meeting will address the transition to new leadership. The President's responsibilities include organizing and leading their seven meetings throughout the year. The Friends group raises approximately \$20,000 annually.

Mary Ann also served on the Foundation board.

April book sale is April 9 - 12. There are currently 107 members.

ACTION: Reach out to Gemma with suggestions for candidates for Friends' President.

4. **Minutes:** [Approve last meeting's minutes](#)
Motion to approve December minutes. Drew/Jeneane. Motion carried.

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.



5. Reports

a. President Report

i. Conflict of Interest forms

1. Kevin explained the annual requirement for board members to sign a conflict of interest form to ensure transparency and compliance. The form is available digitally and physically.
2. Earned Sick and Safe Time (ESST) policy adoption: Summer explained this is a policy required by the State of Minnesota. Our policy includes a provision for any accrued hours to be paid out to staff on their departure.

Motion to approve the ESST policy. Shawn/Ryan Motion carried.

ii. Events and Marketing committee meeting will be rescheduled.

b. Library Director [Report](#)

- i. The City Council's February 4, 7:00 p.m. meeting will include a resolution honoring Lori Houston's 40+ years of service with the library. Please attend if you can. Cindy Selnes is also retiring from the library after 5 years of service.
- ii. There are two new library trustees.
- iii. A new streaming service, Kanopy, featuring foreign, classic, and independent films will launch February 24.

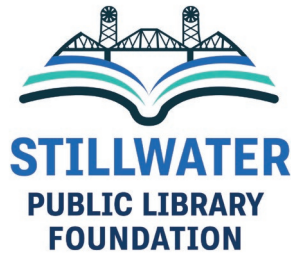
c. Treasurer Report

i. [P&L YTD, P&L Month, Income Statement, & Balance Sheet](#)

1. Balance Sheet - total assets of \$4,000,000.
2. Some discussion on the foundation grants to the library and should we stop designating them to programs and make it a general grant. Elsbeth deferred this as a decision for the library.

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.



3. Some of the donor restricted grants from 2021 -2023 have balances that will be spent this year.
 4. P & L statement - income has increased from 2023 and 2024. The largest change from 2023 to 2024 is the addition of staffing vs. contracted services, and it is likely there is a correlation to our increased income and having staff dedicated to managing the Foundation.
- ii. FSBT investment results
1. Our portfolio increased \$690,000. We had investment income of \$125,000.
 2. We have a conservatively managed portfolio and overall had a 6% return on investment.
 3. In 2025 we'll continue to invest more cash into the market.

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

- d. Events & Marketing Committee - will discuss Light a Spark at the February meeting.
- e. Board Updates - none
- f. [Executive Director Report](#)
- i. End-of-year appeal and tax statements have been a large project.
 - ii. Working to improve the volunteer program.
 - iii. Grants submitted - Huelsmann and BetterWorldBooks.
 - iv. First Wednesday coffees are being used to gather newsletter sign-ups.
 - v. We have new marketing merchandise.
 - vi. Continuing Leadership in the Valley
 - vii. Fundraising - exceeded goals this year. We increased number of donors and had a 30% increase in donations.
 - viii. Two appeals planned for 2025: Library Giving Day on April 1 and a year-end appeal.
 - ix. We are in the Groceries for Good program from Koslowski's and received a \$600 check.
 - x. We are the August nonprofit for the River Market Co-op

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.



ACTION: ensure that we are listed on the major employer giving platforms to make it easier for employees to take advantage of their employee giving programs.

6. Old Business:

- a. Donor contact list: board members reviewed the list and signed up to contact donors

7. Action Items:

- a. [Board Member Expectation Policy \(first reading\)](#)

ACTION: Review and vote on at next meeting.

- b. [Board Assessment](#)

Assessment includes an individual evaluation and an evaluation of the overall board. This will help guide our work this year.

ACTION: Annette create the assessment in Google Forms and send to board for completion.

- c. [Foundation Mission Review](#)

- i. The Charity Review standards require board review of the organization's mission.

ACTION: Brainstorm some ideas for the mission and we'll work to settle on a mission at our March meeting.

ACTION: Staff create a board handbook "binder" on the Google drive.

8. Discussion/Topics for Future Discussion

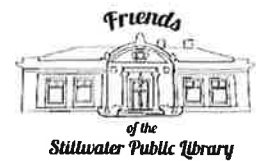
9. Adjourn

Move to adjourn 9:55 a.m. Shawn/Jenane

***Virtual Link:** On calendar invitation

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.



Friends of the Stillwater Public Library

Feb. 10, 2025 | 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:

Gemma Lockrem, Jan Kilkelly, Tracy Salvati, Mark Troendle, Karah Hullander, Lyndon Lockrem, Summer Seidenkranz (Foundation President)

Agenda

Friends of the Stillwater Public Library Agenda

Monday, Feb. 10, 2025 at 6:30 pm

Conference Room

1. Call meeting to order: Gemma Lockrem
2. Introduction of Stillwater Public Library Foundation President, Summer Seidenkranz
3. Secretary's Report: Tracy Salvati
4. Financial Report: Jan Kilkelly
5. Membership Report: Gemma Lockrem
6. Future of the Friends
7. Changing Banks
8. Sending out meeting notices to all members
9. Upcoming Booksale dates
10. Meeting schedule for 2025
11. Round up at the Co-Op
12. Other:
13. Update: Mark Troendle
14. Adjourn: All

Meeting called to order by Gemma Lockrem

- Tracy distributed the minutes from Monday, Oct. 14, 2024 for review
 - Minutes approved

Treasurer's report Jan Kilkelly

10/1/2024 – 10/31/2024

Opening Balance: \$60,669.05

Total Receipts: \$343.00

Total Disbursements: \$297.65

Ending Balance: \$60,714.40

11/1/2024 – 11/30/2024**Opening Balance: \$60,714.40**

Total Receipts: \$8,054.50

Total Disbursements: \$0

Ending Balance: \$68,768.90

12/1/2024 – 12/31/2024**Opening Balance: \$68,768.90**

Total Receipts: \$2,843.65

Total Disbursements: \$0

Ending Balance: \$71,612.55

1/1/2025 – 1/31/2025**Opening Balance: \$71,612.55**

Total Receipts: \$783.00

Total Disbursements: \$1,357.97

Ending Balance: \$71,037.58

Membership report Gemma Lockrem

105 memberships

Topics:**Advocacy update – Karah Hullander**

- Karah and volunteers will attend Summer Tues. in the park 3 times this summer
 - Dates to follow
 - Time: 5:00-8:00pm CT
- At the event in the park, Library will have a tent, face painting +
- 2 people (Karah +1) provide detail on library programs

Grant Request for \$15,000.00 to support library

- 10k for collection
- 5k for programing
- All approved and check given to Mark at the meeting

Future for FRIENDS Group

- We are looking for someone who would want to step into the President role and possibly the VP role. Any suggestions welcome.

MALF – MN Association of Library Friends

- Annual membership – FRIENDS will renew at \$35.00
- Approved by FRIENDS group at the meeting

Changing Banks

- Discussion on possibly moving from Huntington Bank
 - Some suggestions Ideal or Lake Elmo Bank
 - Will wait until new president is in place

Sending out meeting notice to all FRIENDS members via email

- Tracy will email FRIENDS members with:
 - Friends Board meeting dates for the year 2025
 - Booksale dates for the year 2025
 - Very brief update in the email

2025 FRIENDS BOARD MEETING schedule:

- February 10, March 10, April 14, May 12, September 8, October 13, November 10

Round up at the Co-Op

- Round up for FRIENDS is Oct. 2025

BOOKSALE Dates:

Spring 2025 Book sale:

- 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 will roll out the volunteer sign up for the 2025 Booksale on 'Sign up Genius'.

Foundation update from Summer S.

- May 5th For the Love of the Library event
 - Nickolas Butler
 - Book: A Forty Year Kiss
- Foundation is planning for 'Light a Spark' event in July

Mark Troendle update:

- Two new trustees, Kim Glidden and Ashley Hausman Lohmer, were appointed to the library board in January.
- The library will soon offer a video streaming service called Kanopy. It will provide free access to over 30,000 films, documentaries and educational content. You'll need to have a valid library card and be 18 years of age or older to create an account. It formally launches on Feb. 24.
- Representative Josiah Hill met with the directors of Bayport, Washington County and Stillwater libraries, plus three other library supporters, on Feb. 7. It was a great opportunity to share information about the varied services libraries provide.
- Lori Houston's successor for the Circulation Services Lead role is Kaytee Estall, who was promoted internally. The library is working to fill vacancies created by Kaytee's promotion and the retirement of Library Assistant Cindy Selnes.
- The library will be closed on Monday, Feb, 17, in observance of Presidents' Day.
- Mark will be out of the office from Feb.13-25. Please contact Keri Goeltl during that time if needed.
- Mark requested a \$15,000 grant to support the library's 2025 operating needs. Of that total, \$10,000 would be allocated to enhancing the collection and \$5,000 would bolster programming.

Meeting Adjourned at 7:21 pm

Next meeting will be Monday, March 10, 2025

Friends of the Stillwater Public Library 2025 Financial Reports

Period:	2/1/25 - <u>2/28/2025</u>	Year-to-Date <u>2/28/2025</u>
Opening Balance	\$ 71,037.58	\$ 71,612.55
Receipts:		
Memberships	\$ 250.00	\$ 470.00
Donations	\$ 120.00	\$ 295.00
Ongoing Book Sales	\$ 261.00	\$ 649.00
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales		\$ -
Total Receipts	\$ 631.00	\$ 1,414.00
Disbursements:		
Grants to Library	\$ 15,000.00	\$ 15,000.00
Sponsorships		\$ -
Memberships	\$ 35.00	\$ 35.00
Postage		\$ -
Printing & Supplies		\$ -
Sales Tax		\$ 1,203.00
Fees		\$ -
Misc.		\$ 154.97
Total Disbursements	\$ 15,035.00	\$ 16,392.97
Ending Balance	\$ 56,633.58	\$ 56,633.58

Outstanding Grants Due to Library:

Book Sale Nov. 2024

Book Sale Apr. 2019

Book Sale Apr. 2021

Book Sale Apr. 2022

Book Sale Apr. 2023

Book Sale Apr. 2024

\$1,389.92

\$5,322.00

\$6,711.92

Total

\$6,711.92

Stillwater Public Library

2025 Calendar

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 <ul style="list-style-type: none"> Board passes ratification of wages prepared by Director (if needed) Annual Meeting 	February 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 17: Library Closed, Presidents' Day	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 <ul style="list-style-type: none"> Director evaluation: 6-month progress check Library not on Township agenda for 2025
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 <ul style="list-style-type: none"> Annual report data to board 	May 12: Friends Meeting, 6:30 pm 13: Trustee Meeting, 5:30 pm 14: Boards & Commissions Training, 6 pm 25: Library Closed Sundays in Summer 26: Library Closed, Memorial Day <ul style="list-style-type: none"> Begin 2025 budget prep Facilities 101 	June 10: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 27: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> 2025 budget discussions Finance 101
July 4: Library Closed, Independence Day 8: Trustee Meeting, 5:30 pm 25: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> 2025 operating budget due and 2025-2029 CIP due Preview August library presentation to council 	August 4: Trustee Meeting, 5:30 pm (MON MTG) 6: TBD – Will request a presentation to City Council, 4:30 pm <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) 	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 <ul style="list-style-type: none"> Council budget changes; Levy adopted Director evaluation: annual review Negotiate labor contract with union if due (Executive Committee)
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 <ul style="list-style-type: none"> Implement board self-assessment survey every 2-3 years (last done in 2024) 	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 <ul style="list-style-type: none"> Report on self-assessment results every 2-3 years Adopt holidays for succeeding year 	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 <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