

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, May 13, 2025
5:30 PM, Margaret Rivers Room

Introductory Business (5 minutes)

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

Regular Business (10 minutes)

3. Consent Calendar
 - a) Adoption of April 8, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in April +
 - c) 2025 Budget Status Report +

Informational/Discussion (30 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Proposed Change in Bylaws D+
6. Nominating Committee Assignment and Timeline I+
7. Facilities 101 I+

Decisional (5 minutes)

8. Interview Committee Recommendation for New Trustee A+

Reports (10 minutes)

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

12. Public Commentary

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

13. Trustee Check-in/Topics for Future Discussion

14. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, May 12, 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
Conference Room
Tuesday, April 8, 2025**

Minutes

PRESENT: Burns, Glidden, Lockyear, Hausman Lohmer, Panciera, Council Liaison Collins

ABSENT: Hansen, O'Brien, Simon

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Burns moved. Panciera second. Yes: Burns, Glidden, Lockyear, Hausman Lohmer, Panciera; No: None.

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear reminded trustees about the annual boards and commissions training on May 14.

Lockyear reported that O'Brien is unable to attend tonight's meeting as she is attending the Stillwater Area Public School District board meeting regarding the elimination of the position of the Library Media Specialist in the elementary and secondary schools and elimination of the Art Specialist position in the elementary schools.

Lockyear reported that Ellison has resigned from the Library Board of Trustees. Per guidance from City Clerk Wolf, Lockyear suggested reconvening the interview committee from November to review the existing pool of candidates and/or any new candidates that may have submitted applications. The committee would then bring a recommendation to the board in May for consideration. The board would then send a recommended candidate to the City Council for consideration and appointment on May 20. If approved, the new trustee would join the board in June. As Ellison served as the board's Vice President, Lockyear will also need to appoint a nominating committee to recommend a new Vice President.

Collins reported that the City is considering banning cryptocurrency at ATMs in the City of Stillwater. The police department brought this forward due to the high volume of scams and fraud related to these transactions at ATMs. Collins also reported that the City will be annexing some property by Highway 36 and the Manning overpass. Collins was asked about federal funding for the water treatment plants. Collins reported that state grants, not federal grants, were received to help cover the plants.

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AGENDA ITEM 5: 2024 Progress Report

Troendle reported that 2024 progress report was included in the packet and is now on the library's website. Graphics, metrics, and quotes were used to tell the library's story in several key areas. Information from the report was already used for the Chamber Coffee Talk that was held at the library last week.

AGENDA ITEM 6: 2024 State Annual Report

Troendle reviewed the 2024 State Annual Report and the History of Library Usage document provided in the board packet. He informed trustees that the financial data is based on preliminary figures as audited numbers are not yet available from Finance.

Motion to approve 2024 State Annual Report. Glidden moved. Panciera second. Yes: Burns, Glidden, Lockyear, Hausman Lohmer, Panciera; No: None.

AGENDA ITEM 7: 2025 Maintenance Projects

Troendle reported that the Facilities Committee has identified several maintenance and repair projects for potential completion in 2025:

- 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 efficiency (\$2,000)
- Leveling concrete to meet ADA requirements at 4th ST handicap ramp (\$4,750)
- Fixing parking ramp drainage issue by replacing pipes near exit (\$8,000)

These repairs are all things that should be addressed either this year or in a future year, and costs may increase in the future. With recent elevator repair expenses, the building repairs budget has been surpassed for 2025. Possible funding options for these repairs include the Kilty Fund, Stillwater Township Fund, Stillwater Public Library Foundation Grant for ADA Improvements, Fund Balance, and any unspent operating (which seems unlikely). 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.

Motion to approve working toward the completion of the maintenance projects listed on this cover sheet. Burns moved. Panciera second. Yes: Burns, Glidden, Lockyear, Hausman Lohmer, Panciera; No: None.

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. Panciera moved. Glidden second. Yes: Burns, Glidden, Lockyear, Hausman Lohmer, Panciera; No: None.

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AGENDA ITEM 8: Director and Other Staff Reports

Troendle thanked Sarah Rosten for her work on the KSTP *So Minnesota* segment.

Troendle noted that the utility box painting projects have been placed on hold by Xcel Energy.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Report in the packet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Report in the packet.
- e) Library Event Planning Task Force: Report in the packet. A date has been selected for the event – Friday, September 10 from 8-9:30 AM.

AGENDA ITEM 10: Foundation & Friends Report

Friends Book Sale starts on April 9, 2025, with the members-only preview sale. Gemma Lockrem is serving as interim president of the Friends at this time.

The Foundation has a donor event on May 5.

AGENDA ITEM 11: Public Commentary

Troendle received an email from Maureen Bell with information related to the executive order cutting funding and staffing for the Institute of Museum and Library Sciences (IMLS). She provided information regarding contacting representatives to advocate on behalf of IMLS. Interested trustees may contact Troendle for recommended procedures from the American Library Association.

Lockyear received a letter on March 17, signed by several local community members, expressing their support of the library and access to books. Troendle and Lockyear each sent letters in response.

Lockyear also received an email regarding the arts and media cuts in the school district, urging the library to preserve these areas. Lockyear explained that Stillwater Public Library is a city library and shared information about the library's art programs and other classes and events.

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

None.

AGENDA ITEM 13: Adjournment

Motion to adjourn meeting. Burns moved. Glidden second. Yes: Burns, Glidden, Lockyear, Hausman Lohmer, Panciera; No: None.

Meeting adjourned at 6:28 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in April 2025				
OWNER: Goeltl, Business & Communications Manager	PRESENTER: Troendle, Director			
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?			
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of April 2025 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of April:				
April 2025 (2025 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 36,014.34	\$ 1,029.99	\$ 674.52	\$ 37,718.85
Capital Expenditures	\$ -	\$ -	\$ 1,189.73	\$ 1,189.73
Total	\$ 36,014.34	\$ 1,029.99	\$ 1,864.25	\$ 38,908.58
<p><i>Bill Resolution: April 1, 2025 (Total: \$21,422.83)</i></p> <ul style="list-style-type: none"> \$8,336 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials. \$5,840 was paid to Xcel Energy for gas and electricity. \$1,244 was paid to Ebsco for LibraryAware, a library-specific application for book lists, e-newsletters, and other marketing materials. \$1,189 was paid to Image 360 for Huelsmann memorial signage, a Foundation-funded capital expenditure related to the 4th Street Lawn project. <p><i>Bill Resolution: April 15, 2025 (Total: \$17,485.75)</i></p> <ul style="list-style-type: none"> \$10,939 was paid to Bibliotheca for a maintenance agreement on the library’s sorter system. \$5,175 was paid to Otis for the initial response calls to the 4th Street elevator being stuck. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 4/1/2025 Bill Resolution 4/15/2025 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							
3798-245391	3/21/2025	41	Ace Hardware	Library Janitorial Supplies	17.57	230-4231-2102-0000	Janitorial Supplies
194W-HH1F-J336	3/12/2025	5115	Amazon Business	Materials - Processing	37.99	230-4230-3404-0000	Processing Fee
194W-HH1F-J336	3/12/2025	5115	Amazon Business	Library Supplies	16.27	230-4230-2101-0000	General Supplies
1J6J-796V-KX37	3/18/2025	5115	Amazon Business	Materials - YA	10.29	230-4230-2406-0000	Teen Books - Materials
1J6J-796V-KX37	3/18/2025	5115	Amazon Business	Materials - Juv	38.44	230-4230-2400-0000	Childrens Books
1J6J-796V-KX37	3/18/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	28.30	232-4232-2407-0000	Programs
1J96-D169-43R9	3/24/2025	5115	Amazon Business	Library Supplies	43.65	230-4230-2101-0000	General Supplies
1KRR-DHP4-XD97	3/26/2025	5115	Amazon Business	Library Janitorial Supplies	85.10	230-4231-2102-0000	Janitorial Supplies
1X73-44GD-VKXF	3/13/2025	5115	Amazon Business	Library Janitorial Supplies	121.97	230-4231-2102-0000	Janitorial Supplies
1X73-44GD-VKXF	3/13/2025	5115	Amazon Business	Materials - Processing	6.82	230-4230-3404-0000	Processing Fee
1X73-44GD-VKXF	3/13/2025	5115	Amazon Business	Library Supplies	235.73	230-4230-2101-0000	General Supplies
2190981	3/12/2025	3906	Blackstone Publishing	Materials - Audio (AAB)	152.73	230-4230-2402-0000	Audio
2191841	3/19/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	63.98	229-4229-2113-0000	Materials
B6943000	2/27/2025	452	Brodart Co	Materials - Adult Fiction	17.79	230-4230-2401-0000	Adult Books - Fiction
B6943000	2/27/2025	452	Brodart Co	Materials - Adult Nonfiction	55.01	230-4230-2405-0000	Adult Books - Non Fiction
B6943000	2/27/2025	452	Brodart Co	Materials - Juv	81.73	230-4230-2400-0000	Childrens Books
B6943000	2/27/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B6943000	2/27/2025	452	Brodart Co	Materials - YA	56.47	230-4230-2406-0000	Teen Books - Materials
B6943681	2/28/2025	452	Brodart Co	Materials - Adult Fiction	32.21	230-4230-2401-0000	Adult Books - Fiction
B6943681	2/28/2025	452	Brodart Co	Materials - Adult Nonfiction	22.24	230-4230-2405-0000	Adult Books - Non Fiction
B6943681	2/28/2025	452	Brodart Co	Materials - Juv	130.09	230-4230-2400-0000	Childrens Books
B6943681	2/28/2025	452	Brodart Co	Materials - Processing Fee	1.72	230-4230-3404-0000	Processing Fee
B6943681	2/28/2025	452	Brodart Co	Materials - YA	13.34	230-4230-2406-0000	Teen Books - Materials
B6943760	2/28/2025	452	Brodart Co	Materials - Adult Fiction	423.16	230-4230-2401-0000	Adult Books - Fiction
B6943760	2/28/2025	452	Brodart Co	Materials - Processing Fee	78.78	230-4230-3404-0000	Processing Fee
B6944430	3/3/2025	452	Brodart Co	Materials - Adult Fiction	63.16	230-4230-2401-0000	Adult Books - Fiction
B6944430	3/3/2025	452	Brodart Co	Materials - Adult Nonfiction	16.90	230-4230-2405-0000	Adult Books - Non Fiction
B6944430	3/3/2025	452	Brodart Co	Materials - Juv	120.93	230-4230-2400-0000	Childrens Books
B6944430	3/3/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6944430	3/3/2025	452	Brodart Co	Materials - YA	18.68	230-4230-2406-0000	Teen Books - Materials
B6944781	3/3/2025	452	Brodart Co	Materials - Adult Fiction	291.59	230-4230-2401-0000	Adult Books - Fiction
B6944781	3/3/2025	452	Brodart Co	Materials - Processing Fee	63.63	230-4230-3404-0000	Processing Fee
B6945128	3/4/2025	452	Brodart Co	Materials - Adult Fiction	293.28	230-4230-2401-0000	Adult Books - Fiction
B6945128	3/4/2025	452	Brodart Co	Materials - Adult Nonfiction	630.61	230-4230-2405-0000	Adult Books - Non Fiction
B6945128	3/4/2025	452	Brodart Co	Materials - Processing Fee	166.65	230-4230-3404-0000	Processing Fee
B6945128	3/4/2025	452	Brodart Co	Materials - YA	41.92	230-4230-2406-0000	Teen Books - Materials
B6945130	3/4/2025	452	Brodart Co	Materials - Adult Fiction	75.63	230-4230-2401-0000	Adult Books - Fiction
B6945130	3/4/2025	452	Brodart Co	Materials - Adult Nonfiction	311.94	230-4230-2405-0000	Adult Books - Non Fiction
B6945130	3/4/2025	452	Brodart Co	Materials - Juv	299.67	230-4230-2400-0000	Childrens Books
B6945130	3/4/2025	452	Brodart Co	Materials - Processing Fee	22.36	230-4230-3404-0000	Processing Fee
B6945130	3/4/2025	452	Brodart Co	Materials - YA	25.05	230-4230-2406-0000	Teen Books - Materials
B6945156	3/4/2025	452	Brodart Co	Materials - Adult Fiction	32.21	230-4230-2401-0000	Adult Books - Fiction
B6945156	3/4/2025	452	Brodart Co	Materials - Adult Nonfiction	129.58	230-4230-2405-0000	Adult Books - Non Fiction
B6945156	3/4/2025	452	Brodart Co	Materials - Juv	78.44	230-4230-2400-0000	Childrens Books
B6945156	3/4/2025	452	Brodart Co	Materials - Processing Fee	7.74	230-4230-3404-0000	Processing Fee
B6945156	3/4/2025	452	Brodart Co	Materials - YA	24.28	230-4230-2406-0000	Teen Books - Materials
B6946030	3/5/2025	452	Brodart Co	Materials - Juv	115.25	230-4230-2400-0000	Childrens Books
B6946030	3/5/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B6946030	3/5/2025	452	Brodart Co	Materials - YA	8.89	230-4230-2406-0000	Teen Books - Materials
B6947675	3/7/2025	452	Brodart Co	Materials - Adult Fiction	18.69	230-4230-2401-0000	Adult Books - Fiction
B6947675	3/7/2025	452	Brodart Co	Materials - Adult Nonfiction	31.19	230-4230-2405-0000	Adult Books - Non Fiction
B6947675	3/7/2025	452	Brodart Co	Materials - Juv	39.08	230-4230-2400-0000	Childrens Books
B6947675	3/7/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6949589	3/11/2025	452	Brodart Co	Materials - Adult Fiction	24.91	230-4230-2401-0000	Adult Books - Fiction
B6949589	3/11/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF Houston)	31.11	232-4232-2113-0000	Materials
B6949589	3/11/2025	452	Brodart Co	Materials - Adult Nonfiction	23.74	230-4230-2405-0000	Adult Books - Non Fiction
B6949589	3/11/2025	452	Brodart Co	Materials - Juv	619.15	230-4230-2400-0000	Childrens Books
B6949589	3/11/2025	452	Brodart Co	Materials - Processing Fee	26.66	230-4230-3404-0000	Processing Fee
B6949652	3/11/2025	452	Brodart Co	Materials - Adult Nonfiction	140.21	230-4230-2405-0000	Adult Books - Non Fiction
B6949652	3/11/2025	452	Brodart Co	Materials - Juv	19.96	230-4230-2400-0000	Childrens Books
B6949652	3/11/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6950594	3/12/2025	452	Brodart Co	Materials - Adult Nonfiction	31.85	230-4230-2405-0000	Adult Books - Non Fiction
B6950594	3/12/2025	452	Brodart Co	Materials - Juv	218.93	230-4230-2400-0000	Childrens Books
B6950594	3/12/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B6950594	3/12/2025	452	Brodart Co	Materials - YA	19.57	230-4230-2406-0000	Teen Books - Materials
B6951525	3/13/2025	452	Brodart Co	Materials - Adult Fiction	10.70	230-4230-2401-0000	Adult Books - Fiction
B6951525	3/13/2025	452	Brodart Co	Materials - Juv	62.04	230-4230-2400-0000	Childrens Books
B6951525	3/13/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6951595	3/13/2025	452	Brodart Co	Materials - Adult Fiction	248.16	230-4230-2401-0000	Adult Books - Fiction
B6951595	3/13/2025	452	Brodart Co	Materials - Juv	317.78	230-4230-2400-0000	Childrens Books
B6951595	3/13/2025	452	Brodart Co	Materials - Processing Fee	127.26	230-4230-3404-0000	Processing Fee
B6952959	3/17/2025	452	Brodart Co	Materials - Adult Fiction	148.33	230-4230-2401-0000	Adult Books - Fiction
B6952959	3/17/2025	452	Brodart Co	Materials - Adult Nonfiction	113.45	230-4230-2405-0000	Adult Books - Non Fiction
B6952959	3/17/2025	452	Brodart Co	Materials - Juv	7.13	230-4230-2400-0000	Childrens Books
B6952959	3/17/2025	452	Brodart Co	Materials - Processing Fee	10.32	230-4230-3404-0000	Processing Fee
B6952980	3/17/2025	452	Brodart Co	Materials - Adult Fiction	189.28	230-4230-2401-0000	Adult Books - Fiction
B6952980	3/17/2025	452	Brodart Co	Materials - Adult Nonfiction	80.45	230-4230-2405-0000	Adult Books - Non Fiction
B6952980	3/17/2025	452	Brodart Co	Materials - Juv	153.75	230-4230-2400-0000	Childrens Books

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6952980	3/17/2025	452	Brodart Co	Materials - Processing Fee	22.36	230-4230-3404-0000	Processing Fee
B6953049	3/17/2025	452	Brodart Co	Materials - Adult Fiction	83.50	230-4230-2401-0000	Adult Books - Fiction
B6953049	3/17/2025	452	Brodart Co	Materials - Adult Nonfiction	26.69	230-4230-2405-0000	Adult Books - Non Fiction
B6953049	3/17/2025	452	Brodart Co	Materials - Juv	165.47	230-4230-2400-0000	Childrens Books
B6953049	3/17/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6953049	3/17/2025	452	Brodart Co	Materials - YA	31.29	230-4230-2406-0000	Teen Books - Materials
B6953738	3/18/2025	452	Brodart Co	Materials - Adult Fiction	212.96	230-4230-2401-0000	Adult Books - Fiction
B6953738	3/18/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF Houston)	16.20	232-4232-2113-0000	Materials
B6953738	3/18/2025	452	Brodart Co	Materials - Adult Nonfiction	12.49	230-4230-2405-0000	Adult Books - Non Fiction
B6953738	3/18/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	24.91	232-4232-2113-0000	Materials
B6953738	3/18/2025	452	Brodart Co	Materials - Juv	108.71	230-4230-2400-0000	Childrens Books
B6953738	3/18/2025	452	Brodart Co	Materials - Processing Fee	75.75	230-4230-3404-0000	Processing Fee
B6953738	3/18/2025	452	Brodart Co	Materials - YA	44.45	230-4230-2406-0000	Teen Books - Materials
B6954035	3/18/2025	452	Brodart Co	Materials - Adult Nonfiction	33.17	230-4230-2405-0000	Adult Books - Non Fiction
B6954035	3/18/2025	452	Brodart Co	Materials - Juv	49.06	230-4230-2400-0000	Childrens Books
B6954035	3/18/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6954884	3/19/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF Houston)	24.92	232-4232-2113-0000	Materials
B6954884	3/19/2025	452	Brodart Co	Materials - Adult Nonfiction	26.76	230-4230-2405-0000	Adult Books - Non Fiction
B6954884	3/19/2025	452	Brodart Co	Materials - Juv	23.95	230-4230-2400-0000	Childrens Books
B6954884	3/19/2025	452	Brodart Co	Materials - Processing Fee	1.72	230-4230-3404-0000	Processing Fee
B6956437	3/21/2025	452	Brodart Co	Materials - Adult Fiction	47.33	230-4230-2401-0000	Adult Books - Fiction
B6956437	3/21/2025	452	Brodart Co	Materials - Juv	24.10	230-4230-2400-0000	Childrens Books
B6956437	3/21/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6956437	3/21/2025	452	Brodart Co	Materials - YA	14.03	230-4230-2406-0000	Teen Books - Materials
B6957870	3/25/2025	452	Brodart Co	Materials - Juv	379.86	230-4230-2400-0000	Childrens Books
B6957870	3/25/2025	452	Brodart Co	Materials - Processing Fee	16.34	230-4230-3404-0000	Processing Fee
B6957942	3/25/2025	452	Brodart Co	Materials - Juv	198.30	230-4230-2400-0000	Childrens Books
B6957942	3/25/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B6958997	3/26/2025	452	Brodart Co	Materials - Adult Fiction	57.10	230-4230-2401-0000	Adult Books - Fiction
B6958997	3/26/2025	452	Brodart Co	Materials - Juv	55.32	230-4230-2400-0000	Childrens Books
B6958997	3/26/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
23115	3/13/2025	5610	Clay Squared to Infinity	Programs - Juv (SPLF HJA ELSA)	295.00	232-4232-2407-0000	Programs
10552490	3/17/2025	674	Cole Papers	Library Janitorial Supplies	508.28	230-4231-2102-0000	Janitorial Supplies
235289829	3/1/2025	683	Comcast - 963209363	Library Internet/Wifi	188.27	230-4230-3098-0000	Technology Support
91011016965	3/18/2025	941	Ebsco Publishing	LibraryAware	1244.00	230-4230-3098-0000	Technology Support
20394924	3/25/2025	5848	Huebsch Service	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
I-SG-21831	3/24/2025	6023	Image 360 Woodbury	Library Grounds - Signage (CIP 23-4231-962, SPLF Fun	1189.73	120-4230-5200-0000	C/O & Improvements
55032425	3/24/2025	5278	Karen Chan	Program - Adult (Friends)	500.00	229-4229-2407-0000	Programs
4977865	3/24/2025	1958	Loffler Companies	Library Printer/Copier	975.58	230-4230-3707-0000	Maintenance Agreements
52320	3/18/2025	2124	Menards	Library Janitorial Supplies	123.44	230-4231-2102-0000	Janitorial Supplies
506801943	2/26/2025	2175	Midwest Tape	Materials - Video (AV)	239.90	230-4230-2408-0000	Film/Video
506801943	2/26/2025	2175	Midwest Tape	Materials - Processing	42.70	230-4230-3404-0000	Processing Fee
506840120	3/5/2025	2175	Midwest Tape	Materials - Video (AV)	170.95	230-4230-2408-0000	Film/Video
506840120	3/5/2025	2175	Midwest Tape	Materials - Processing	26.05	230-4230-3404-0000	Processing Fee
506872296	3/11/2025	2175	Midwest Tape	Materials - Video (AV)	31.49	230-4230-2408-0000	Film/Video
506872296	3/11/2025	2175	Midwest Tape	Materials - Processing	3.69	230-4230-3404-0000	Processing Fee
20250307-MTE	3/7/2025	6419	My Two Elaines	Materials - Adult Nonfiction (SPLF Book Club Kit)	120.00	232-4232-2113-0000	Materials
20250307-MTE	3/7/2025	6419	My Two Elaines	Programs - Adult (SPLF)	168.00	232-4232-2407-0000	Programs
W25020659	3/14/2025	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
404349	3/21/2025	5141	Zogics	Library Janitorial Supplies	159.95	230-4231-2102-0000	Janitorial Supplies
			INVOICES SUBTOTAL		\$ 15,582.56		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 920247569	03/25/25	3808	Xcel Energy	Energy	\$ 3,810.95	230-4231-3600-0000	Electricity
51-7976594-1 920247569	03/25/25	3808	Xcel Energy	Energy	\$ 2,029.32	230-4231-3601-0000	Natural Gas
			ELEVATOR				
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,840.27		
GRAND TOTAL					\$ 21,422.83		

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							
767	4/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1CFT-9CGT-XXHJ	3/29/2025	5115	Amazon Business	Library Janitorial Supplies	91.89	230-4231-2102-0000	Janitorial Supplies
1N49-W7MV-G1CR	3/27/2025	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	268.15	232-4232-2407-0000	Programs
1XCL-RJM9-1RV7	4/2/2025	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	53.40	232-4232-2407-0000	Programs
INV-US80284	3/28/2025	4385	Bibliotheca LLC	Maintenance Agreement for Sorter	10939.55	230-4230-3713-0000	Computer Maintenance/Licenses
237826301	4/1/2025	683	Comcast - 963209363	Library Internet/WiFi	188.35	230-4230-3098-0000	Technology Support
1.61209E+11	3/20/2025	782	Cub Foods	Library Programs - Adult (Friends)	110.54	229-4229-2407-0000	Programs
306-02444792-3-20250	3/31/2025	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
18456	4/2/2025	3062	HealthPartners Occupational Medicine	Library Drug Screening	116.00	230-4230-4099-0000	Miscellaneous Charges
52567	3/24/2025	2124	Menards	Library Janitorial Supplies	69.56	230-4231-2102-0000	Janitorial Supplies
52980	4/3/2025	2124	Menards	Library Janitorial Supplies	31.28	230-4231-2102-0000	Janitorial Supplies
CL18359001	3/20/2025	2565	Otis Elevator Company	Library Elevator	2001.75	230-4231-3703-0000	Building Repair Charges
CL18370001	3/19/2025	2565	Otis Elevator Company	Library Elevator	3173.38	230-4231-3703-0000	Building Repair Charges
				INVOICES SUBTOTAL	\$ 17,485.75		
LIBRARY CREDIT CARD							
None							
				CREDIT CARD SUBTOTAL	\$ -		
CITY/SPECIAL BILL PAYOUTS							
None							
				SPECIAL BILL PAYOUT SUBTOTAL	\$ -		
GRAND TOTAL					\$ 17,485.75		

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. \$2,379 expended year to date. The remaining funds will be used for 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"> • <i>City Levy (\$1,658,084)</i> • <i>In-Kind Gifts (\$17,167):</i> This line item is for the Volunteer Coordinator’s salary paid for directly by the Foundation. The updated projected expenditure for 2025 is \$17,853. • <i>Interest Earnings and Unrealized Gains/Losses (\$0):</i> TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit. • <i>Library Generated Revenues (\$12,620):</i> This reflects library meeting room fees, card fees for out of state residents, lost/damaged fees, printer/copier fees, and gallery income. \$1,867 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 \$357,832 to date, which is in line with budgeted pace. 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. \$15,614 was expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$25,248 was expended to date.

Other: The library budgeted \$32,436 for other operating expenses. \$5,520 to date was expended.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$139,781. \$41,115 was expended to date – in line with budgeted pace. 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. \$5,200 expended to date.

Plant Services and Charges: The plant services and charges budget is \$155,873. \$47,891 to date was expended.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2026.
- *Energy (\$80,000):* \$18,327 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$128,135 expended. In March & April, the library paid Otis \$22,194 for unexpected repairs to the elevator nearest 4th Street.
- *Other (\$9,203):* \$1,250 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: \$23,534 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: \$64 expended.
- Programs: \$1,975 expended.

232 Foundation: Expenditures include prior year funds.

- Donations: \$0 in reimbursements for 232 and 223 received to date.
- Materials: \$4,018 expended.
- Minor Equipment: \$0 expended.
- Programs: \$5,110 expended.
- Misc: \$8,722 expended (\$2,240 advocacy; \$6,482 signage).

235 Library Donations: Expenditures include prior year funds.

- Donations: \$1,100 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 425 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AND [

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	2,379.45	-2,379.45	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	2,379.45	-2,379.45	
Segment4230 - LIBRARY		102,000.00	2,379.45	-2,379.45	
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		102,000.00	2,379.45	-2,379.45	
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	-1,371.20	-2,128.80	39.17%
230-0000-3810-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	-1,424.20	1,424.20	100.00%
230-0000-3820-0100	Gifts(R)	-1,500.00	-67.00	-1,433.00	4.46%
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	-216.98	-1,783.02	10.84%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	-140.00	-360.00	28.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-.01	.01	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-12.00	-188.00	6.00%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,658,084.00	-652,694.68	-1,005,389.32	39.36%
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	-655,986.07	-1,031,884.93	
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	-655,986.07	-1,031,884.93	

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

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1000-0000	Full Time Salaries(E)	249,356.78	79,769.71	169,587.07	31.99%
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	5,139.44	-1,639.44	146.84%
230-4230-1113-0000	Vacation Pay(E)	.00	15,368.17	-15,368.17	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	193,056.20	520,814.88	27.04%
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	20,323.76	51,918.68	28.13%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	22,512.13	51,175.48	30.55%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	20,764.45	72,105.45	22.35%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	746.24	3,043.36	19.69%
230-4230-1540-0000	Life Insurance(E)	769.00	151.89	617.11	19.75%
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	406.72	2,593.28	13.55%
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	4,413.08	10,086.92	30.43%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	3,023.11	12,476.89	19.50%
230-4230-2402-0000	Audio(E)	1,900.00	547.78	1,352.22	28.83%
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	2,924.53	7,775.47	27.33%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	814.26	2,685.74	23.26%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	807.44	4,692.56	14.68%
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	4,936.13	4,563.87	51.95%
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	1,777.98	9,222.02	16.16%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	975.58	2,024.42	32.51%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	31,000.00	20,311.88	10,688.12	65.52%
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	109.75	90.25	54.87%
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	461.37	1,493.63	23.59%
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	404,214.65	982,674.76	
Segment4230 - LIBRARY OPERATIONS		1,386,889.41	404,214.65	982,674.76	

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	20,329.25	58,361.66	25.83%
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	1,442.68	-1,442.68	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	2,559.97	-2,559.97	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	7,880.22	22,645.47	25.81%
230-4231-1410-0000	PERA(E)	8,130.38	2,405.00	5,725.38	29.58%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	2,495.60	5,859.47	29.86%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	3,836.45	9,622.08	28.50%
230-4231-1520-0000	Dental Insurance(E)	505.20	147.35	357.85	29.16%
230-4231-1540-0000	Life Insurance(E)	116.00	18.65	97.35	16.07%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	1,557.21	2,442.79	38.93%
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	178.14	1,521.86	10.47%
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	9,300.78	45,699.22	16.91%
230-4231-3601-0000	Natural Gas(E)	25,000.00	9,026.39	15,973.61	36.10%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	22,193.78	-10,193.78	184.94%
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	1,250.78	779.22	61.61%
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 Computer 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	90,685.32	211,469.46	
Segment4231 - LIBRARY OPERATIONS		302,154.78	90,685.32	211,469.46	
<hr/>					
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	-161,086.10	162,259.29	
Total:		1,173.19	-158,706.65	159,879.84	

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 425 AND [Account].AccountNumber 22000000000000{-}22999999999999

Account Number	Account Title	YTD
Fund220 - MINERVA FUND		
Revenue		
220-0000-3810-0210	Unrealized Gains/Losses(R)	-131.55
Total Revenue:		-131.55

Fund221 - MC-WEBSTER FUND		
Revenue		
221-0000-3810-0210	Unrealized Gains/Losses(R)	-52.27
Total Revenue:		-52.27

Fund222 - H R MURDOCK FUND		
Revenue		
222-0000-3810-0210	Unrealized Gains/Losses(R)	-9.35
Total Revenue:		-9.35

Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1000-0000	Full Time Salaries(E)	497.88
223-4223-1112-0000	Sick Pay(E)	725.24
223-4223-1200-0000	Part Time Salaries(E)	18,635.26
223-4223-1410-0000	PERA(E)	1,358.25
223-4223-1420-0000	FICA/Medicare(E)	1,551.90
223-4223-1500-0000	Hospital / Medical(E)	744.20
223-4223-1520-0000	Dental Insurance(E)	7.32
223-4223-1540-0000	Life Insurance(E)	14.07
Total Expenditure:		23,534.12

Fund224 - HELEN LAWSON FUND		
Revenue		
224-0000-3810-0210	Unrealized Gains/Losses(R)	-366.96
Total Revenue:		-366.96

Account Number	Account Title	YTD
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Fund226 - VAN MEIER FUND

Revenue

226-0000-3810-0210	Unrealized Gains/Losses(R)	-7.03
Total Revenue:		-7.03

Fund227 - GOVERNMENT GIFTS

Revenue

227-0000-3810-0210	Unrealized Gains/Losses(R)	-156.64
Total Revenue:		-156.64

Fund229 - FRIENDS OF STILLWATER LIBRARY

Revenue

229-0000-3810-0100	Donations(R)	-15,000.00
Total Revenue:		-15,000.00

Expenditure

229-4229-2113-0000	Materials(E)	63.98
229-4229-2407-0000	Programs(E)	1,975.39
Total Expenditure:		2,039.37

Fund232 - STILLWATER LIBRARY FOUNDATION

Expenditure

232-4232-2113-0000	Materials(E)	4,018.06
232-4232-2407-0000	Programs(E)	5,110.43
232-4232-4099-0000	Miscellaneous Charges(E)	8,721.58
Total Expenditure:		17,850.07

Fund233 - KILTY FUND

Revenue

233-0000-3810-0210	Unrealized Gains/Losses(R)	-190.49
Total Revenue:		-190.49

Fund235 - LIBRARY DONATIONS FUND

Revenue

235-0000-3810-0210	Unrealized Gains/Losses(R)	-104.33
235-0000-3820-0100	Donations(R)	-1,100.00

Account Number	Account Title	YTD
Total Revenue:		-1,204.33

Fund236 - WICK ESTATE FUND

Revenue

236-0000-3810-0210	Unrealized Gains/Losses(R)	-58.36
Total Revenue:		-58.36

T		26,246.58
n		

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 3/27/2025, 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>On 4/8/2025, Troendle shared a Star Tribune article on behalf of Burns titled “Most challenged’ library books named.”</p> <p>On 4/14/2025, Troendle shared a Star Tribune article on behalf of Burns titled “What’s in, what’s out at a Naval Academy library?” and a list provided by Panciera of the full list of 381 titles removed from the U.S. Naval Academy’s library collection March 31-April 1, 2025.</p> <p>On 4/25/2025, Troendle shared two items on behalf of Panciera that highlight how North Dakota is handling legislative efforts to restrict access to books:</p> <ul style="list-style-type: none"> • A news article titled <i>North Dakota Governor Vetoes Bill Restricting Library Books</i>. • The North Dakota Governor’s letter to the North Dakota Senate explaining why he vetoed Senate Bill 2307. <p>On 5/1/2025, Troendle shared a video link on behalf of Simon of the new PBS documentary, Free for All: The Public Library.</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: Proposed Changes to Bylaws	
OWNER: Executive Committee	PRESENTER: Lockyear, President & Hansen, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>The Executive Committee met to discuss the issues of holding elections in January. The current practice and bylaws require that elections occur during the annual meeting held in January. However, this allows for a gap of one month when officers' terms are over and new officers have not yet been elected. It also delays the appointment of committee members and the development of the Board calendar into the early months of the new year. Making this change would allow for a smoother transition of Executive officers.</p> <p>The Executive Committee recommends changing the bylaws to allow elections to occur in December during the regular meeting. Additionally, the committee recommends eliminating the annual meeting as it serves no other function for the Board.</p> <p>An additional change to the bylaws is recommended to allow for a more timely election of an officer when an opening occurs mid-term. The Executive Committee recommends changing the appointment of a nominating committee to one month instead of two months before an election.</p> <p>Below are the recommended changes to the bylaws.</p> <p>Article IV. Officers Section 2 — change from two months to one month and change Annual meeting to Year-End Meeting:</p> <p>Section 2. An officer nominating committee comprised of three Trustees shall be appointed by the President at least one month before an election. The Committee will present a slate of officers at the Year-End Meeting in December. Additional nominations may be made from the floor.</p> <p>Article V Meetings Section 2— change Annual meeting to Year-End Meeting, delete the first part of the first sentence, and change January to December:</p> <p>Section 2. Year-End Meeting. The election of officers shall be held at the time of the regular meeting in December of each year.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS — Redlined Draft STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS — Proposed Clean Draft	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

Adopted: 8/3/98; Amended: 4/8/08, 2012, 3/12/13, 1/14/20, 5/10/22, 8/8/23, 6/10/25

ARTICLE I: Identification

This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota.

ARTICLE II: Purpose

The Stillwater Library Board of Trustees has full authority over the governance of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually.

ARTICLE III: Membership

Section 1. Number and Qualifications. The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

Section 2. Term of Office. A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

Section 3. Disqualifications and Vacancies. Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

Article IV: Officers

Section 1. Officers shall be: President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

Section 2. An officer nominating committee comprised of three Trustees shall be appointed by the President two at least one months before an election. The Committee will present a slate of officers at the Annual Year-End Meeting in December. Additional nominations may be made from the floor.

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board,

authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of the Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. If an unexpected vacancy occurs in other elected positions, the President shall appoint an ad hoc Nominating Committee composed of three Trustees to present a slate of one or more candidates at the earliest possible board meeting. Additional nominations may be made from the floor.

ARTICLE V: Meetings

Section 1. Regular Meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

Section 2. ~~Annual~~ Year-End Meeting. The ~~annual meeting, which shall include the~~ election of officers, shall be held at the time of the regular meeting in ~~January~~ December of each year.

Section 3. Agenda and Notices. Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 5. Special Meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

Section 6. Quorum. Five members of the Board shall constitute a quorum for the transaction of business.

Section 7. The most recent revision of Robert’s Rules of Order shall govern the order of business on all points not specified in these bylaws.

ARTICLE VI: Committees & Task Forces

Section 1. Committees. The committees of the Board may be formed at any regular meeting of the Board, as determined by the President. Committee membership and charges shall be established by the President in order to manage the work of the Board in an efficient and effective manner. Each committee chair shall be a member of the Board, but committee membership is not restricted to Board members or staff. Staff may serve on committees as ex-officio, non-voting members.

No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

Section 2. Executive Committee.

Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

Section 3. Task Forces. Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. Each Task Force chair shall be a member of the Board, but the Task Force membership is not restricted to Board members or staff. Staff may serve on task forces as ex-officio, non-voting members.

ARTICLE VII: Duties of the Board of Trustees

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees select, appoint and supervise a properly qualified and competent library director and determine the compensation of all library employees.
- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall review and approve all library expenditures. Trustees set goals for the library’s annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

Stillwater

Public Library

ARTICLE VIII: Director

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except meetings or portions of meetings at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

ARTICLE IX: Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members before the meeting.

Stillwater

Public Library

STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Adopted: 8/3/98; Amended: 4/8/08, 2012, 3/12/13, 1/14/20, 5/10/22, 8/8/23, 6/10/25

ARTICLE I: Identification

This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota.

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The Stillwater Library Board of Trustees has full authority over the governance of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually.

ARTICLE III: Membership

Section 1. Number and Qualifications. The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

Section 2. Term of Office. A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

Section 3. Disqualifications and Vacancies. Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

Article IV: Officers

Section 1. Officers shall be: President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

Section 2. An officer nominating committee comprised of three Trustees shall be appointed by the President at least one month before an election. The Committee will present a slate of officers at the Year-End Meeting in December. Additional nominations may be made from the floor.

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board,

Stillwater

Public Library

authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of the Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. If an unexpected vacancy occurs in other elected positions, the President shall appoint an ad hoc Nominating Committee composed of three Trustees to present a slate of one or more candidates at the earliest possible board meeting. Additional nominations may be made from the floor.

ARTICLE V: Meetings

Section 1. Regular Meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

Section 2. Year-End Meeting. The election of officers shall be held at the time of the regular meeting in December of each year.

Section 3. Agenda and Notices. Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 5. Special Meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

Section 6. Quorum. Five members of the Board shall constitute a quorum for the transaction of business.

Stillwater

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Section 7. The most recent revision of Robert's Rules of Order shall govern the order of business on all points not specified in these bylaws.

ARTICLE VI: Committees & Task Forces

Section 1. Committees. The committees of the Board may be formed at any regular meeting of the Board, as determined by the President. Committee membership and charges shall be established by the President in order to manage the work of the Board in an efficient and effective manner. Each committee chair shall be a member of the Board, but committee membership is not restricted to Board members or staff. Staff may serve on committees as ex-officio, non-voting members.

No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

Section 2. Executive Committee.

Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

Section 3. Task Forces. Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. Each Task Force chair shall be a member of the Board, but the Task Force membership is not restricted to Board members or staff. Staff may serve on task forces as ex-officio, non-voting members.

ARTICLE VII: Duties of the Board of Trustees

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees select, appoint and supervise a properly qualified and competent library director and determine the compensation of all library employees.
- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall review and approve all library expenditures. Trustees set goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

ARTICLE VIII: Director

The Director is the library's executive officer and shall have sole administration of the

Stillwater

Public Library

library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except meetings or portions of meetings at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

ARTICLE IX: Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members before the meeting.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Nominating Committee Assignment and Timeline	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
DESCRIPTION: <p>Due to the resignation of Ellison, a new Vice President must be elected. In compliance with the by-laws, a nominating committee was formed in April to select a candidate/candidates for the Board's consideration and election in June. Glidden, Burns, and Panciera have agreed to serve on the nominating committee and make a recommendation to the Board for the election of a Vice President at the June board meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities 101	
OWNER: Facilities Committee	PRESENTER: Lockyear and Burns
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 committee will review the following:</p> <ul style="list-style-type: none"> • Historical review of accomplishments (slides 1-29) – Lockyear • Current and future projects (slides 30-38) – Burns • Prioritization for future planning (slides 39-42) – Burns 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: The following slides comprise the slideshow presentation.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



Facilities Committee 101: Past Accomplishments, Future Maintenance Projects & Enhancements

Presented by:
Pat Lockyear and Stan Burns

Original Construction 1902-1903

- \$25,000 Carnegie funding plus additional gift of \$2,500 to build 5,000 square foot building
- City provided land for building

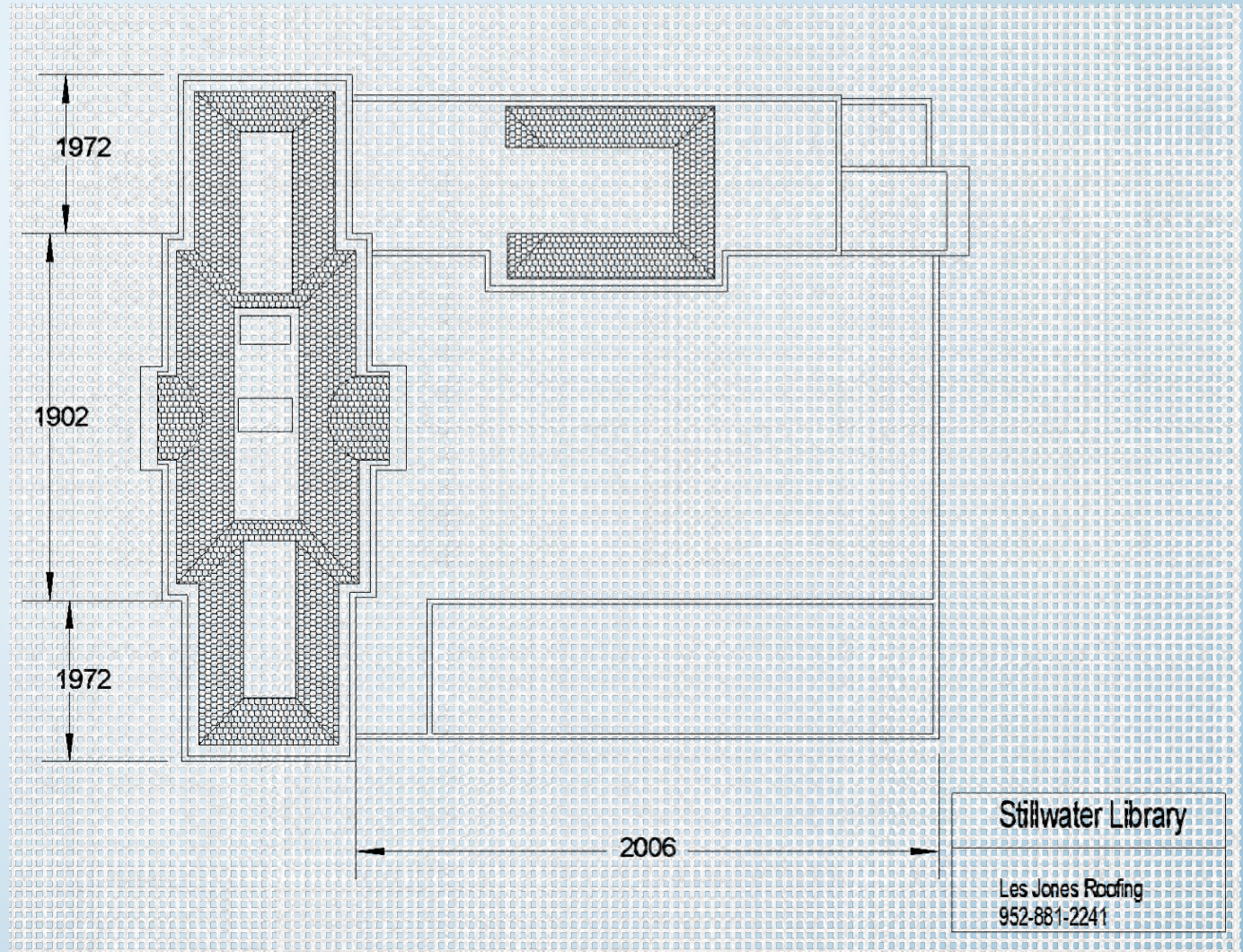


Margaret Rivers expansion - 1972





Three libraries in one





Past Accomplishments

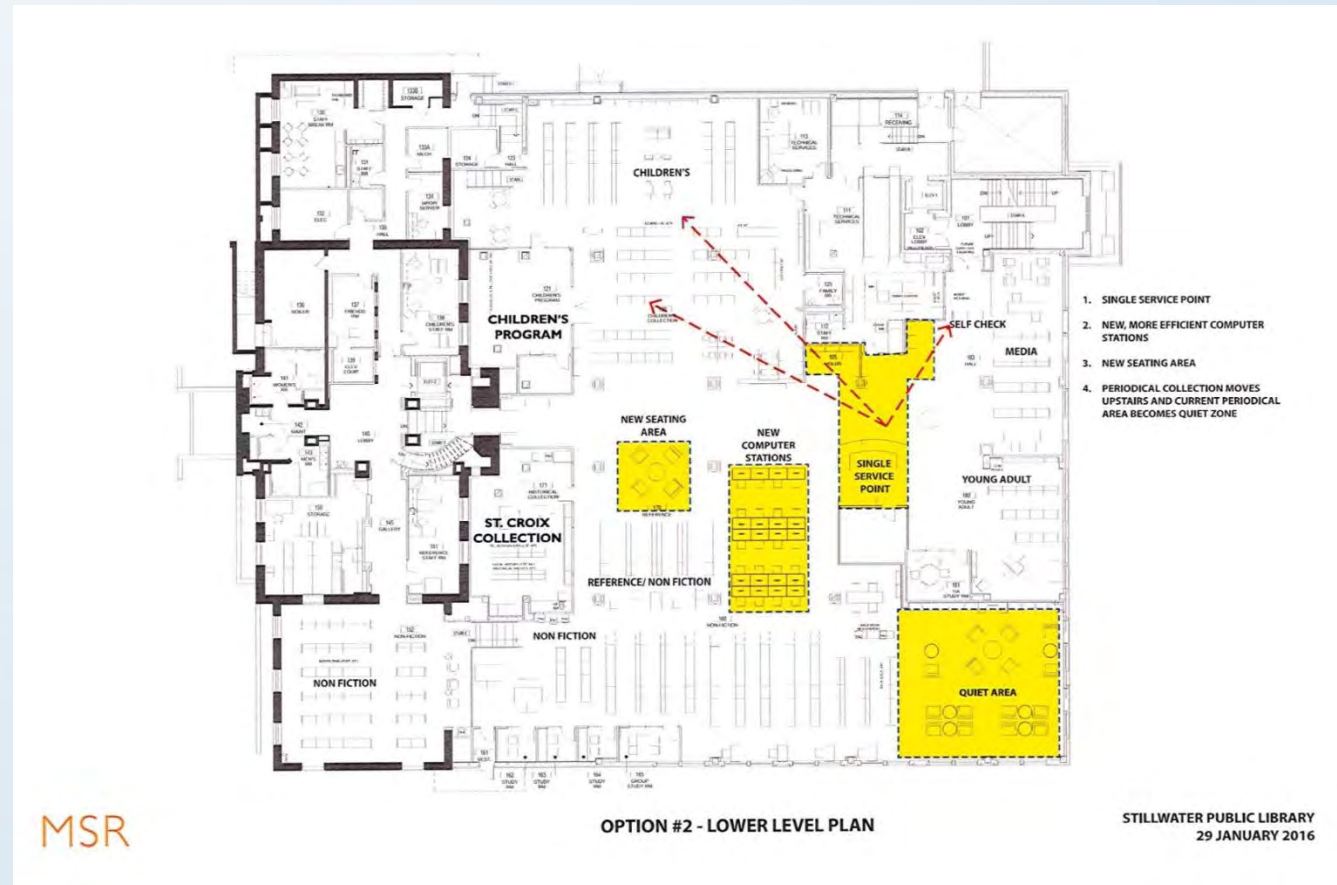
Past Projects 1985-2006

- 1985-1986 – Facility reorganization - funded by City — Handicap access added & 2,000 square feet repurposed for public use
- 2005-2006 Expansion — New Third Street entrance, parking ramp with terrace atop and new event/community space



Past Projects 2016

- Co-located circulation and reference desk



Past Projects 2017-2019

- Upgraded teen entrance
- Hearing Loops – Margaret Rivers Room (2017), Conference Room (2018), and Story Time Room (2019)
- Added charging and hydration stations



Past Projects 2018-2021

- LED lighting for energy efficiency



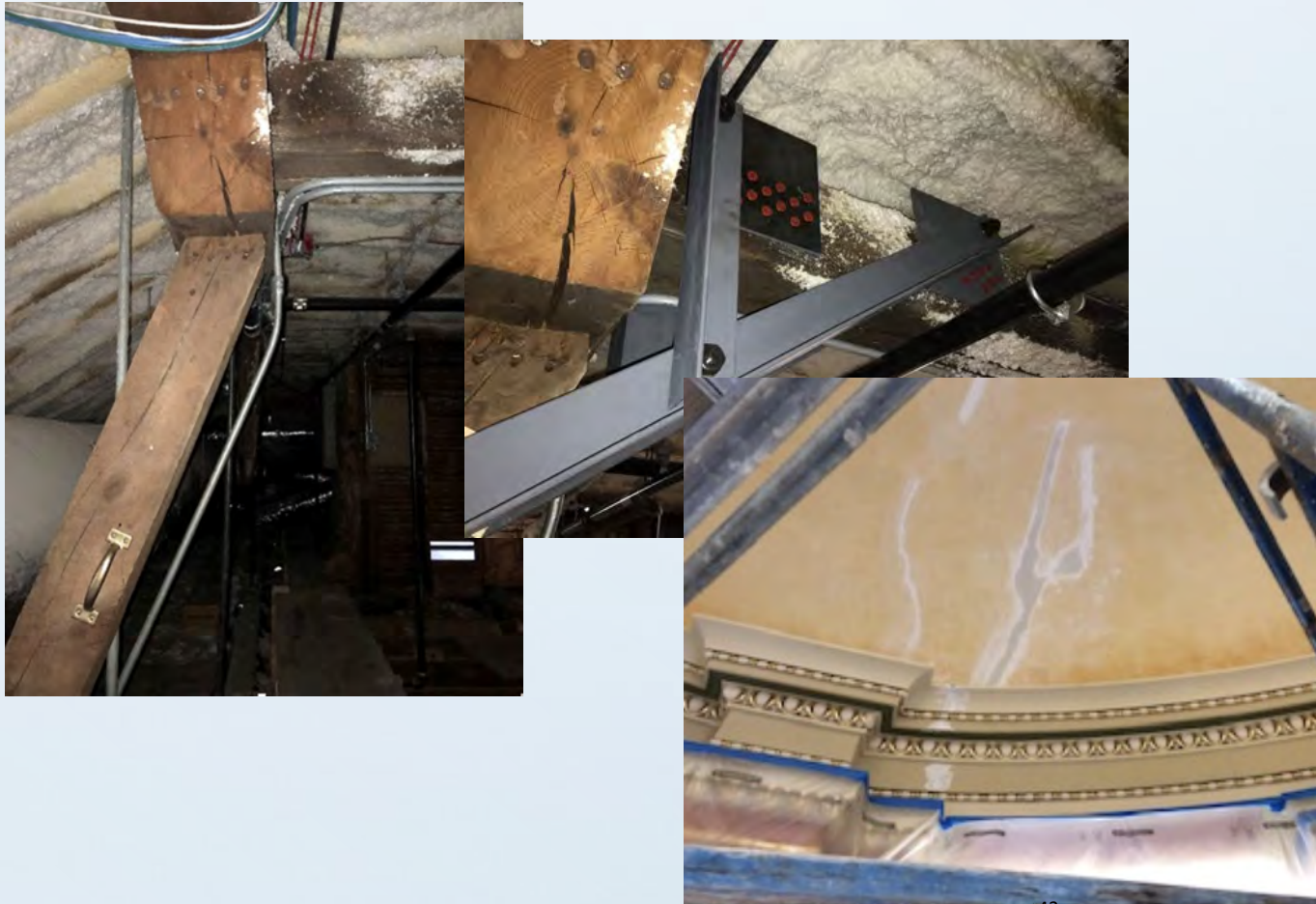
Past Projects 2019

- Repaired pergola



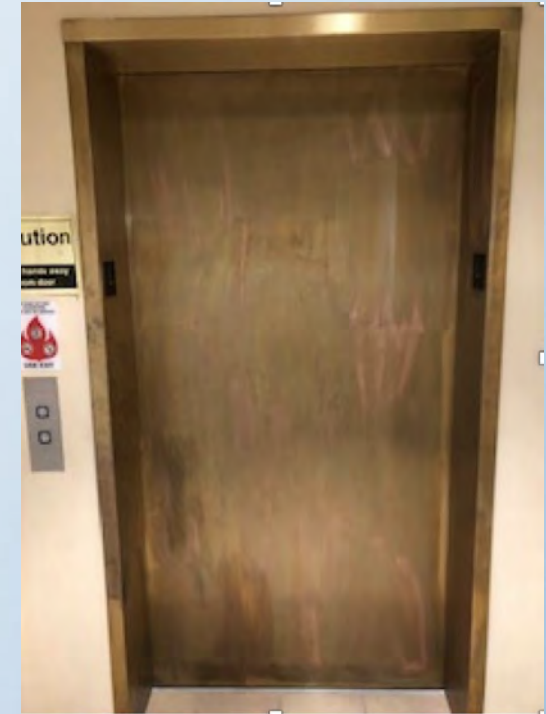
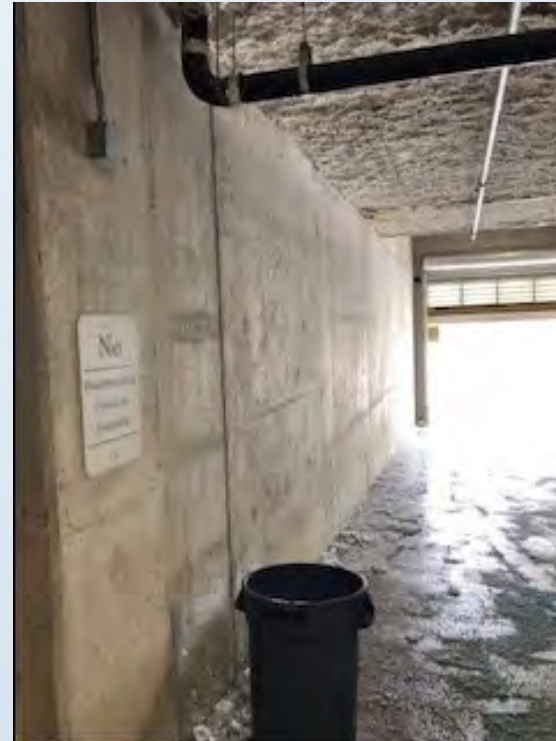
Past Projects 2019-2020

- Repaired Fourth Street level ceiling



Past Projects 2019-2020

- Repaired leaking pipes in garage
- Repaired and refinished elevator doors
- Replaced doors to parking ramp



Past Projects 2019-2020

- Bird deterrence in ramp
- Upgrading computer chairs
- Re-upholstered chairs



Past Projects 2019 - ongoing

- Masonry Repairs



Past Projects 2021

- Catering Ramp repaired and repainted



Past Projects 2021

- Terrace capstones repaired to protect from water damage



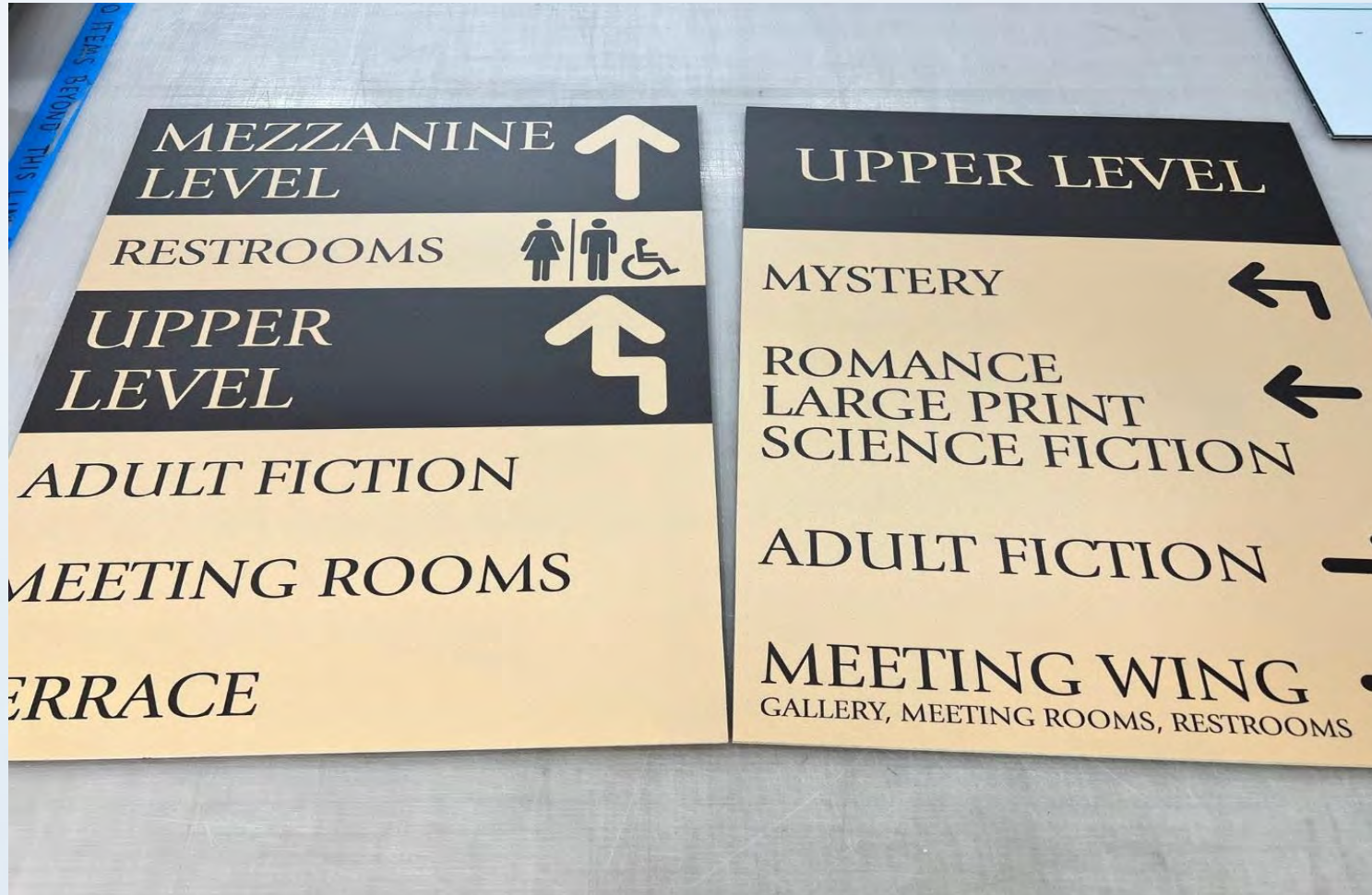
Past Projects 2022



- Original Roof replaced



Past Projects 2023-2024: New Signage



- New Directory Signs

Past Projects 2023-2024: New Signage



BEFORE: The adhesive on these letters is failing



AFTER: Instead of individually-attached letters, the lettering is printed on a panel that mirrors the ornamental design of existing signage

Past Projects 2023-2024: New Signage



BEFORE: The Storytime Room letters were beginning to detach and shift.

Also, due to the popularity of storytime, the room became too small for those programs. In 2022 the room was repurposed as the Discovery Room.



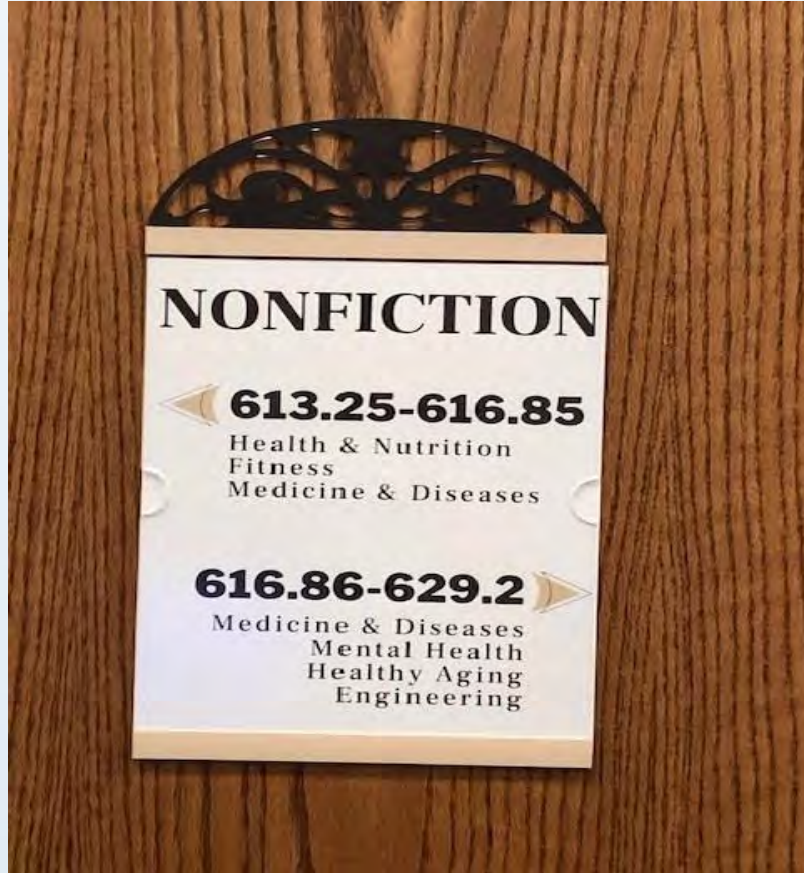
AFTER: In 2023, with a grant, the room was formally rebranded as the Discovery Room

Past Projects 2023-2024: New Signage



BEFORE: An example of an old stack sign that is falling apart. The descriptive text is held on with blue painters tape!

Past Projects 2023-2024: New Signage



After:

- Much larger in size, 8 1/2x11";
- Much sturdier;
- Allows larger font size;
- More room for additional information;
- Inserts can be changed as needed;
- Includes cut outs on either side making sheets easier to be replaced;
- Fewer failure points
- 100 signs of this original style were manufactured.

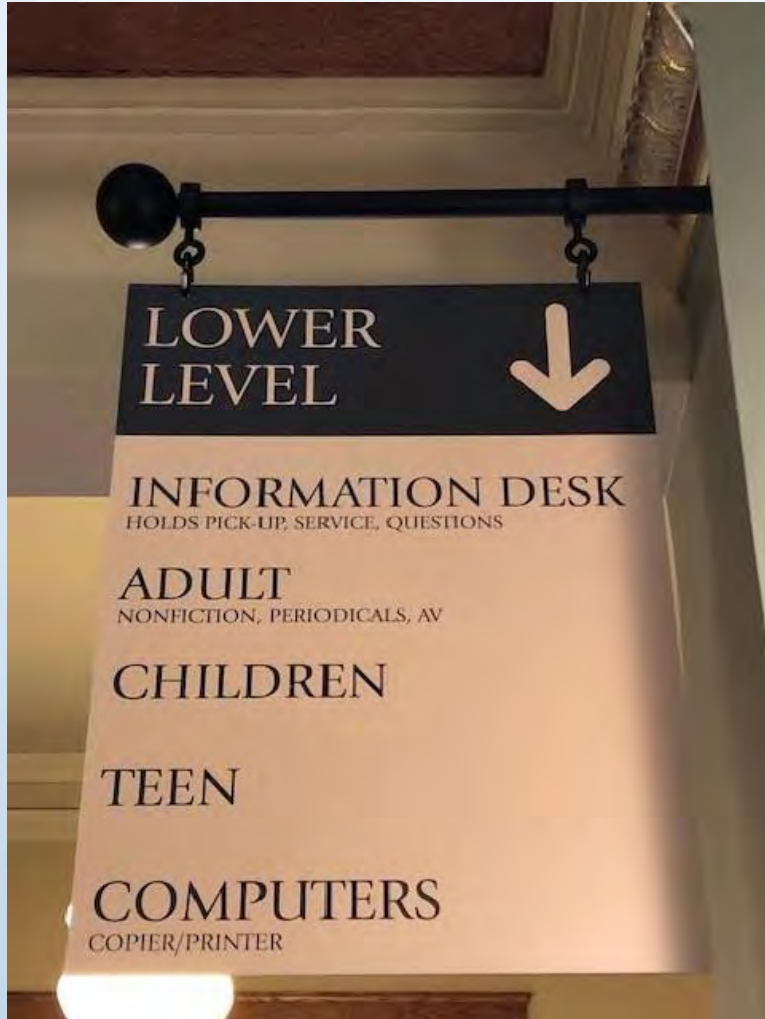
Past Projects 2023-2024: New Signage



COMPARISON: The sign on the left is the old style; the new style is on the right.

- More information can be included and
- Height was lowered for shorter patrons and those in wheelchairs.

Past Projects 2023-2024: New Signage



Front side

NEW: A flag-mounted sign on upper level

- Some visitors actually do not know that there is a lower level.
- Provides much better wayfinding.



Back side

Past Projects 2023-2024: Restriped Parking Garage



Before



After

Past Projects 2023-2024:



Stainless steel expansion joint cover installed in the gallery to protect the ceramic tiles

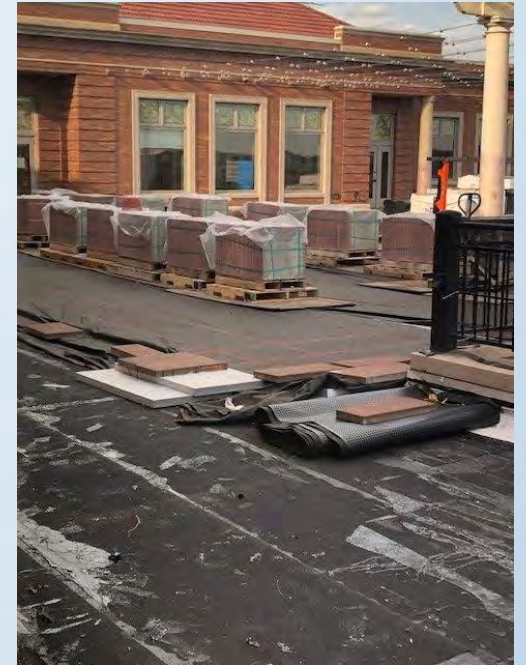


Sidewalk concrete repairs

Past Projects 2023-2024:

- Masonry and caulking on terrace perimeter and 4th Street;
- Interior repairs from roofing project;
- Terrace door's broken glass replaced;
- Water heater replaced.

Past Projects 2024



- Terrace roof replacement



Past Projects 2024

- 4th Street garden beautification project



Before



After





Future Maintenance Projects

- Identified internally
- Identified by Kraus-Anderson

Projects identified internally:

- Final phase of masonry work on 3rd Street entrance, 2025
- Low Voltage Panel Replacement, 2026
- Upper level carpeting, 2026
- Parking ramp drainage, TBD

Identified by Kraus-Anderson

- In a recent Facility Condition Assessment of 10 city facilities
- Included \$4M of deferred library maintenance over next 10 yrs.
 - Retaining walls - 2026
 - Exterior doors - 2026
 - Fire Alarm Replacement Panel - 2026
 - Sump Pump replacement - 2026
 - Expansion tank for boilers - 2026
 - VDFs - 2026
 - Server room - 2026
 - Terrace roof rock garden - 2029
 - Public Elevators & Delivery Lift - 2027
 - Stairs & railings - 2028

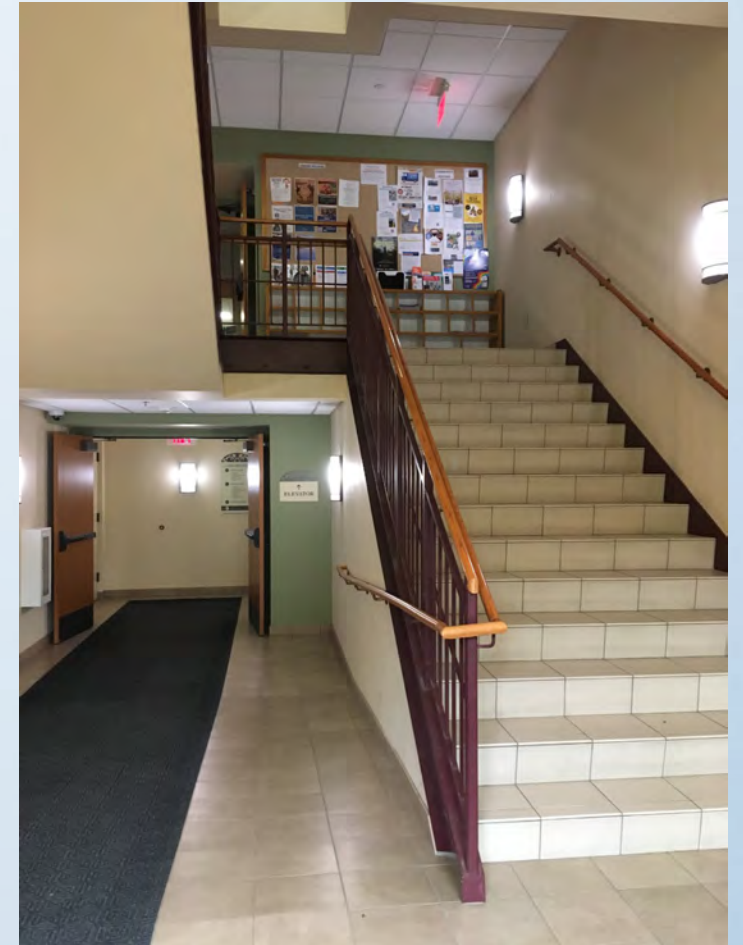


Future Enhancements

2025-2029

Third Street Entrance/Stairwell - proposed for 2025+

- Repair cracks and repaint
- Create appealing entrance art
- Redo messaging area





Meeting Wing

- Sound-abatement divider
- New furniture
- Upgrade Audio and Visual Equipment



Children's Area

- Sound partition
- Replace furniture, shelving, carpeting
- Update computers



Possible Terrace Enhancements

- Improved accessibility
- More seating
- More shaded areas, unique and inviting
- Webcam or scenic view finder

A Wish List of Possible Future Enhancements

- Improve accessibility in St. Croix Collections room
- Improve ADA accessibility to restrooms and terrace
- Replace general furnishings throughout library
- Consider digital monitors for future signage
- Leveling the concrete from the 4th ST surface lot to the sidewalk (ADA enhancement)

Prioritization for future planning



Criteria

Maintenance*:

- **Safety Need:** risk to patrons, staff and/or facility.
- **Current cost vs. future cost:** includes inflationary costs and/or added costs due to deferring maintenance/increased wear to facility.
- **Negative impact on staff and patrons:** level of inconvenience or disruption to the staff and/or facility.
- **Complexity of project:** size of project, amount of staff time, number of contractors, need for fundraising, etc.
- **Speed of completion:** how quickly the project can be completed.

* Exclude Kraus-Anderson recommended projects from prioritization

Criteria

Enhancements*:

- **Safety Need:** risk to patrons, staff and/or facility.
- **Current cost vs. future cost:** includes inflationary costs and/or added costs due to deferring maintenance/increased wear to facility.
- **Positive impact for staff and patrons**
- **Complexity of project:** size of project, amount of staff time, number of contractors, need for fundraising, etc.
- **Future Maintenance requirements & cost:** sustainability of project

* Must have: All enhancement projects involve staff in planning & buy-in prior

So many maintenance needs!

So many possible enhancements!

Challenging work for our Facilities
Committee, our Director and our Board.



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Interview Committee Recommendation for New Trustee	
OWNER: Trustee Interview Committee	PRESENTER: Craig Hansen
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: A motion to forward the interview committee’s recommended candidate to fill Ellison’s unexpired term on the Library Board of Trustees to the City Council.	
BACKGROUND/CONTEXT: <p>At the May meeting, the interview committee will provide a recommendation for an appointment to fill the unexpired term of Ellison.</p> <p>Ellison was in the middle of his first term that ran from January 1, 2024 – December 31, 2026. The newly appointed trustee would fill the remainder of this term, serving 19 months on the board. Per the board bylaws, this would be considered a full term of office:</p> <p style="text-align: center;"><i>A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Major Accomplishments

- We extend our sincere thanks to the Trustees for the thoughtful treats and delicious food provided during National Library Week. Your generosity and support helped make our staff feel truly appreciated and valued.
- The library and the Library Foundation collaborated to host a Greater Stillwater Chamber of Commerce Coffee Talk on April 2, from 7:15-9am. It was a valuable networking opportunity and a chance to share more about our two organizations. In addition to speaking, Mark also gave a library tour to interested Chamber members.
- The Friends book sale was well received and successful.
- On behalf of the Interview Committee, Mark reached out to previously interviewed candidates regarding the trustee vacancy to gauge their continued interest.
- Mark and Business & Communications Manager Keri Goeltl assisted with editing and proofreading the Library Foundation's spring newsletter and forthcoming 2024 Impact Report.
- HR and Payroll onboarding paperwork was completed for three new hires: the new Library Associate, and two new Library Associate Substitutes.
- Mark and Keri had meetings with Image360 staff to refine design directions and outline next steps for the redesign of the entryway from the parking ramp. The drone photography was reshot to achieve a higher resolution for the graphic designer.
- In preparation for ordering new planters for the terrace, additional input was sought from Nan Tate of the Ivy Club (the group that tends to the terrace plants and flowers), Pat Lockyear, and others, as expertise from gardeners is very helpful.
- Four staff members attended Labor Management Committee training provided by the Bureau of Mediation Services.
- Mark and Information Services Supervisor Sarah Rosten collaborated on making routine updates to the library's internal Emergency Guide.
- Four Library Corner articles were written and published in April.
- The April issue of ShelfLife was published on April 3.

Heads-Up

- Caulking on the Third Street side of the library may begin as early as mid-May. This final phase of the multi-year project, which began in 2019, is expected to take two to three weeks. It is distinct from the shorter-duration window caulking project scheduled for later this year.
- The elevator near the volunteer greeter desk was taken out of service on April 16 after a custodian was trapped in it early that morning. This marks the second time it has been out of service this year. The first issue was mechanical, requiring the replacement of a hydraulic pump; this time, the electrical relays need to be replaced.

Near-Term Future Focus

- Enhancing terrace amenities in 2025 through a planned approach.
- Efforts are ongoing to enhance the library's interior entrance from the parking ramp.
- Staff are preparing to hire two seasonal workers to assist with summer reading program tasks.

April Programs and Activities

Books Clubs & Literature

- **Mystery Book Club:** On Wednesday, April 16, 11 participants discussed nonfiction true crime.
- **Shelf Indulgence Book Club:** On Monday, April 14, 7 participants discussed *Population 485: Meeting Your Neighbors One Siren at a Time* by Michael Perry. Participant feedback: "The Stillwater Library is a Treasure."
- **NEA Big Read Programs:**
 - **Anxious Generation Book Study:** On Tuesday, April 22, the first meeting of a book study for the title *Anxious Generation* by Jonathan Haidt was attended by 7 people. This program is a partnership with Stillwater Community Education, who is leading the event and coordinating registration. The second and third meetings are scheduled for May 8 and May 22.
 - **Book Discussion:** On Friday, April 25, 4 participants joined staff to discuss this year's NEA Big Read selection, *Nothing of See Here* by Kevin Wilson.
 - **Narrative Healing Writing Class:** On Tuesday, April 29, the Loft Literary Center led a class of 18 students who explored writing as a healing art. 75% of survey responses indicated that participants learned something new and felt more creative by attending.

Lifelong Learning

- **Tech Help:** 4 Tech Help appointments were offered on Fridays in April; staff helped a total of 5 people with various devices including a new Chromebook set-up.
 - One patron shared the following feedback with staff: "... [tech help] is ideal; that we at the library are helpful, non-judgmental and give the exact kind of guidance and assistance she needs. She was very happy with us!"
- **Introduction to Foraging:** On Wednesday, April 2, 44 participants joined Tim Clemens of Ironwood Foraging Co. for a presentation and Q&A session all about foraging. 100% of evaluation responses received indicated that participants learned something new by attending. Feedback from participants:
 - "I would love more programs like this!"
 - "This class was informative and engaging-very much enjoyed it!"
 - "Mr. Clemens did a wonderful job!"
 - "This was an incredible program. My partner and I were amazed at how much we learned and how fun it was to attend. I can't believe we got to attend something so cool for free. Thank you for organizing this and for offering the community such a neat opportunity."
- **St. Croix National Scenic Riverway:** On Thursday, April 3, 23 attendees joined representatives from Wild Rivers Conservancy and Park Rangers from the National Park Service for an evening of event planning. Feedback from participants:
 - "Good presentation and handouts. Thank you."
 - "Enjoyed it and appreciated the ranger's expertise and all the great maps!"
- **Medicare Counseling:** On Monday, April 7, 2 participants joined a 1:1 counseling session with a volunteer from Trellis.

- **Spring into Summer:** On Tuesday, April 15, 12 participants joined a Washington County master gardener to learn how to prepare for summer gardening. This event was rescheduled from March.
- **Container Garden like a Pro:** On Friday, April 18, 22 participants joined professional photography and master gardener Michelle Mero Riedel to discover how to maintain beautiful nursery-quality plants with season-long color.
- **Hydrangeas in Acrylic with Karen Chan:** 20 artists joined teaching artist Karen Chan's class on Thursday, April 17, during a severe weather warning, showing some extreme dedication. Thankfully, no weather emergencies happened during the event. Patron feedback:
 - "Karen Chan is amazing and her classes are the best of any classes in the Twin Cities."
 - "Karen is always such an amazing teacher! I am amazed at how an entire painting can be finished in just 2 hrs, and that is due to Karen's expertise and guiding us so seamlessly. I can tell I am improving and getting more confident in technique. Every class, I learn something new. And I always feel so energized afterwards."
- **Fluid Painting with Parcel Arts:** On Wednesday, April 23, 12 students joined a teaching artist to paint with alcohol inks, a process that creates a light and airy effect. Participant feedback:
 - "I greatly appreciate and enjoy the variety of classes offered at the libraries. Even if I have had some experience with the class I attended, I find I always learn something new from each instructor..."
- **World Tai Chi Day:** On Saturday, April 26, Healing Within Studio partnered with the Library to host a celebration of World Tai Chi Day. 110 Tai Chi practitioners and community members enjoyed the weather and the festivities on the library terrace, including Tai Chi flows and a dragon puppet.

Displays & Outreach

- **Adult book displays** included NEA Big Read selections and books to celebrate National Poetry Month. The displays were featured on Library social media.
- **Estates at Greely:** On Monday, April 7, library staff delivered books to 4 residents.
- **The Lodge at the Lakes:** On Monday, April 14, library staff delivered books to 8 residents.

St. Croix Collection

- **Monthly Visits:** 18 visits were recorded in April, including 14 residents of Stillwater and 4 visitors.
- **Research Topics and sources:** Kabekonian Yearbooks, business directories, historical photographs, plat maps, Runk photographs, house history, 1930s Marine and May Township.
- **Genealogy Help:** On Saturday, April 19, the genealogy 1:1 appointment was filled by 1 person.

April Adult Programing Photos

Patron submitted images from Fluid Painting with Parcel Arts on Wednesday, April 23.



Patron submitted images from Hydrangeas in Acrylic with Karen Chan on Thursday, April 17.



April Programs and Activities

Early Literacy (0-5)

- Six Preschool Storytimes (572)
- Three Baby/Toddler Storytimes and Playtime (233)
- One Second Saturday Family Storytime (67)
 - *"We attended Second Saturday Story time.... The kids were very engaged with the songs and stories. The puppets added another level of engagement, it was amazing."*

School-aged (6-12)

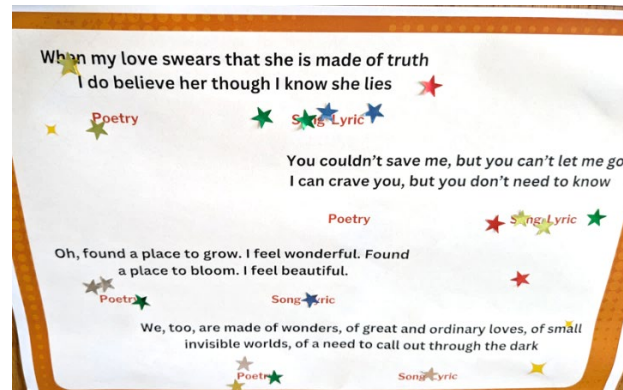
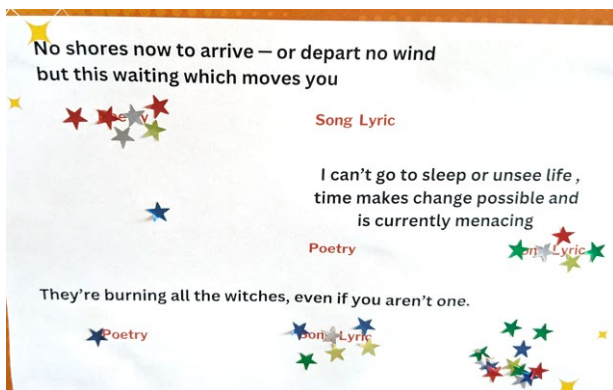
- Two Chess Club sessions (30)
- LEGO Club (25)

Children's Drop-in Activities

- Baby Animals Scavenger Hunt (294 sheets in the robot mailbox!)
- GARDEN Discovery Room – According to survey responses received in April
 - 58% live in Stillwater.
 - 85% previously visited the Discovery Room.
 - 54% cited the Discovery Room as the reason for their visit.
 - 44% said their children talked about the Discovery Room after their visit.
 - 76% reported that their child practiced social skills such as sharing, helping, and cooperating.
 - Feedback: *"The Stillwater library is AMAZING! We love the discovery room and have to drag my toddler out when it's time to go home. Ms Kim has an incredible story time!!"*
 - Feedback: *"So much appreciation for the thought and time that goes into creating these fabulous play spaces for our littles, thank you thank you!!!!!"*

Teen

- Conversation Board – "Take a Guess: Is the quote from a POEM or SONG?"



Outreach

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

Upcoming Single Date Programs

- [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 Eplorers 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 \(tweens\)](#) – 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

- [Science Heroes: Adventure of the Missing Color](#) – Wednesday, July 2
- [The Bazillions](#) – Wednesday, July 9
- [On the Trail – Visit the Rainforest](#) – Thursday, July 10
- [Brodini Comedy Magic](#) – Saturday, July 12
- [Magical Forest Craft for Tweens](#) – Saturday, July 12
- [Clay Critter Cave with Silly Millies](#) (session 1) – Monday, July 14
- [Clay Critter Cave with Silly Millies](#) (session 2) – Monday, July 14
- [Brodini Comedy Magic](#) – Wednesday, July 16
- [Outdoor Survival with Minnesota DNR](#) – Thursday, July 17
- [Summer Preschool Storytime: Light and Shadows](#) – Monday, July 21
- [Summer Preschool Storytime: Light and Shadows](#) – Tuesday, July 22
- [Rap, Rock, & Read with Miss Nina](#) – Wednesday, July 23
- [Drop-in Craft - Thumbprint Animals](#) – Monday, July 28
- [Stream Ecology: Macroinvertebrates at Stillwater Library](#) – Tuesday, July 29
- [Stream Ecology: Macroinvertebrates at Brown's Creek Park](#) – Wednesday, July 30
- [Timber!: Logging in the St Croix Valley with Minnesota DNR](#) – Thursday, July 31

YOUTH Summer FOREST Explorers



Bayport Public Library &
Stillwater Public Library

June 7 - August 9, 2025

Let's hit the trails and set off on a summer of reading and exploration! Read, write, and discover with Ranger Owliver and his owlie team during our summer reading program for kids, a collaboration between Stillwater and Bayport public libraries and made possible by donors to the Stillwater Public Library Foundation.

Beginning June 7, visit either library to sign up for Summer Explorers. You'll receive a free book to keep and a Trail Guide (with a tracker gameboard inside) to get you started on your summer reading adventure. Prefer an online option? Track reading and activities on the Beanstack app or at stillwaterbayportlibrary.beanstack.org.

STILLWATER

Special Events

Summer Wednesdays, 10:30 AM

- June 11: **Circus Manduhai**
- June 18: **Bill the Juggler**
- June 25: **Wendy's Wiggle, Jiggle & Jam**
- July 2: **Science Heroes**
- July 9: **The Bazillions (rock-n-roll band)**
- July 16: **Brodini Comedy Magic Show**
- July 23: **Rap, Rock & Read with Miss Nina**
- July 30: **Hunter Marionettes**
- Aug 6: **Puppet Show - The Three Little Pigs**

Summer Second Saturdays, 10:30 AM

- June 14: **Bill the Juggler**
- July 12: **Brodini Comedy Magic Show**
- Aug 9: **Puppet Show - The Three Little Pigs**

Programs (* requires registration)

Nature & STEM

- 1st & 3rd Tuesdays, 4 PM: **Chess Club**, ages 8+
- June 16, 2 PM: **Silly Survival Challenges**, 6-12
- June 26, 4 PM: **LEGO Club - Forests**, 6-12
- June 28, 10:30 AM: **How to Know a Whale***, 6-12
- July 10, 2 PM: **On the Trail***, 6-12
- July 17, 10:30 AM: **MN DNR - Outdoor Survival***, 8-12
- July 18, 10 AM-1 PM: **Drop-in Meet a Llama**, all ages
- July 24, 4 PM: **LEGO Club - Woodland Animals**, 6-12
- July 29, 10:30 AM: **Stream Ecology***, 8+
- July 31, 10:30 AM: **MN DNR - Timber!***, 6-12

Craft & Create

- June 10, 1 PM: **Make Your Own Merch***, 12-17
- June 14, 1 PM: **Forest Friends Craft***, 11-14
- June 24, 1 PM: **Mending***, 12-17
- June 26, 10:30 AM-1:30 PM: **Drop-in Forts**, 6-12
- July 12, 1 PM: **Magical Forest Craft***, 11-14
- July 14, 10:30 AM/12:30 PM: **Clay Critters***, 6-12
- July 28, 10 AM-12 PM: **Drop-in Craft**, 3-12

Music

- July 10, 6:30 PM: **Valley Concert Winds**, all ages
- July 29, 6 PM: **Malt Shop Melodies**, all ages

Preschool

- June 17, 10:30 AM-1:30 PM: **Drop-in Woodland Art Experience**
- June 23, 6:30 PM: **Storytime - Forest Friends**
- June 24, 10:30 AM: **Storytime - Forest Friends**
- July 21, 6:30 PM: **Storytime - Light & Shadows**
- July 22, 10:30 AM: **Storytime - Light & Shadows**

Library programs are always FREE! Classes with the * require registration. Click, call, or come in to register.



BAYPORT

Special Events

Summer Kickoff

Ice Cream Social at Lakeside Park
Wednesday, June 4, 6-8 PM
(free ice cream, while supplies last)

Summer Thursdays, 2 PM

- June 12: **Raptor Center - Raptors of Minnesota**
- June 19: **Library Closed**
- June 26: **Wonder Weavers Storytellers**
- July 3: **Wendy's Wiggle, Jiggle & Jam**
- July 10: **Roe Family Singers**
- July 17: **Movie Matinee - Paddington in Peru**
- July 24: **CLIMB Theatre - Babe the Blue Ox**
- July 31: **Touch of Magic - The Snake Show**
- August 7: **Puppet Show - The Three Little Pigs**

Weekly at Bayport

Family Storytime with Miss Peggy
Every Tuesday, 10:30 AM

Let's Create!

Wednesdays, June 11 - July 30, 2 PM

Baby Storytime with Miss Jill

Every Thursday, 10:30 AM

Program (* requires registration)

Summer Book Club*

Tuesdays, June 10, 17 & 24, 11:15 AM
Participants will receive our featured book, *The Boy on the Porch* by Sharon Creech.



DISCOVERY ROOM AT STILLWATER PUBLIC LIBRARY

Embark on a forest adventure in the Discovery Room this summer!

Young explorers can visit the "Ranger Station" to procure magnifying glasses, binoculars, "firewood," fish identification guides and more as they play and imagine at the library's "campsite." Go "fishing" with scoop nets and discover hidden plush wildlife! Gather around a pretend campfire to tell stories, "cook" lunch and enjoy a play picnic.

Open during library hours, the Discovery Room is a space where kids and caregivers can play, learn, and create lasting memories together. Enjoy!



LIBRARY.STILLWATERMN.GOV/SUMMER-EXPLORERS

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Meeting Date: Monday, April 21, 2025, 4 PM Location: Conference Room Present: Lockyear, Hansen, Troendle</p> <ol style="list-style-type: none"> The committee discussed changing bylaws to hold elections in December. Hansen said he felt the Board would understand the need to make the change as currently with the elections in January there is a gap when there are no duly elected officers in place. Possible options for changes were discussed and the committee decided it would be best to recommend eliminating the annual meeting and holding the elections in December. Lockyear suggested the following changes be brought to the Board for consideration: <ul style="list-style-type: none"> Article IV: Officers Section 2 — change from two months to one month and change Annual meeting to Year-end Meeting: <ul style="list-style-type: none"> An officer nominating committee comprised of three Trustees shall be appointed by the President one month before an election. The Committee will present a slate of officers at the Year-End Meeting in December. Additional nominations may be made from the floor. Article V: Meetings Section 2— change Annual meeting to Year-End Meeting, delete the first part of the first sentence, and change January to December: <ul style="list-style-type: none"> Year-End Meeting. The election of officers shall be held at the time of the regular meeting in December of each year. <p>It was agreed to bring these proposed changes to the Board for discussion in May and possible action in June. Lockyear will write the cover letter. Hansen and Lockyear will jointly explain the topic at the May board meeting.</p> <ol style="list-style-type: none"> The committee discussed the assignment of trustees for a nominating committee to select a candidate for Vice President. Lockyear will contact Burns, Panciera, and Glidden to serve on the committee and request that they meet in April and May to present a candidate at the June board meeting. Lockyear enquired about the interview committee reaching a decision on selecting a new trustee. Hansen reported that the committee will have a recommendation for the May meeting. Hansen agreed to help with the orientation of the new trustee between May 26 and June 6. Lockyear reported that she will be out of town and possibly out of internet service the first week of May when the board packet needs reviewing. Hansen volunteered to review the packet if internet service is not available where Lockyear is staying that week. 	

5. Next Meeting: TBD as needed.
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Finance 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: Finance Date: Thursday, May 1, 2025, 4 PM Location: Teen Room, Stillwater Public Library Present: Glidden, Goeltl, Hansen, Panciera, Troendle Absent: None</p> <p>Review of Prior Year Operating Budgets Goeltl presented a review of prior year city operating budgets and the transfer-in (property tax levy) received from the city.</p> <ul style="list-style-type: none"> In 2023, the library’s city expenditure budget was \$1,568,664. \$1,500,177 of the budget was funded by the transfer-in. The transfer-in was a 4.5% increase from 2022, lower than the requested 6.83% requested. In addition to the city budget, the library also budgeted up to \$338,000 in expenditures using supplemental/donor funding. In 2024, the library’s city expenditure budget was \$1,609,382. \$1,565,996 of the budget was funded by the transfer-in. The transfer-in was a 4.4% increase from 2023, lower than the 7.05% requested. In addition to the city budget, the library also budgeted up to \$340,000 in expenditures using supplemental/donor funding. In 2024, the library’s city expenditure budget was \$1,689,044. \$1,658,084 of the budget was funded by the transfer-in. The transfer-in was a 5.9% increase from 2024, which was the library’s request to the city. In addition to the city budget, the library also budgeted up to \$390,000 in expenditures using supplemental/donor funding. <p>2026 Operating Budget Timeline</p> <ul style="list-style-type: none"> At the June board meeting, the committee will present a summary of the projected 2026 budget and seek trustee feedback and guidance on approaches to the transfer-in request. At the July board meeting, a 2026 budget and transfer in request will be presented to the trustees for action. Following the July board meeting, Troendle and Hansen will present the budget request to the City Administrator and City Finance Director. In August, the library plans to present to Council about library usage and finances. Council Liaison Collins had previously indicated that the library’s presentations in 2024 were well-received and the plan going forward should be to have a yearly check-in presentation to talk about what is happening at the library. In August, the City Administrator will provide 2026 budget recommendations for the library and other city departments to the City Council. The City and Council typically make preliminary budget decisions by the end of August or early September. 	

2026 Operating Budget Planning

The Committee reviewed a preliminary draft of a baseline 2026 city operating budget.

- The budget included adjustments for personnel costs to reflect wage adjustments based on a potential union contract and medical insurance increases.
- No other expenditure line items were changed from 2026.
- The library’s city budgeted expenditures would be \$1,749,381. The transfer-in request would be \$1,718,908, an increase of \$60,824 (3.7%), for a balanced budget.
- *Note: As 2026 is the start of a new labor agreement (typically negotiated in late fall) and the city’s insurance coverage is up for renewal, both wage adjustment and insurance rates are estimates only.*

On top of this baseline request, the committee reviewed the costs of possible additional personnel hours:

Add Part-Time Office Specialist Position: Add additional support in administration by adding a part-time Office Specialist. Options to consider include:

- Add at 20 hrs/week. This would increase baseline transfer-in request from a 3.7% to 6.6% increase.
- Add at 12 hrs/week. The transfer-in request would increase to 5.1%.
- Add at 10 hrs/week. The transfer-in request would increase to 4.9%.

OR

Increase Supervisors to 40 Hours: The three supervisory positions are currently at 36 hrs/week. Increase these positions to 40 hrs/week. This would increase the baseline transfer-in request from a 3.7% to a 5.9% increase.

OR

Add Part-Time Custodian: Add a 20 hr/week custodian to assist with regular cleaning and maintenance of building and grounds. This would increase the baseline transfer-in request from a 3.7% to a 5.9% increase.

The Finance Committee discussed the three personnel options and determined that the recommended focus for 2026 would be either the Office Specialist hours or supervisor hours. The Finance Committee will bring 2026 budget options for consideration to the June board meeting for discussion.

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: Library Event Planning Task Force
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: Thursday, May 8, 2025, 2 PM Location: Conference Room, Stillwater Public Library Present: Susie Danielson, Kaytee Estall, Sarah Foslien, Kim Glidden, Larry Panciera Absent: None</p> <ol style="list-style-type: none"> 1. Sub-team activity updates <ol style="list-style-type: none"> a. Invitations and RSVPs <ol style="list-style-type: none"> i. List of Invitees Spreadsheet: Kim – Spreadsheet includes inputs for Employees, Volunteers, Friends of the Library, Foundation, and Board of Trustees. Currently 142 total people with 35 people who are on multiple lists. ii. "Save the Date" email: Sarah – Sarah will send out the "Save the Date" emails in May or early June. Distributions will begin with Employees (cc: Sarah & Kaytee to field any questions), then Volunteers & Friends (cc: Susie) and then Foundation & Board (cc: Kim) b. Activities <ol style="list-style-type: none"> i. Bingo Card Design: Kaytee & Larry – Discussed Sample Bingo Card. Please send additional ideas for square fillers to Kaytee. Add blank lines for participants to fill in their Name and # of Squares "X'd". Book Giveaway Prizes for most boxes "X'd". Use coupons for Friends book donations. Kim & Susie to gather sample books. ii. Speaker: Kim & Larry to ask Mark to speak to the group for a few minutes and announce the Bingo winners. c. Food & Refreshments <ol style="list-style-type: none"> i. Quotes and Options: Susie & Kim – Received quotes from Kowalskis, Grand Catering, and Lake Elmo Inn. Eliminated Kowalskis since it required a separate contract and quotes for server/set-up. Grand Catering and Lake Elmo Inn quotes were similar (\$1750 for 75 people). Team has a preference for and chose the Lake Elmo Inn to provide food and beverages. ii. Room Arrangement and Set-up <ul style="list-style-type: none"> • It will be weather dependent, but prefer to use round tables in the Margaret Rivers Room and standing tables outside on the terrace. • Won't need tablecloths. 	

- Sarah will book the Margaret Rivers Room on Thursday night, September 11, for set-up. Either Shain can set-up room or the team can do so that evening or early on Friday morning.
- Kaytee will investigate paper/book centerpiece designs. Volunteers and team can have a centerpiece-creation party.

2. Next Steps and Timetable

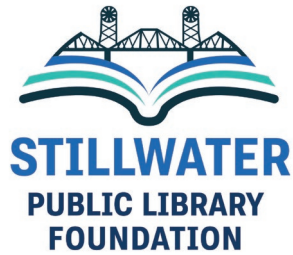
- a. Invitation List Updates – get inputs from owners and update by August 1
- b. Final Invitations and RSVPs – send out invitations and request RSVPs by August 25
- c. Final Food Quote based on RSVPs – send updated numbers to Lake Elmo Inn by August 29. Will require deposit.
- d. Printing of Bingo Cards – Print in House
- e. Other Materials – use Keurig for those who drink tea
- f. Final Budget Estimate and Approval

Next meeting is Thursday, July 17 at 1:30 pm. Sarah will check conference room availability.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



Stillwater Public Library Foundation
Board Meeting Minutes
Friday, March 28, 2025
Stillwater Public Library Conference Room or Virtual

Members Present: Summer, Mark, Roger, Ryan

Members Remote: Kevin, Jeneane, Sandie

Members Absent: Drew, Erin, Shawn

Staff Present: Elsbeth, Annette

1. **Call to Order** - Summer called the meeting to order at 8:33 a.m.
2. **Adoption of Agenda** - No changes suggested.
3. **Minutes: Motion to approve the January minutes. Ryan/Roger. Motion carried.**
4. **Reports**
 - a. President Report
 - i. Prospective Board Member Rick Creveling
 1. Rick may attend the April board meeting.
 2. A formalized board recruitment process is being developed and will be reviewed at the April meeting.
 - b. Library Director Report
 - i. KSTP's feature on the library is worth watching. Sarah Rosten did a great job. Watch Here.
 - ii. Elevator repair is expected to be completed the first week of April.
 - iii. Friends Book Sale begins April 9 for members and general public April 10 -12.
 - iv. NEA Big Read for St. Croix Valley is in April. The book selection is Kevin Wilson's *Nothing to See Here*.
 - v. National Library Week is April 6 - 12.
 1. The Library Trustees do a lot for the Library Staff during this week, so the Foundation will wait until the beginning of the summer reading program to treat the staff.

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.



c. Treasurer Report

- i. P&L YTD, P&L Month, Income Statement, & Balance Sheet
 - 1. Two large donations were received this month. We're at 37% of our total annual fundraising goal.
 - 2. Expenses exceed income at this point in the year, but this is to be expected in the first quarter.
 - 3. We have a strong balance sheet with close to \$4 million in assets.
- ii. 2025 Budget adjustment (Action Item)
 - 1. Elsbeth presented an amended budget to reflect the addition of interest income from First State Bank.

Motion to approve the amended budget. Kevin/Ryan. Motion carried.

Motion to accept the Treasurer's Report as presented. Ryan/Kevin. Motion carried.

d. Events & Marketing Committee

- i. April 2nd Chamber of Commerce Mixer 7:30-9:00 am
 - 1. The Foundation's monthly coffee is also April 2, 10 am - noon.
- ii. May 5th Author event 5:00-7:30 pm
 - 1. 46 registered to date and an email reminder will be sent mid-April
 - 2. Summer and Sandie have taken the bartender certification course required by the City.
- iii. July 4th Light a Spark 7:30-10:30 pm
 - 1. Solicitation flyer will be mailed today to about 150 prospective sponsors.
- iv. Townie Tuesday Lift Bridge - August 26.
- v. August River Market Roundup month
- vi. Sandhill Shores/The Lakes Lifestyle Expo Saturday, May 17, 10:00 am - 3:00 pm
 - 1. Roger is the liaison for Sandhill Shores. There will be food trucks and vendors. The Foundation and Friends will share a vendor table.



- e. Board Updates - none
- f. Executive Director Report
 - i. We received notification that we will be receiving a bequest this year, but the gift amount is unknown.
 - ii. Library Giving Day is April 1. This is the first time we'll be doing a fundraising appeal for this day and the appeal includes a matching gift. Thank you Summer for the matching gift!
 - iii. Impact Report is at the designer.
 - iv. Website has been updated to the new version and additional updates are in progress.
 - v. Audit materials are due by April 22.
 - vi. Employee performance reviews have been set up.
 - vii. Susie is part of a committee planning a summer event for volunteers, staff, and board members.

5. Old Business:

- a. Donor Contact List - please make calls within a week and document the call results.
- b. Board Assessment Follow Up
 - i. We'll continue to review the core themes as we move ahead. Creating a clear strategic vision is something we can focus on in 2026.
- c. Charities Review Follow Item
 - i. DEI discussion: Review information about the population the organization serves in comparison to its internal composition, review the organization's practices, policies, and partnerships, and how they include diverse individuals and perspectives, and identify at least two goals to work toward or measurements to track and monitor related to this conversation about diversity, equity, and inclusion, including 2-3 examples.
 - 1. An example of a goal could be determining the demographics of our community and reviewing how our board represents the community.
 - 2. Discussion and goal setting will continue.

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6. Action Items:

- a. Record Retention Policy revision per Charities Review Council
 - i. This policy was previously passed by the board and we're reviewing again because the Charities Review Council recommended a section on how records have to be destroyed.
 - ii. Additional discussion on compliance and criminal sanctions language.

Motion to accept the additional language proposed by the Charities Review Council. Ryan/Roger. Motion carried.

Action: We will review the Criminal Sanctions and Penalties at the April meeting.

- b. Donor Acknowledgement Policy (first reading)
 - i. Add language - First-time donors, excluding tribute gifts, will receive a thank you phone call.
 - ii. Donor Recognition - keep open-ended how we recognize in the annual report rather than committing to a mailed document.
 - iii. Donor Stewardship - keep open-ended the possible ways donors will be stewarded.
 - iv. Discussion of categories as donors. Add additional \$500 and \$1000 categories.

Action: Second reading at April meeting.

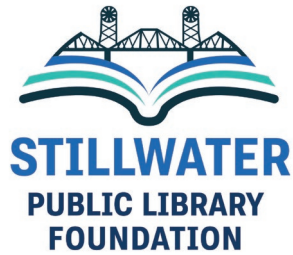
- c. Donor Bill of Rights (first reading)

Motion to approve the Donor Bill of Rights as written. Jeneane/Sandie. Motion carried.

- d. Board Member Expectation Policy (second reading)
 - i. Discussion on the section describing the board size and terms and the board agreed to leave as written.
 - ii. This will be signed annually.

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Motion to approve the Board Member Expectations. Jeneane/Roger. Motion carried.

e. Foundation Mission Review - discussion postponed to the April meeting.

7. Discussion/Topics for Future Discussion

Action: Discussion of a Consent Agenda at April meeting.

Action: The entire board will sign a thank-you card to the Huelsmann Foundation for their Light a Spark donation at the April meeting.

8. Adjourn - 9:59 a.m.

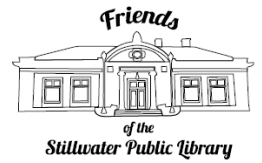
2025 Board Meetings

- April 25
- June 27
- July 25
- September 26
- October 24
- December 5

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Friends of the Stillwater Public Library



March 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
Treasurer	Jan Kilkelly
Secretary	Tracy Salvati

Attendees:
 Gemma Lockrem, Jan Kilkelly, Tracy Salvati, Mark Troendle, Karah Hullander, Lyndon Lockrem, Ed Fagerlund, Janet Skeie, Liz Doe

Agenda

Friends of the Stillwater Public Library Agenda Monday, March 10, 2025 at 6:30 pm Conference Room

1. Call meeting to order: Gemma Lockrem
2. Secretary’s Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Future of the Friends President Update
6. Membership Position
7. Upcoming Booksale
8. Update: Mark Troendle
9. Adjourn: All

Meeting called to order by Gemma Lockrem

- Tracy distributed the minutes from Monday, Feb. 10, 2025 for review
 - Minutes approved

Treasurer's report Jan Kilkelly

2/1/2025 – 2/28/2025
Opening Balance: \$71,037.58
 Total Receipts: \$631.00
 Total Disbursements: \$15,035.00
 Ending Balance: \$56,633.58

Membership report Gemma Lockrem

106 memberships

Topics:

Future of the Friends President Update

- Gemma reached out to Foundation for suggestions on a replacement for President of the group
- Janet has suggested possibly co-leaders (2 people)
- Gemma will create job descriptions for President and Book Sale coordinator duties

Membership duties

- Gemma would like someone to take over the membership signup process
 - Karah volunteered and will take over membership, for now

Tracy out meeting notice to all FRIENDS members

- Tracy sent an update on 2/26/2025 to all email addresses on the FRIENDS member list
 - Friends Board meeting dates
 - Booksale dates
 - Thank you

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 sent out a request for volunteers for the Fall 2025 Booksale on 'Sign up Genius'.

Mark Troendle update:

- Joe Mazan from KSTP hosts a segment called "So Minnesota." Our library will be a feature segment in the near future. He interviewed Information Services Supervisor Sarah Rosten, who did a great job. We hope to receive a week's notice in advance so that we can inform the Friends and the public about when it will air.
- 2/24 A new streaming service 'Kanopy' was launched, free to SPL members. Free movies, tv shows, documentaries etc.
 - Mark thanked the Friends for their positive feedback on the new streaming service.

2025 FRIENDS BOARD MEETING schedule:

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

Meeting Adjourned at 7:21 pm

Next meeting will be Monday, April 14, 2025

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

Period:	3/1/25 <u>3/31/2025</u>	Year-to-Date <u>3/31/2025</u>
Opening Balance	\$ 56,633.58	\$ 71,612.55
Receipts:		
Memberships	\$ 40.00	\$ 510.00
Donations	\$ 50.00	\$ 345.00
Ongoing Book Sales	\$ 309.00	\$ 958.00
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales		\$ -
Total Receipts	\$ 399.00	\$ 1,813.00
Disbursements:		
Grants to Library		\$ 15,000.00
Sponsorships		\$ -
Memberships		\$ 35.00
Postage	\$ 129.00	\$ 129.00
Printing & Supplies		\$ -
Sales Tax		\$ 1,203.00
Fees		\$ -
Misc.		\$ 154.97
Total Disbursements	\$ 129.00	\$ 16,521.97
Ending Balance	\$ 56,903.58	\$ 56,903.58

Outstanding Grants Due to Library:

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

Stillwater Public Library 2025 Calendar

<p>January 1: Library Closed, New Year’s Day 14: Trustee Meeting, 5:30 pm 20: Library Closed, MLK Day 31: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 17: Library Closed, Presidents’ Day</p>	<p>March 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 11: Possible Presentation at Stillwater Township, 7:00 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check • Library not on Township agenda for 2025
<p>April 1: Annual Report to State Due 6-12: National Library Week 8: Trustee Meeting, 5:30 pm (CONF RM) 9-12: Friends Used Book Sale 14: Friends Meeting, 6:30 pm 20: Library Closed, Easter 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Annual report data to board 	<p>May 12: Friends Meeting, 6:30 pm 13: Trustee Meeting, 5:30 pm 14: Boards & Commissions Training, 6 pm 25: Library Closed Sundays in Summer 26: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2025 budget prep • Facilities 101 	<p>June 10: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2025 budget discussions • Finance 101
<p>July 4: Library Closed, Independence Day 8: Trustee Meeting, 5:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2025 operating budget due and 2025-2029 CIP due • Preview August library presentation to council 	<p>August 4: Trustee Meeting, 5:30 pm (MON MTG) 6: TBD – Will request a presentation to City Council, 4:30 pm</p> <ul style="list-style-type: none"> • City budget hearing • Discuss library’s budget at council workshop session • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 1: Library Closed, Labor Day 7: Sunday Hours Resume 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Director evaluation: annual review • Negotiate labor contract with union if due (Executive Committee)
<p>October 13: Library Closed Until 2 PM for Staff Training Day 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Implement board self-assessment survey every 2-3 years (last done in 2024) 	<p>November 10: Friends Meeting, 6:30 pm 11: Library Closed, Veterans Day 12: Trustee Meeting, 5:30 pm (WED MTG, CONF RM) 12-15: Friends Used Book Sale 27: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> • Report on self-assessment results every 2-3 years • Adopt holidays for succeeding year 	<p>December 5: SPLF Board Meeting, 8:30 am 9: Trustee Meeting, 5:30 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year’s Eve 31: SPL Board Terms End</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed • SPL/WCL Contract

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2025 LIBRARY BOARD

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

Members	Term	Ward
Stan Burns	2nd Term: Jan 1, 2025 - Dec 31, 2027	3
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		
<i>2025 Committee Rosters:</i>		
Executive:	Hansen, Lockyear, Troendle	
Facilities:	Burns, Lockyear, Troendle	
Finance:	Glidden, Hansen, Panciera, Troendle	
Advocacy Committee:	Hausman Lohmer, O'Brien, Simon, Goeltl (Staff), Elsbeth Howe (Foundation), Karah Hullander (Friends)	

Updated 5/7/25