

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, June 10, 2025
5:30 PM, Margaret Rivers Room**

Introductory Business (10 minutes)

1. Call to Order
2. Introduction of New Trustee
3. Adoption of the Agenda +

Regular Business (5 minutes)

4. Consent Calendar
 - a) Adoption of May 13, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in May +
 - c) 2025 Budget Status Report +

Informational/Discussion (40 minutes)

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| 5. Trustee & Council Liaison Information Sharing | I+ |
| 6. Finance 101 | I+ |
| 7. 2026 Operating Budget Planning | D+ |

Decisional (10 minutes)

- | | |
|----------------------------------|----|
| 8. Recommended Changes to Bylaws | A+ |
| 9. Election of Vice President | A+ |

Reports (10 minutes)

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

13. Public Commentary

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

14. Trustee Check-in/Topics for Future Discussion

- | | |
|-----------------|---|
| 15. Adjournment | A |
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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, May 13, 2025**

Minutes

PRESENT: Burns, Glidden, Lockyear, Hansen, O'Brien, Panciera, Simon

ABSENT: Hausman Lohmer, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:32 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear announced that the annual boards and commissions training was rescheduled for June 11, 2025, at 6 PM.

O'Brien reported that she attended the NEA Big Read event featuring Kevin Wilson, author of *Nothing to See Here*. The author visited the library while he was in Stillwater and spoke eloquently about the importance of libraries.

AGENDA ITEM 5: Proposed Changes in Bylaws

Lockyear directed the trustees to the bylaw revisions in the packet. Three primary changes are proposed:

- *Changing the bylaws to allow elections to occur in December during the regular meeting.* Lockyear noted that if an officer is terming off in December, there is potentially no officer to run the meeting in January.
- *Eliminating the annual meeting as the only function it serves is electing officers.* Lockyear and Hansen noted that the annual meeting is not a requirement and no other boards and commissions have an annual meeting. Activities that often occur at an annual meeting, such as progress reports, financial reviews, budget planning, and director reviews, are occurring at other times during the year.
- *Allowing for a more timely election of an officer after an opening occurs mid-term.* Lockyear explained that allowing the appointment of the nominating committee one month prior to election, instead of two months, would allow for the more timely replacement of an officer.

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In article IV, section 2, Panciera suggested that a clarifying sentence be added to specifically address mid-term vacancies. The proposed bylaws relate to moving the regular election cycle to December and don't specify what would happen during a mid-term vacancy. Lockyear noted that they would look at addressing this issue in a revised version of the bylaws that will be brought back to the board in June.

AGENDA ITEM 6: Nominating Committee Assignments and Timeline

Lockyear thanked Panciera, Burns, and Glidden for agreeing to serve on the Nominating Committee. They will make a recommendation to the Board for the election of a Vice President at the June board meeting.

AGENDA ITEM 7: Facilities 101

Lockyear and Burns presented Facilities 101 and showed the slides presented in the board packet.

AGENDA ITEM 8: Interview Committee Recommendation for New Trustee

This past fall's interview committee of Hansen, O'Brien, and Panciera reconvened to review candidates to fill the unexpired term of Ellison. The committee recommended the appointment of Jon Quijano to fill the vacancy.

Motion to forward interviewing committee's recommendation of Jon Quijano to fill Ellison's unexpired term on board. Glidden moved. Burns second. Yes: Burns, Glidden, Lockyear, Hansen, O'Brien, Panciera, Simon; No: None.

AGENDA ITEM 9: Director and Other Staff Reports

Troendle updated the trustees on the ongoing issues with the library's elevator. Trustees discussed mechanical issues, service response from the vendor, and evaluation of current contract and other vendor options.

Troendle also provided a brief update on the Labor Management Committee training.

AGENDA ITEM 10: Board Committee Reports

- a) Executive Committee: Report in packet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Report in packet. Lockyear noted that the third bullet under *Review of Prior Year Operating Budget* is referring to 2025 and not 2024.
- d) Library Advocacy: Did not meet.
- e) Library Event Planning Task Force: Report in packet.

AGENDA ITEM 11: Foundation & Friends Report

Troendle reported that tickets are available for Light a Spark, the Foundation's annual 4th of July fundraiser.

Troendle reported that the Friends met last night and approved having two co-chairs lead the organization – Gemma Lockrem and Janet Skeie. This will replace the president and vice-president roles.

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AGENDA ITEM 12: Public Commentary

None.

AGENDA ITEM 13: Trustee Check-in/Topics for Future Discussion

None.

AGENDA ITEM 14: Adjournment

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

Meeting adjourned at 6:32 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in May 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 May 2025 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of May:				
May 2025 (2025 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 24,509.22	\$ 12,700.05	\$ 1,885.28	\$ 39,094.55
Capital Expenditures	\$ -	\$ 1,189.72	\$ -	\$ 1,189.72
Total	\$ 24,509.22	\$ 13,889.77	\$ 1,885.28	\$ 40,284.27
<p><i>Bill Resolution: May 6, 2025 (Total: \$32,984.76)</i></p> <ul style="list-style-type: none"> \$8,922 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials. \$7,671 was paid to Image 360 for signage work. \$1,189 was for the Huelsmann memorial signage and \$6,482 was a down payment for ramp entry signage. Both projects are funded through the Foundation. \$4,844 was paid to Xcel Energy for gas and electricity. \$3,034 was paid to Otis as pre-payment for additional repairs needed to the 4th Street elevator. \$1,320 was paid to Mobile Beacon for service plans for Wi-Fi hotspots – funded by the Foundation. <p><i>Bill Resolution: May 20, 2025 (Total: \$7,299.51)</i></p> <ul style="list-style-type: none"> \$2,272 was paid to Scholastic for reward books for the summer reading program – funded by the Foundation. \$1,089 was paid to Uline to stock up on custodial supplies. \$828 was paid to Otis for repairs to the 4th Street elevator. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 5/6/2025 Bill Resolution 5/20/2025 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							
13WD-3TQQ-PRWX	4/13/2025	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	93.46	232-4232-2407-0000	Programs
19R3-XGNJ-YJYV	4/28/2025	5115	Amazon Business	Library Lighting	21.98	230-4231-2101-0000	General Supplies
19R3-XGNJ-YJYV	4/28/2025	5115	Amazon Business	Library Janitorial Supplies	90.95	230-4231-2102-0000	Janitorial Supplies
19WK-M3HY-NTLC	4/13/2025	5115	Amazon Business	Materials - Juv (Nature Backpacks SPLF)	20.97	232-4232-2113-0000	Materials
1C1P-Y91T-9D67	4/22/2025	5115	Amazon Business	Materials - Juv (SPLF Heuer)	94.35	232-4232-2113-0000	Materials
1DWG-L4LX-GTXW	4/15/2025	5115	Amazon Business	Materials - Juv (Nature Backpacks SPLF)	18.98	232-4232-2113-0000	Materials
1NT7-G1P3-4FW6	4/22/2025	5115	Amazon Business	Library Building Repair Supplies	161.13	230-4231-2202-0000	Building Repair Supplies
1X96-R3MH-FVF7	4/22/2025	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	129.97	232-4232-2407-0000	Programs
2039025467	4/21/2025	280	Baker and Taylor	Materials - Juv Vox (SPLF)	49.05	232-4232-2113-0000	Materials
2039035215	4/25/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	464.15	232-4232-2407-0000	Programs
2194837	4/11/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	201.45	229-4229-2113-0000	Materials
PC2025-0022	4/21/2025	6352	Breaching Concerts LLC	Programs - Juv (SPLF HJA ELSA)	300.00	232-4232-2407-0000	Programs
B6959631	3/27/2025	452	Brodart Co	Materials - Juv	29.67	230-4230-2400-0000	Childrens Books
B6959631	3/27/2025	452	Brodart Co	Materials - YA	15.11	230-4230-2406-0000	Teen Books - Materials
B6959631	3/27/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6960579	3/28/2025	452	Brodart Co	Materials - Juv	257.79	230-4230-2400-0000	Childrens Books
B6960579	3/28/2025	452	Brodart Co	Materials - Adult Fiction	33.99	230-4230-2401-0000	Adult Books - Fiction
B6960579	3/28/2025	452	Brodart Co	Materials - Adult Nonfiction	37.79	230-4230-2405-0000	Adult Books - Non Fiction
B6960579	3/28/2025	452	Brodart Co	Materials - YA	228.62	230-4230-2406-0000	Teen Books - Materials
B6960579	3/28/2025	452	Brodart Co	Materials - Processing Fee	26.66	230-4230-3404-0000	Processing Fee
B6961853	3/31/2025	452	Brodart Co	Materials - Juv	63.94	230-4230-2400-0000	Childrens Books
B6961853	3/31/2025	452	Brodart Co	Materials - Adult Fiction	31.99	230-4230-2401-0000	Adult Books - Fiction
B6961853	3/31/2025	452	Brodart Co	Materials - Adult Nonfiction	106.17	230-4230-2405-0000	Adult Books - Non Fiction
B6961853	3/31/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B6961853	3/31/2025	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	53.36	235-4235-2101-0000	General Supplies
B6961853	3/31/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	22.21	290-4342-4099-0000	Miscellaneous Charges
B6962243	3/31/2025	452	Brodart Co	Materials - Juv	187.89	230-4230-2400-0000	Childrens Books
B6962243	3/31/2025	452	Brodart Co	Materials - Adult Nonfiction	34.04	230-4230-2405-0000	Adult Books - Non Fiction
B6962243	3/31/2025	452	Brodart Co	Materials - Processing Fee	84.84	230-4230-3404-0000	Processing Fee
B6962540	4/1/2025	452	Brodart Co	Materials - Juv	16.01	230-4230-2400-0000	Childrens Books
B6962540	4/1/2025	452	Brodart Co	Materials - Adult Nonfiction	53.39	230-4230-2405-0000	Adult Books - Non Fiction
B6962540	4/1/2025	452	Brodart Co	Materials - YA	34.54	230-4230-2406-0000	Teen Books - Materials
B6962540	4/1/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B6962691	4/1/2025	452	Brodart Co	Materials - Juv	26.07	230-4230-2400-0000	Childrens Books
B6962691	4/1/2025	452	Brodart Co	Materials - Adult Fiction	260.52	230-4230-2401-0000	Adult Books - Fiction
B6962691	4/1/2025	452	Brodart Co	Materials - Adult Nonfiction	14.27	230-4230-2405-0000	Adult Books - Non Fiction
B6962691	4/1/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6963440	4/2/2025	452	Brodart Co	Materials - Juv	169.39	230-4230-2400-0000	Childrens Books
B6963440	4/2/2025	452	Brodart Co	Materials - Adult Fiction	66.68	230-4230-2401-0000	Adult Books - Fiction
B6963440	4/2/2025	452	Brodart Co	Materials - Adult Nonfiction	42.93	230-4230-2405-0000	Adult Books - Non Fiction
B6963440	4/2/2025	452	Brodart Co	Materials - Processing Fee	9.46	230-4230-3404-0000	Processing Fee
B6963991	4/3/2025	452	Brodart Co	Materials - Juv	354.83	230-4230-2400-0000	Childrens Books
B6963991	4/3/2025	452	Brodart Co	Materials - Adult Fiction	392.42	230-4230-2401-0000	Adult Books - Fiction
B6963991	4/3/2025	452	Brodart Co	Materials - Adult Nonfiction	143.08	230-4230-2405-0000	Adult Books - Non Fiction
B6963991	4/3/2025	452	Brodart Co	Materials - YA	131.65	230-4230-2406-0000	Teen Books - Materials
B6963991	4/3/2025	452	Brodart Co	Materials - Processing Fee	49.02	230-4230-3404-0000	Processing Fee
B6964030	4/3/2025	452	Brodart Co	Materials - Juv	74.29	230-4230-2400-0000	Childrens Books
B6964030	4/3/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6965142	4/4/2025	452	Brodart Co	Materials - Juv	13.49	230-4230-2400-0000	Childrens Books
B6965142	4/4/2025	452	Brodart Co	Materials - Adult Fiction	71.25	230-4230-2401-0000	Adult Books - Fiction
B6965142	4/4/2025	452	Brodart Co	Materials - Adult Nonfiction	322.21	230-4230-2405-0000	Adult Books - Non Fiction
B6965142	4/4/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6965830	4/7/2025	452	Brodart Co	Materials - Juv	49.51	230-4230-2400-0000	Childrens Books
B6965830	4/7/2025	452	Brodart Co	Materials - Adult Fiction	72.31	230-4230-2401-0000	Adult Books - Fiction
B6965830	4/7/2025	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B6965830	4/7/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B6967070	4/8/2025	452	Brodart Co	Materials - Juv	133.86	230-4230-2400-0000	Childrens Books
B6967070	4/8/2025	452	Brodart Co	Materials - Adult Fiction	15.09	230-4230-2401-0000	Adult Books - Fiction
B6967070	4/8/2025	452	Brodart Co	Materials - YA	32.89	230-4230-2406-0000	Teen Books - Materials
B6967070	4/8/2025	452	Brodart Co	Materials - Processing Fee	7.74	230-4230-3404-0000	Processing Fee
B6967702	4/9/2025	452	Brodart Co	Materials - Juv	56.96	230-4230-2400-0000	Childrens Books
B6967702	4/9/2025	452	Brodart Co	Materials - Adult Fiction	15.66	230-4230-2401-0000	Adult Books - Fiction
B6967702	4/9/2025	452	Brodart Co	Materials - YA	23.43	230-4230-2406-0000	Teen Books - Materials
B6967702	4/9/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6967962	4/9/2025	452	Brodart Co	Materials - Adult Nonfiction	319.85	230-4230-2405-0000	Adult Books - Non Fiction
B6967962	4/9/2025	452	Brodart Co	Materials - Processing Fee	54.54	230-4230-3404-0000	Processing Fee
B6969222	4/11/2025	452	Brodart Co	Materials - Juv	65.39	230-4230-2400-0000	Childrens Books
B6969222	4/11/2025	452	Brodart Co	Materials - Adult Fiction	89.63	230-4230-2401-0000	Adult Books - Fiction
B6969222	4/11/2025	452	Brodart Co	Materials - YA	13.34	230-4230-2406-0000	Teen Books - Materials
B6969222	4/11/2025	452	Brodart Co	Materials - Processing Fee	1.72	230-4230-3404-0000	Processing Fee
B6970183	4/14/2025	452	Brodart Co	Materials - Juv	290.39	230-4230-2400-0000	Childrens Books
B6970183	4/14/2025	452	Brodart Co	Materials - Adult Nonfiction	21.60	230-4230-2405-0000	Adult Books - Non Fiction
B6970183	4/14/2025	452	Brodart Co	Materials - YA	30.24	230-4230-2406-0000	Teen Books - Materials
B6970183	4/14/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6970992	4/15/2025	452	Brodart Co	Materials - Juv	145.19	230-4230-2400-0000	Childrens Books

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6970992	4/15/2025	452	Brodart Co	Materials - Adult Fiction	15.66	230-4230-2401-0000	Adult Books - Fiction
B6970992	4/15/2025	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B6970992	4/15/2025	452	Brodart Co	Materials - Processing Fee	6.02	230-4230-3404-0000	Processing Fee
B6971637	4/16/2025	452	Brodart Co	Materials - Juv	201.12	230-4230-2400-0000	Childrens Books
B6971637	4/16/2025	452	Brodart Co	Materials - YA	17.79	230-4230-2406-0000	Teen Books - Materials
B6971637	4/16/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B6971712	4/16/2025	452	Brodart Co	Materials - Juv	361.58	230-4230-2400-0000	Childrens Books
B6971712	4/16/2025	452	Brodart Co	Materials - Adult Fiction	26.70	230-4230-2401-0000	Adult Books - Fiction
B6971712	4/16/2025	452	Brodart Co	Materials - YA	54.58	230-4230-2406-0000	Teen Books - Materials
B6971712	4/16/2025	452	Brodart Co	Materials - Processing Fee	6.02	230-4230-3404-0000	Processing Fee
B6972607	4/17/2025	452	Brodart Co	Materials - Juv	218.59	230-4230-2400-0000	Childrens Books
B6972607	4/17/2025	452	Brodart Co	Materials - Adult Fiction	229.78	230-4230-2401-0000	Adult Books - Fiction
B6972607	4/17/2025	452	Brodart Co	Materials - Adult Nonfiction	43.74	230-4230-2405-0000	Adult Books - Non Fiction
B6972607	4/17/2025	452	Brodart Co	Materials - Processing Fee	84.84	230-4230-3404-0000	Processing Fee
B6972612	4/17/2025	452	Brodart Co	Materials - Adult Fiction	289.57	230-4230-2401-0000	Adult Books - Fiction
B6972612	4/17/2025	452	Brodart Co	Materials - Adult Nonfiction	80.26	230-4230-2405-0000	Adult Books - Non Fiction
B6972612	4/17/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6973172	4/18/2025	452	Brodart Co	Materials - Juv	40.15	230-4230-2400-0000	Childrens Books
B6973172	4/18/2025	452	Brodart Co	Materials - Adult Fiction	16.20	230-4230-2401-0000	Adult Books - Fiction
B6973172	4/18/2025	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B6973172	4/18/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6974100	4/21/2025	452	Brodart Co	Materials - Juv	37.64	230-4230-2400-0000	Childrens Books
B6974100	4/21/2025	452	Brodart Co	Materials - Adult Fiction	15.65	230-4230-2401-0000	Adult Books - Fiction
B6974100	4/21/2025	452	Brodart Co	Materials - Adult Nonfiction	31.15	230-4230-2405-0000	Adult Books - Non Fiction
B6974100	4/21/2025	452	Brodart Co	Materials - YA	34.69	230-4230-2406-0000	Teen Books - Materials
B6974100	4/21/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B6975787	4/23/2025	452	Brodart Co	Materials - Juv	360.83	230-4230-2400-0000	Childrens Books
B6975787	4/23/2025	452	Brodart Co	Materials - Adult Fiction	139.58	230-4230-2401-0000	Adult Books - Fiction
B6975787	4/23/2025	452	Brodart Co	Materials - Adult Nonfiction	76.70	230-4230-2405-0000	Adult Books - Non Fiction
B6975787	4/23/2025	452	Brodart Co	Materials - Adult Nonfiction (Janilla)	24.30	230-4230-2405-0000	Adult Books - Non Fiction
B6975787	4/23/2025	452	Brodart Co	Materials - Processing Fee	21.50	230-4230-3404-0000	Processing Fee
B6975817	4/23/2025	452	Brodart Co	Materials - Juv	87.52	230-4230-2400-0000	Childrens Books
B6975817	4/23/2025	452	Brodart Co	Materials - Processing Fee	1.72	230-4230-3404-0000	Processing Fee
B6976627	4/24/2025	452	Brodart Co	Materials - Juv	384.46	230-4230-2400-0000	Childrens Books
B6976627	4/24/2025	452	Brodart Co	Materials - Adult Fiction	28.43	230-4230-2401-0000	Adult Books - Fiction
B6976627	4/24/2025	452	Brodart Co	Materials - Adult Nonfiction	96.11	230-4230-2405-0000	Adult Books - Non Fiction
B6976627	4/24/2025	452	Brodart Co	Materials - Processing Fee	112.11	230-4230-3404-0000	Processing Fee
B6977576	4/25/2025	452	Brodart Co	Materials - Juv	77.36	230-4230-2400-0000	Childrens Books
B6977576	4/25/2025	452	Brodart Co	Materials - Processing Fee	1.72	230-4230-3404-0000	Processing Fee
B6978907	4/28/2025	452	Brodart Co	Materials - Juv	157.05	230-4230-2400-0000	Childrens Books
B6978907	4/28/2025	452	Brodart Co	Materials - Adult Fiction	12.96	230-4230-2401-0000	Adult Books - Fiction
B6978907	4/28/2025	452	Brodart Co	Materials - Adult Nonfiction	8.63	230-4230-2405-0000	Adult Books - Non Fiction
B6978907	4/28/2025	452	Brodart Co	Materials - YA	10.70	230-4230-2406-0000	Teen Books - Materials
B6978907	4/28/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6978972	4/28/2025	452	Brodart Co	Materials - Juv	27.66	230-4230-2400-0000	Childrens Books
B6978972	4/28/2025	452	Brodart Co	Materials - Adult Fiction	247.82	230-4230-2401-0000	Adult Books - Fiction
B6978972	4/28/2025	452	Brodart Co	Materials - Adult Nonfiction	14.87	230-4230-2405-0000	Adult Books - Non Fiction
B6978972	4/28/2025	452	Brodart Co	Materials - Processing Fee	57.57	230-4230-3404-0000	Processing Fee
B6978972	4/28/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	15.66	290-4342-4099-0000	Miscellaneous Charges
897756	4/1/2025	3994	Corval Constructors	Library Maintenance Agreement	799.00	230-4231-3707-0000	Maintenance Agreements
20401572	4/22/2025	5848	Huebsch/Cintas	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
ORDUS337324	5/1/2025	2384	J.D. Power & Associates	Materials - Reference (ANF)	602.00	230-4230-2405-0000	Adult Books - Non Fiction
ORDUS342884	5/1/2025	2384	J.D. Power & Associates	Materials - Reference (ANF)	215.00	230-4230-2405-0000	Adult Books - Non Fiction
SS041725	4/21/2025	5278	Karen Chan	Program - Adult (Friends)	450.00	229-4229-2407-0000	Programs
53204	4/9/2025	2124	Menards	Library Janitorial Supplies	55.06	230-4231-2102-0000	Janitorial Supplies
53803	4/23/2025	2124	Menards	Library Janitorial Supplies	65.76	230-4231-2102-0000	Janitorial Supplies
A-091691-20250430-14	4/30/2025	5259	Mobile Beacon	Materials - Hotspots (SPLF)	1320.00	232-4232-2113-0000	Materials
W25030629	4/11/2025	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
280287	4/21/2025	2584	Paper Roll Products	Materials - Processing Supplies	149.16	230-4230-3404-0000	Processing Fee
3574974	4/29/2025	209	Per Mar Security Services	Library Monitoring Service	285.18	230-4231-3707-0000	Maintenance Agreements
20250411-PGO	4/11/2025	6449	Project Get Outdoors, Inc.	Materials - Juv (Nature Backpacks SPLF)	110.06	232-4232-2113-0000	Materials
2170001631	4/10/2025	2807	Regents of the U of M	Materials - Processing (RFID Tags)	1212.00	230-4230-3404-0000	Processing Fee
229971	4/28/2025	3657	Washington County Library	Q1 Lost & Damaged	24.94	230-0000-3880-0030	Lost Materials
229972	4/28/2025	3657	Washington County Library	Q1 Notices	296.59	230-4230-3102-0000	Postage
			INVOICES SUBTOTAL		\$ 16,560.26		
LIBRARY CREDIT CARD							
2080386-2025-03-11-1	3/12/2025	4157	Dream Host	DreamHost Web Hosting	23.99	230-4230-3098-0000	Technology Support
62982	3/1/2025	5711	Equally AI	Website Accessibility Tool	279.00	230-4230-3098-0000	Technology Support
			CREDIT CARD SUBTOTAL		\$ 302.99		
CITY/SPECIAL BILL PAYOUTS							
29298777	4/21/2025	14	4Imprint	Materials - Book Club Kits (SPLF)	\$ 371.38	232-4232-2113-0000	Materials
15042523	4/14/2025	4370	Backgroundchecks.com	Library Background Checks	\$ 198.85	230-4230-4099-0000	Miscellaneous Charges
I-SG-21831 (Pmt 2)	3/24/2025	6023	Image 360 Woodbury	Library Grounds - Signage (CIP 23-4231-962, SPLF Fun	\$ 1,189.72	120-4230-5200-0000	C/O & Improvements
I-SG-21908 (Pmt 1)	4/4/2025	6023	Image 360 Woodbury	Ramp Entry Signage Project (SPLF) - Pmt 1/2	\$ 6,482.24	232-4232-4099-0000	Miscellaneous Charges
CL18523001	4/23/2025	2565	Otis Elevator Company	Library Elevator	\$ 3,034.44	230-4231-3703-0000	Building Repair Charges
51-7976594-1 9247747	4/25/2025	3808	Xcel Energy	Energy	\$ 3,287.01	230-4231-3600-0000	Electricity
51-7976594-1 9247747	4/25/2025	3808	Xcel Energy	Energy	\$ 1,557.87	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 16,121.51		
GRAND TOTAL							
					\$ 32,984.76		

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							
3798-246193	5/13/2025	41	Ace Hardware	Library Janitorial Supplies	48.23	230-4231-2102-0000	Janitorial Supplies
1JWW-KXH6-MCQ3	5/4/2025	5115	Amazon Business	Library Supplies	48.19	230-4230-2101-0000	General Supplies
1DVG-4NQD-X9Y3	5/5/2025	5115	Amazon Business	Library Supplies	11.85	230-4230-2101-0000	General Supplies
1C6N-HR67-JFD3	5/7/2025	5115	Amazon Business	Library Supplies	38.79	230-4230-2101-0000	General Supplies
1TQR-QJT1-HHVK	5/10/2025	5115	Amazon Business	Library Supplies	97.93	230-4230-2101-0000	General Supplies
1TQR-QJT1-HHVK	5/10/2025	5115	Amazon Business	Materials - Processing	12.58	230-4230-3404-0000	Processing Fee
1M9G-DFYJ-4RN4	5/12/2025	5115	Amazon Business	Library Supplies	69.99	230-4230-2101-0000	General Supplies
1M9G-DFYJ-4RN4	5/12/2025	5115	Amazon Business	Materials - Adult Nonfiction	20.99	230-4230-2405-0000	Adult Books - Non Fiction
2039035208	4/25/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP - BA)	536.84	232-4232-2407-0000	Programs
2039059391	5/6/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	139.94	232-4232-2407-0000	Programs
2039063116	5/6/2025	280	Baker and Taylor	Materials - Juv Vox (SPLF)	196.18	232-4232-2113-0000	Materials
20250503-KOE	5/3/2025	5089	Christian M Koegel	Cataloging / Processing	224.00	230-4230-3404-0000	Processing Fee
240377576	5/1/2025	683	Comcast - 963209363	Library Internet/WIFI	186.85	230-4230-3098-0000	Technology Support
306-02444792-3-20250	4/30/2025	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
6760	5/14/2025	6466	Gretchen Ann Toay	Programs - Juv (SPLF HJA Nature)	100.00	232-4232-2407-0000	Programs
18626	5/2/2025	3062	HealthPartners Occupational Medicine	Library Drug Screening	58.00	230-4230-4099-0000	Miscellaneous Charges
27	4/16/2025	6459	Ironwood Foraging Co	Programs - Adult (Friends)	150.00	229-4229-2407-0000	Programs
20250514-TEP	2/28/2025	6460	Kyle Te Poel	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Programs
256012	4/29/2025	1959	Loft Literary Center	Programs - Adult (Friends)	375.00	229-4229-2407-0000	Programs
54170	5/1/2025	2124	Menards	Library Janitorial Supplies	74.08	230-4231-2102-0000	Janitorial Supplies
CL18510001	4/30/2025	2565	Otis Elevator Company	Library Elevator	828.75	230-4231-3703-0000	Building Repair Charges
412	5/2/2025	6057	Parcel Arts LLC	Programs - Adult (Friends)	423.00	229-4229-2407-0000	Programs
72118787	5/2/2025	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	2272.48	232-4232-2407-0000	Programs
101	5/12/2025	6323	Starck Lindsay	Programs - Adult (Friends)	94.60	229-4229-2407-0000	Programs
192334487	5/1/2025	3922	Uline Inc	Library Janitorial Supplies	1089.57	230-4231-2102-0000	Janitorial Supplies
			INVOICES SUBTOTAL		\$ 7,259.74		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
15053387	05/14/25	4370	Backgroundchecks.com	Library Background Checks	\$ 39.77	230-4230-4099-0000	Miscellaneous Charges
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 39.77		
GRAND TOTAL							
					\$ 7,299.51		

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 May 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. \$2,223 has been expended to date. • 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. \$4,074 has been expended in 2025. <p>Fund 230 – Library (City \$) <u>Revenue</u> The library’s city revenue for 2025 was budgeted at \$1,687,871.</p> <ul style="list-style-type: none"> • City Levy (\$1,658,084) • In-Kind Gifts (\$17,167): This line item is for the Volunteer Coordinator’s salary paid for directly by the Foundation. The updated projected expenditure for 2025 is \$19,633. • Interest Earnings and Unrealized Gains/Losses (\$0): TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit. • Library Generated Revenues (\$12,620): This reflects library meeting room fees, card fees for out of state residents, lost/damaged fees, printer/copier fees, and gallery income. \$2,588 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 in budgeted expenses of \$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 \$447,930 to date, which is in line with the 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. \$24,544 was expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$25,435 was expended to date.

Other: The library budgeted \$32,436 for other operating expenses. \$8,812 to date was expended.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$139,781. \$51,469 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 (\$1,456.70) and dental (\$63.15).

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$3,285 expended to date.

Plant Services and Charges: The plant services and charges budget is \$155,873. \$55,056 to date was expended.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2026.
- *Energy (\$80,000):* \$23,172 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$30,048 expended. In March & April, the library paid Otis \$23,023 for unexpected repairs to the elevator nearest 4th Street.
- *Other (\$9,203):* \$1,568 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: \$29,220 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: \$265 expended.
- Programs: \$3,578 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$0 in reimbursements for 232 and 223 received to date.
- Materials: \$5,828 expended.
- Minor Equipment: \$0 expended.
- Programs: \$9,147 expended.
- Misc: \$8,722 expended (\$2,240 advocacy; \$6,482 signage).

235 Library Donations: *Expenditures include prior year funds.*

- Donations: \$6,162 received to date.
- Materials (235-4235): \$53 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 525 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	6,297.05	83,702.95	6.99%
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	12,000.00	0.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
Total Expenditure:		102,000.00	6,297.05	95,702.95	
c		102,000.00	6,297.05	95,702.95	
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	
c		.00	.00	.00	
e		102,000.00	6,297.05	95,702.95	
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	-1,819.10	-1,680.90	51.97%
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	-435.23	-1,564.77	21.76%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	-140.00	-360.00	28.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-.21	.21	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-133.08	-66.92	66.54%
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	-656,773.50	-1,031,097.50	
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	
		-1,687,871.00	-656,773.50	-1,031,097.50	

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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
Total Revenue:		.00	.00	.00	
Expenditure					
230-4230-1000-0000	Full Time Salaries(E)	249,356.78	97,499.24	151,857.54	39.10%
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	7,388.90	-3,888.90	211.11%
230-4230-1113-0000	Vacation Pay(E)	.00	17,082.76	-17,082.76	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	243,308.23	470,562.85	34.08%
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	25,481.56	46,760.88	35.27%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	28,054.08	45,633.53	38.07%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	27,917.27	64,952.63	30.06%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	998.79	2,790.81	26.35%
230-4230-1540-0000	Life Insurance(E)	769.00	199.19	569.81	25.90%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	673.47	2,326.53	22.44%
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	8,301.71	6,198.29	57.25%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	5,095.00	10,405.00	32.87%
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	5,233.61	5,466.39	48.91%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	1,474.21	2,025.79	42.12%
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	5,122.98	4,377.02	53.92%
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	988.25	511.75	65.88%
230-4230-3200-0000	Mileage(E)	.00	.00	.00	100.00%
230-4230-3201-0000	Seminar/Conference Fees(E)	.00	.00	.00	100.00%
230-4230-3202-0000	Meals(E)	.00	.00	.00	100.00%
230-4230-3203-0000	Housing(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-3400-0000	Printing and Publishing(E)	500.00	.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	4,115.68	6,884.32	37.41%
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	141.98	58.02	70.99%
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	819.89	1,135.11	41.93%
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	506,720.87	880,168.54	
		1,386,889.41	506,720.87	880,168.54	

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	25,646.21	53,044.70	32.59%
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	1,932.94	-1,932.94	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	3,034.99	-3,034.99	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	9,588.28	20,937.41	31.41%
230-4231-1410-0000	PERA(E)	8,130.38	3,004.28	5,126.10	36.95%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	3,115.83	5,239.24	37.29%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	4,932.58	8,525.95	36.65%
230-4231-1520-0000	Dental Insurance(E)	505.20	189.45	315.75	37.50%
230-4231-1540-0000	Life Insurance(E)	116.00	23.97	92.03	20.66%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	21.98	178.02	10.99%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	2,980.86	1,019.14	74.52%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	282.63	1,217.37	18.84%
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	267.21	1,432.79	15.71%
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	12,587.79	42,412.21	22.88%
230-4231-3601-0000	Natural Gas(E)	25,000.00	10,584.26	14,415.74	42.33%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	23,022.53	-11,022.53	191.85%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	7,025.75	3,974.25	63.87%
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	1,568.03	461.97	77.24%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
Total Expenditure:		302,154.78	109,809.57	192,345.21	
c		302,154.78	109,809.57	192,345.21	
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	
c		.00	.00	.00	
r		1,173.19	-40,243.06	41,416.25	
T		103,173.19	-33,946.01	137,119.20	
nt					

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 525 AND [Account].AccountNumber 2200000000000000{-}229999999999999

Account Number	Account Title	YTD
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Fund220 - MINERVA FUND**Revenue**

220-0000-3810-0210	Unrealized Gains/Losses(R)	-131.55
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Total Revenue:		-131.55
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Fund221 - MC-WEBSTER FUND**Revenue**

221-0000-3810-0210	Unrealized Gains/Losses(R)	-52.27
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Total Revenue:		-52.27
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Fund222 - H R MURDOCK FUND**Revenue**

222-0000-3810-0210	Unrealized Gains/Losses(R)	-9.35
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Total Revenue:		-9.35
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Fund223 - PERSONNEL GRANT**Expenditure**

223-4223-1000-0000	Full Time Salaries(E)	676.41
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223-4223-1112-0000	Sick Pay(E)	725.24
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223-4223-1200-0000	Part Time Salaries(E)	23,219.64
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223-4223-1410-0000	PERA(E)	1,690.22
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223-4223-1420-0000	FICA/Medicare(E)	1,923.11
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223-4223-1500-0000	Hospital / Medical(E)	957.95
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223-4223-1520-0000	Dental Insurance(E)	9.17
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223-4223-1540-0000	Life Insurance(E)	18.31
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Total Expenditure:		29,220.05
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Fund224 - HELEN LAWSON FUND**Revenue**

224-0000-3810-0210	Unrealized Gains/Losses(R)	-366.96
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Account Number	Account Title	YTD
Total Revenue:		-366.96
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)	265.43
229-4229-2407-0000	Programs(E)	3,567.99
Total Expenditure:		3,833.42
Fund232 - STILLWATER LIBRARY FOUNDATION		
Expenditure		
232-4232-2113-0000	Materials(E)	5,827.65
232-4232-2407-0000	Programs(E)	9,147.27
232-4232-4099-0000	Miscellaneous Charges(E)	8,721.58
Total Expenditure:		23,696.50
Fund233 - KILTY FUND		
Revenue		
233-0000-3810-0210	Unrealized Gains/Losses(R)	-190.49
Total Revenue:		-190.49
Fund235 - LIBRARY DONATIONS FUND		

Account Number	Account Title	YTD
Revenue		
235-0000-3810-0210	Unrealized Gains/Losses(R)	-104.33
235-0000-3820-0100	Donations(R)	-4,600.00
235-3235-3820-0100	Donations-Library Materials(R)	-1,458.00
Total Revenue:		-6,162.33
Expenditure		
235-4235-2101-0000	General Supplies(E)	53.36
Total Expenditure:		53.36
Fund236 - WICK ESTATE FUND		
Revenue		
236-0000-3810-0210	Unrealized Gains/Losses(R)	-58.36
Total Revenue:		-58.36
T		34,668.35
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>During National Library Week, the library encouraged patrons to share their library story. From the Advocacy Committee, here are two of the stories that were received:</p> <p><i>“During my eleven years of living in Stillwater, the reasons I visit the library changed. When I was young I would ride my bike to spend an afternoon in the library and take everything in, but now that I’m in my final years of high school the library has been my place to lock down and study. Honest, I can’t focus better anywhere.” – Elsie, High School Senior</i></p> <p><i>“I love the Stillwater Library collection, the classes that are offered, and the many art classes that I have benefited from attending. The classes are SIMPLY THE BEST! I have learned so much about art, history, and genealogy thanks to the Stillwater Library! The classes are educational but they also work to reduce stress in our very busy lives! Thank you so much to the librarians, the library assistants, the other patrons who have become friends, and to all the instructors who set up and teach the classes!” – Carrie, Retired Social Worker</i></p> <p>On 5/13/2025, City Clerk Beth Wolf sent an email to all City Boards & Commission members informing that the annual training was rescheduled for Wednesday, June 11 at 6 PM. Attendance is required for those who did not participate last year. Attendance will be tracked and considered during reappointment.</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:	
<p>BOARD NORMS:</p> <ul style="list-style-type: none"> • Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice. • We follow open meeting law. • We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share. • We follow Robert’s Rules of Order and stick to the agenda. • We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board. • We respect each other’s time. We start meetings on time and move through meetings efficiently. • We attend meetings regularly and provide notice if absent. 	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Finances 101	
OWNER: Finance Committee Keri Goeltl, Business & Communications Manager	PRESENTER: Goeltl, Business & Communications Manager
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The presentation is meant to provide board members with an overview of the library's financial picture, including both city and supplemental fund revenues and expenditures. The presentation will focus on the following areas:</p> <ul style="list-style-type: none"> • Historical review of operating support and expenditures • Snapshot of the library's most recently completed fiscal year • Historical capital support • Friends and Foundation support • Review of other supplemental funds 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Finances 101 Other Supplemental Support	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

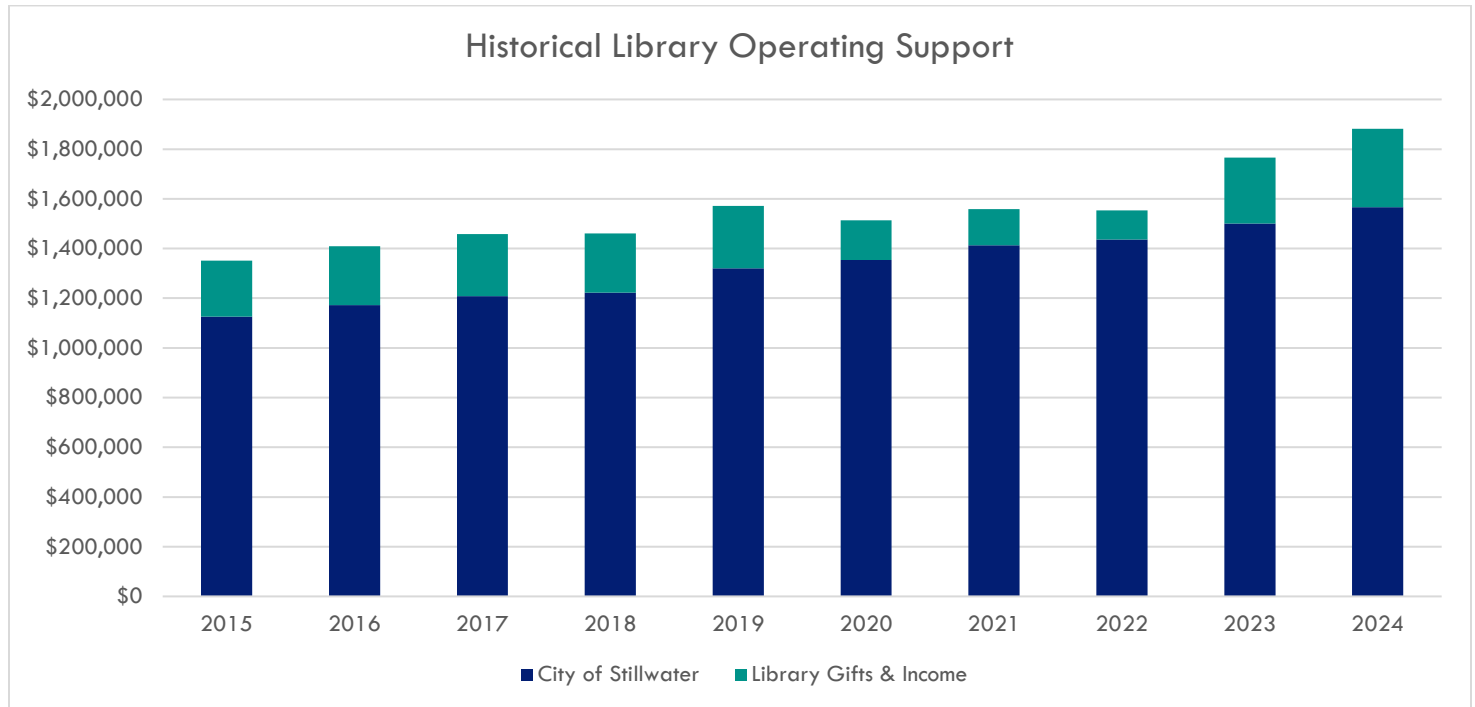
Stillwater

Public Library

Library Finances 101 (6/2/2025)

Historical Operating Support:

The City of Stillwater provides the majority of operational funding for the library through the levying of property taxes. Over the past 10 years, city funding ranged from \$1,125,000 to \$1,565,000 and accounted for 85% of the library's total operating support on average. The remaining support was generated through library fees, donations, and in-kind gifts.



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
City of Stillwater*	\$1,125,957 83.34%	\$1,171,625 83.15%	\$1,208,044 82.85%	\$1,222,353 83.65%	\$1,320,492 84.02%	\$1,353,200 89.42%	\$1,412,557 90.60%	\$1,435,610 92.39%	\$1,500,177 84.93%	\$1,565,996 83.20%
Gifts & Income**	\$225,058 16.66%	\$237,487 16.85%	\$250,152 17.15%	\$238,843 16.35%	\$251,153 15.98%	\$160,041 10.58%	\$146,610 9.40%	\$118,246 7.61%	\$266,115 15.07% ⁱ	\$316,111 16.80%
Total	\$1,351,015	\$1,409,112	\$1,458,196	\$1,461,196	\$1,571,645	\$1,513,241	\$1,559,167	\$1,553,856	\$1,766,292	\$1,882,107

*City of Stillwater: Includes regular transfer-in from the City's general fund, severance/compensated absence transfer-ins, and other special transfer-ins.

** Gifts & Income: Includes gifts from Foundation, Friends, and other donors)

Annual City Operating Support Increases for Library:

The library's annual operating support increases from the City of Stillwater have ranged from 1-8% over the past 10 years. On average, the annual increase for the library over the past 10 years was 3.6%.

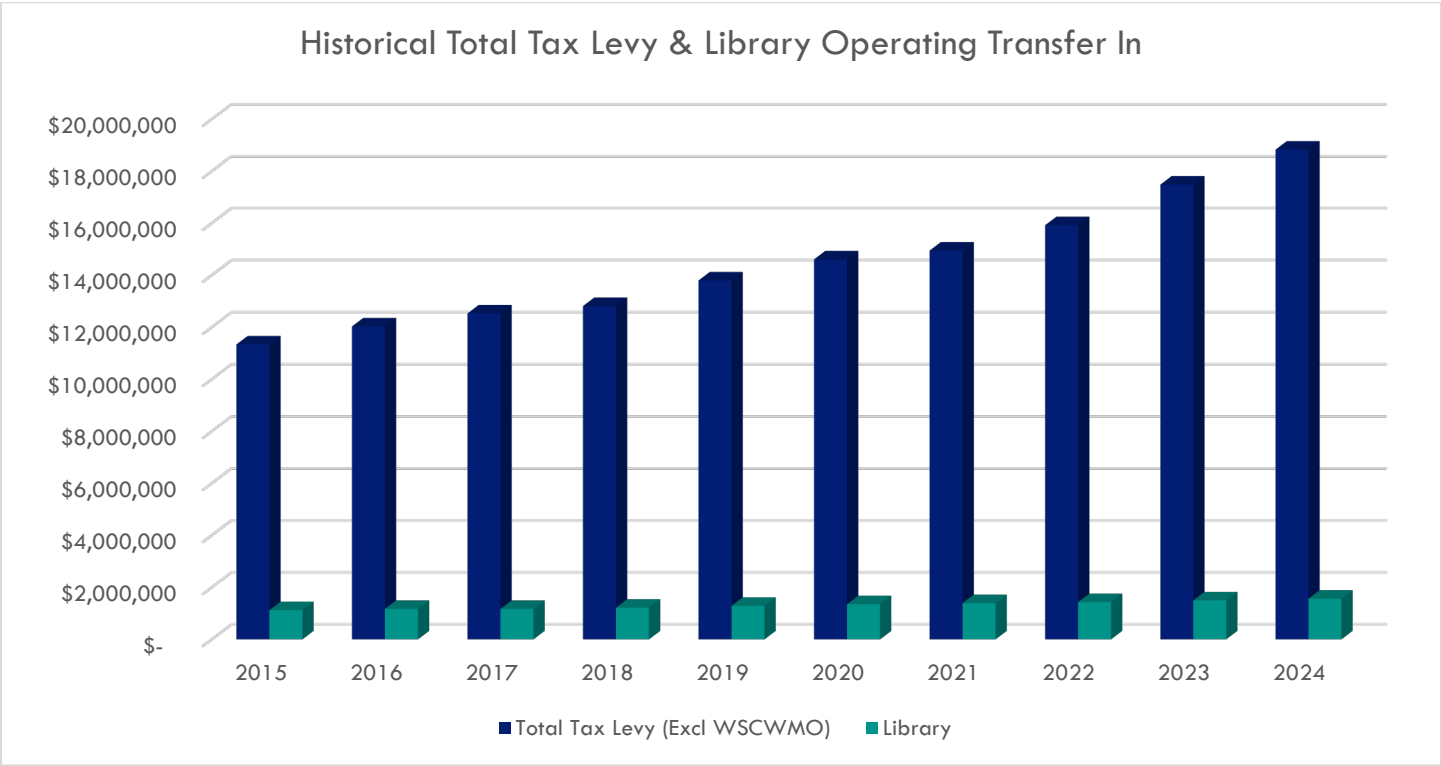
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Change in Library's Transfer-in From City General Fund	2.0%	4.1%	3.1%	1.2%	8.0%*	2.5%	4.4%	1.6% ⁱⁱ	4.5%	4.4%

*2019 includes a special one-time transfer of \$9,952 for WCL/City IT transition.

Stillwater

Public Library

Historical Tax Levy:
 On average over the past 10 years, Stillwater’s total tax levy for the entire city increased 5.9% annually, compared to 3.6% for the library. The library’s share of the total tax levy has declined from 9.9% in 2015 to 8.3% in 2024.



Volunteer Impact:
 In addition to the operating support received from the city and gifts received from the Foundation, Friends, and other donors, volunteers also give hours of their time to the library. These hours greatly contribute to the library’s operations, enhancing services and reducing costs.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Volunteer Hours	2,524	2,575	2,670	2,520	2,513	373	1,490	2,246	2,541	2,769
Volunteer Value*	\$62,677	\$60,662	\$64,454	\$62,219	\$63,906	\$10,146	\$42,525	\$67,238	\$80,804	\$92,734

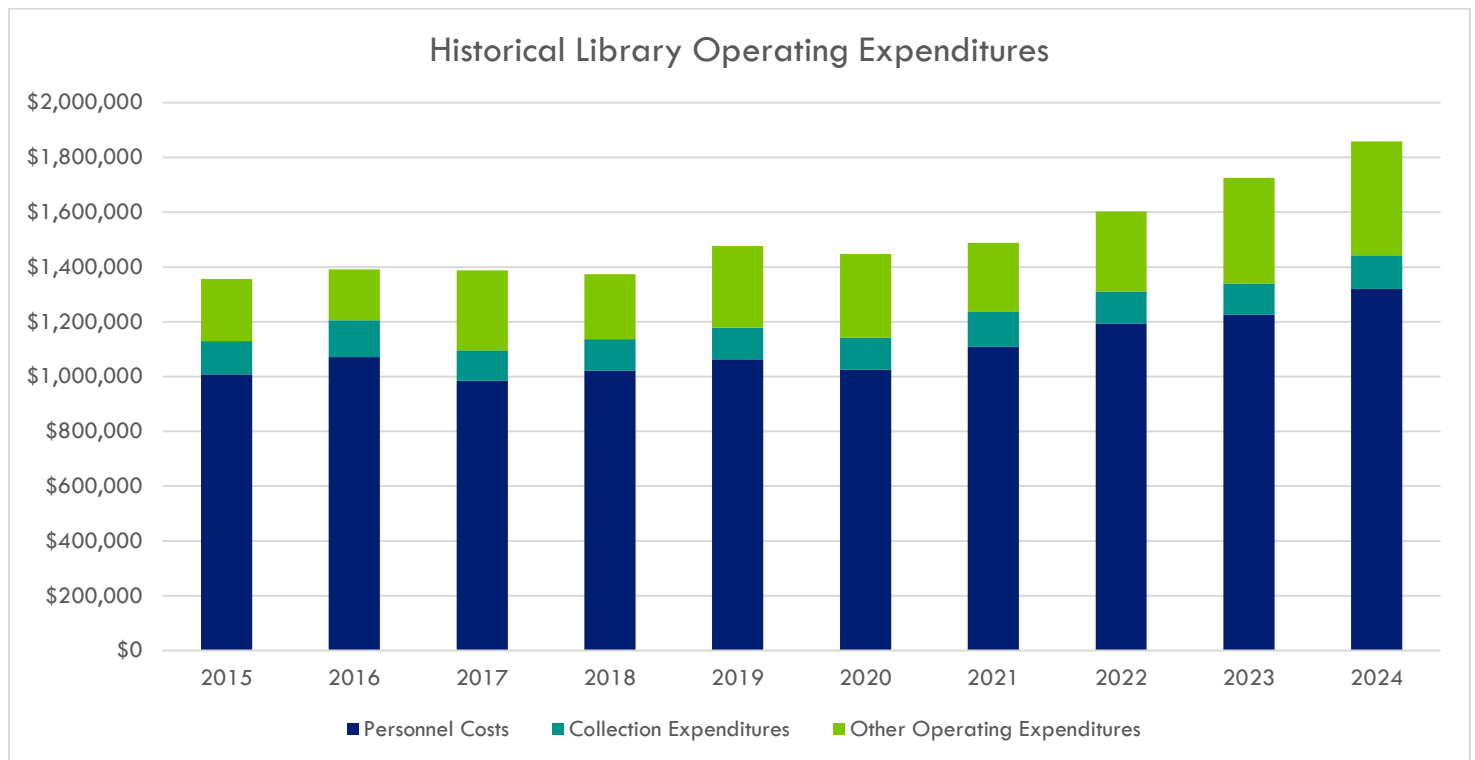
*Volunteer Value is calculated based on prior year federal volunteer rate.

Stillwater

Public Library

Historical Operating Expenditures:

About 73% of the library's total operating funding (a combination of both city funding and donations) is annually spent on personnel. Between 6-9% of the operating support is spent on the library's collection of physical and electronic materials. The remaining 15-20% of the library budget reflects all other expenditures – everything from building maintenance, repairs, and energy costs to library programs and IT expenses.



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Personnel Costs	\$1,008,339 74.32%	\$1,071,640 77.02%	\$985,170 70.99%	\$1,021,632 74.39%	\$1,063,387 72.02%	\$1,024,048 70.73%	\$1,109,120 74.53%	\$1,194,038 74.52%	\$1,226,067 71.06%	\$1,319,901 71.01%
Collection Expenditures	\$121,058 8.92%	\$133,632 9.60%	\$110,949 7.99%	\$115,068 8.38%	\$115,703 7.84%	\$118,151 8.16%	\$126,803 8.52%	\$116,252 7.26%	\$113,272 6.57%	\$122,978 6.62%
Other Operating Expenditures	\$227,385 16.76%	\$186,162 13.38%	\$291,696 21.02%	\$236,724 17.24%	\$297,501 20.15%	\$305,678 21.11%	\$252,320 16.95%	\$292,028 18.23%	\$385,948 22.37%	\$415,965 22.38%
Total*	\$1,356,782	\$1,391,434	\$1,387,815	\$1,373,424	\$1,476,591	\$1,447,877	\$1,488,243	\$1,602,318	\$1,725,287	\$1,858,844

*Library expenditure totals may differ from operating support as supplemental funds may be expended in a different fiscal year than the year gifted. In 2022, IT purchases of under \$5,000 in unit price became classified as operating expenditures instead of capital.

Over the past 10 years, the number of full-time equivalent (FTE) library employees funded by the city has remained relatively flat. Donor funding has supplemented staffing by supporting Sunday hours, programming, and a 0.5 FTE youth services librarian position. In 2024, donor funding increased the library's total FTE count by .87.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
City-funded FTEs	14.78	14.90	14.69	14.72	15.12	15.30	14.32	14.75	14.75	14.60
Donor-funded FTEs*	0.00	0.26	0.60	0.24	0.38	0.35	0.20	0.12	0.39	0.87
Total	14.78	15.16	15.29	14.96	15.50	15.65	14.52	14.87	15.14	15.47

*Excludes in-kind volunteer coordinator and volunteer hours.

Stillwater

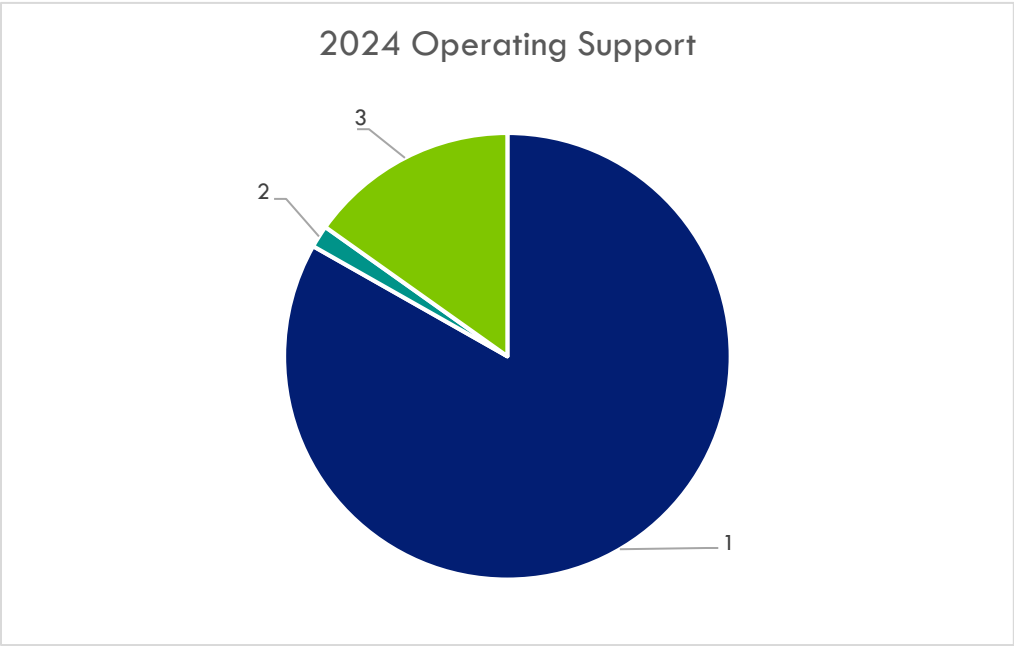
Public Library

Snapshot of Revenues and Expenditures:

Following is a snapshot of the library’s operating support and expenditures in 2024, the most recently completed fiscal year.

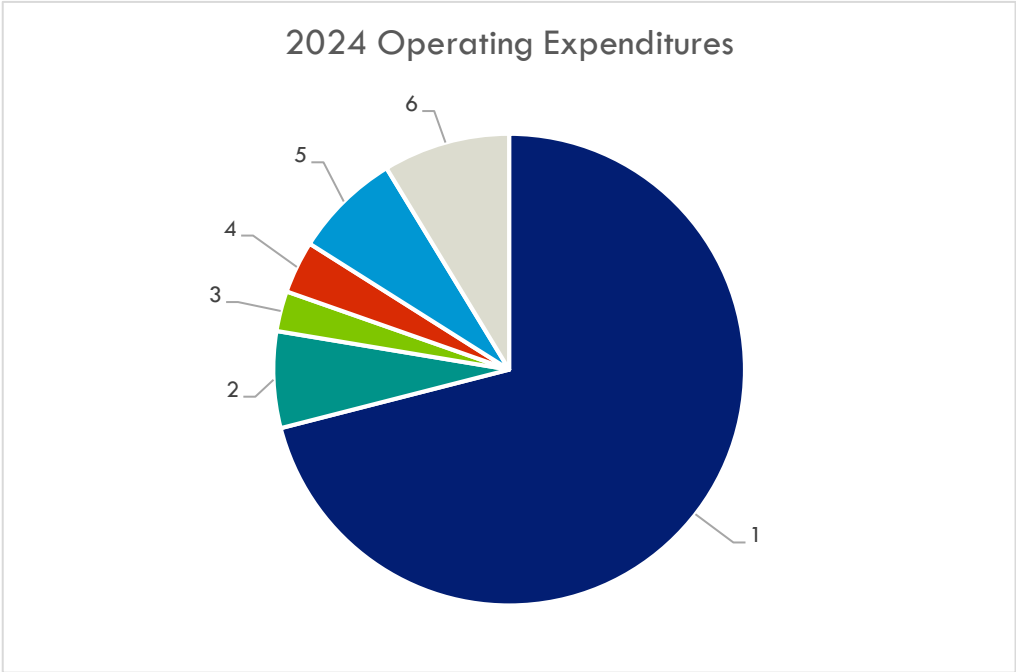
2024 Library Operating Support: \$1,882,107

- Breakout by revenue type:
- 1. City of Stillwater property taxes: \$1,565,996 (83.2%)
 - 2. Library fees and income: \$30,521 (1.6%)
 - 3. Gifts and grants: \$285,590 (15.2%)



2024 Library Operating Expenditures: \$1,858,844

- Breakout by expenditure type:
- 1. Wages and benefits: \$1,319,901 (71.0%)
 - 2. Library books, media and databases: \$122,978 (6.6%)
 - 3. Library programs: \$51,186 (2.8%)
 - 4. Technology: \$66,700 (3.6%)
 - 5. Operating supplies and services: \$136,360 (7.3%)
 - 6. Facility supplies and services: \$161,719 (8.7%)



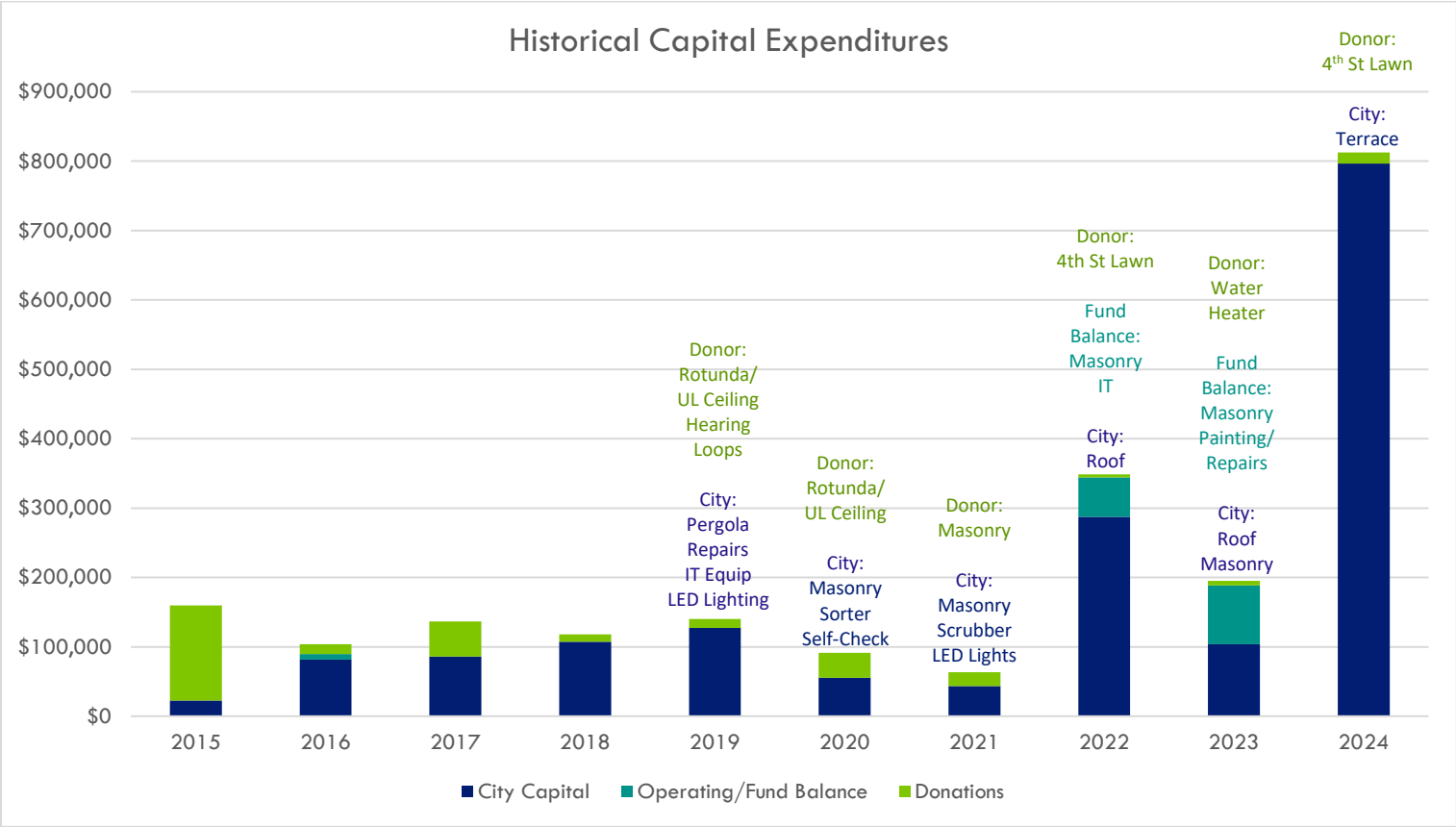
Stillwater

Public Library

Historical Capital Expenditures:

The City of Stillwater has also provided the majority of capital funding for the library. City funding has ranged from just over \$20,000 to nearly \$800,000. City capital dollars have been supplemented with donor gifts or the library’s fund balance.

Examples of expenditures and funding sources are included on the graph for 2019 – 2024.



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
City Capital	\$22,628	\$81,754	\$86,079	\$107,172	\$127,360	\$55,650	\$43,535	\$287,594	\$103,942	\$796,650
Operating/Fund Bal.	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0	\$56,635	\$84,770	\$0
Donations	\$137,000	\$13,982	\$50,591	\$10,968	\$12,948	\$35,627	\$20,000	\$4,350	\$6,653	\$15,927
Total	\$159,628	\$103,736	\$136,670	\$118,140	\$140,308	\$91,277	\$63,535	\$348,579	\$195,365	\$812,577

Stillwater

Public Library

Friends and Foundation Support:

While the City of Stillwater provides the majority of operational and capital funding, the library could not provide the level of service it does without additional support. The library's two primary partners in securing enhanced funding are the Stillwater Public Library Foundation and the Friends of the Stillwater Public Library.

Foundation Giving Summary

The Foundation has awarded the library more than \$1,640,000 in grants and in-kind gifts since its creation. Following is a summary of support for the last 5 years:

	2020	2021	2022	2023	2024
Books & Materials	\$13,270	\$25,400	\$10,700	\$18,300	\$27,339
Programs & Activities	\$1,000	\$20,000	\$34,076	\$31,900	\$36,944
Library Staff Support	\$17,226	\$42,067	\$24,662	\$41,667	\$57,555
Sunday Hours	\$0	\$11,000	\$6,763	\$16,300	\$17,025
Building & Grounds Improvements	\$23,000	\$30,000	\$20,000	\$20,000	\$19,935
Newspaper Digitization	\$0	\$0	\$95,000	\$0	\$77,373
Other	\$795	\$0	\$0	\$2,636	\$7,059
Total	\$55,291	\$128,467	\$191,201	\$130,803	\$243,230

**Amounts reflect grants awarded in a fiscal year. Funds are not distributed until expended and reimbursement is requested by library. Distribution may occur over multiple years and may not occur in same year that grant was awarded.*

Friends Giving Summary

The Friends annually provide supplemental support, typically in the key areas of materials and programming. Following is a summary of support for the last 7 years.

	2018	2019	2020	2021	2022*	2023	2024
Materials	\$1,800	\$0	\$4,500	\$6,240	\$0	\$10,000	\$10,000
Programs	\$2,500	\$12,000	\$0	\$4,000	\$0	\$6,300	\$5,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$4,845
Total	\$4,300	\$12,000	\$4,500	\$10,240	\$0	\$16,300	\$19,845

**Due to COVID, expenditures of prior year gifts were delayed. Instead of requesting new grants for 2022, these were depleted and a larger grant was requested for 2023 and for 2024.*

Stillwater

Public Library

Foundation Financials

Following is a summary of financials for Stillwater Public Library Foundation from 2018 to 2023, based on the 990 forms filed with the IRS.

Stillwater Public Library Foundation Financials (From IRS Form 990)						
	2018	2019	2020	2021	2022	2023
Revenue						
Contributions and grants	156,228	239,429	344,034	2,813,973	264,919	206,963
Fundraising event sponsorships/donations	45,495	55,551	72,123	0	22,100	114,365
All other contributions, gifts, grants	110,733	183,787	271,911	2,813,973	242,819	92,598
Program service revenue	0	0	0	0	0	0
Investment income	(6,089)	2,180	2,170	25,372	70,299	108,459
Other revenue (Event Sales - Expenses)	2,817	(3,398)	(14,627)	0	4,268	291
Ticket/Event Sales	22,545	14,117	0	0	22,500	6,368
Event Expenses	19,728	17,515	14,627	0	18,232	6,077
Total Revenue	152,956	238,211	331,577	2,839,345	339,486	315,713
Expense						
Grants and similar amounts paid	47,090	109,182	41,878	81,399	51,253	185,164
Employee compensation, benefits, taxes	0	20,973	45,575	56,793	50,222	17,126
Other expenses	84,068	83,075	28,977	49,725	53,458	122,970
Fees for Services (Non-employees)*	65,943	71,652	19,027	22,438	44,357	111,809
Advertising**	2,509	2,466	1,523	1,846	1,757	90
Office Expenses	9,232	6,232	3,207	2,005	3,138	3,636
Information Technology	796	810	1,008	4,043	3,365	6,270
Conferences, Conventions, Meetings	4,958	288	0	54	216	0
Depreciation	0		0	0	0	0
Insurance	475	999	900	0	450	735
Other	155	628	3,312	19,339	175	430
Total Expenses	131,158	213,230	116,430	187,917	154,933	325,260
*Fees for services include volunteer and venue coordinator	42,720	32,012	17,226	16,667	16,667	21,548
** Advertising includes listing library on wedding websites	2,149	0	0	0	0	0
Revenue Less Expenses	21,798	24,981	215,147	2,651,428	184,553	-9,547

Stillwater

Public Library

Net Assets or Fund Balance						
Total assets end of year	272,236	310,982	536,598	3,182,934	3,167,269	3,287,547
Total liabilities end of year	1,350	2,321	2,591	2,508	1,496	1,463
Net assets or fund balance end of year	270,886	308,661	534,007	3,180,426	3,165,773	3,286,084

ⁱ In 2023, library-generated revenues and donations was 13% of total operating support – an almost 7% increase from 2022. This increase can be attributed to \$56,000 grant reimbursement for the newspaper digitization project, \$20,000 grant reimbursement for signage project, and \$16,000 in gains from unrealized gains and interest earnings.

ⁱⁱ When looking at data comparatively between years, please note that each year has its own story. Although the statistics reflect a 1.6% increase from the general fund in 2022, the *regular* transfer in from the general fund was a 3% increase from \$1,393,796 to \$1,435,610 in 2022. At the close of 2021, an additional \$18,760 was transferred into the general fund as part of a severance payment. This increase in the total 2021 general fund amount correspondingly decreased the percentage change from 2021 to 2022.

Stillwater

Public Library

Other Supplemental Support: Revised 6/04/2025

St. Croix Valley Foundation Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2024 FUND BALANCE (@SCVF)	01/01/2025 SPENDABLE BALANCE (@Lib)	2025 PROJECTED INCOME OR ALLOCATION	2025 EXPENDITURE PLAN
Athena Fund	1998	<ul style="list-style-type: none"> Fund type: Endowment fund Donors: Funded by various donors directly to the Stillwater Public Library Athena Fund of SCVF Most recent donation: 9/28/2007 Annual distribution: Net income only distribution determined by SCVF at end of fiscal year. Use restrictions: Non-fiction books of lasting value 	\$22,988.15	\$34,447.45	\$1,491.81	\$1,458.00	\$1,491 to be spent in 2025 for adult nonfiction.
Helen Lawson Library Fund	2010	<ul style="list-style-type: none"> Fund type: Designated beneficiary endowment Fund created by Rod Lawson with \$50,000 in honor of Helen Lawson. Additional funds added by Rod at later date for a total principal of \$175,624.40. Annual distribution: Net income only distribution determined by SCVF and recommended by donor at end of fiscal year Use restrictions: Items that are of service to public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund. 	\$175,624.40	\$243,617.28	\$63,568.46	TBD by SCVF in July/Aug.	\$21,275 allocated for collection purchases in 2025.

Stillwater

Public Library

City-Held Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2024 FUND BALANCE	01/01/2025 SPENDABLE BALANCE	2025 PROJECTED INCOME OR ALLOCATION	2025 EXPENDITURE PLAN
McCluer- Webster Library Fund	1936	<ul style="list-style-type: none"> Fund type: Endowment fund Donors: Bequest of Amie Webster to the First National Bank of Stillwater as the McCluer-Webster Library Fund. Distribution: Interest only Use restrictions: Materials 	\$10,000.00	\$10,821.94	\$821.94	Unknown Interest	None
Minerva Fund	1998	<ul style="list-style-type: none"> Endowment fund with interest income only used Funded by various donors with gifts made directly to fund Most recent donation: 12/31/1999 Distribution: Net income only Use restrictions: Materials 	\$23,860.00	\$27,234.78	\$3,374.78	Unknown Interest	Will be used if additional collection funds needed.
HR Murdock Fund	1891	<ul style="list-style-type: none"> Fund type: Endowment fund to be invested in United States or state bonds Donors: Funded by a bequest of H.R. Murdock to the Stillwater Library Association. Distribution: Interest only Use restrictions: Materials 	\$1,800.00	\$1,934.79	\$134.79	Unknown Interest	None
Van Meier	1979	<ul style="list-style-type: none"> Fund type: Endowment fund Donors: Funded by Katherine Van Meier in honor Dr. Henry Van Meier Distribution: Interest only Use restrictions: Medical materials 	\$1,571.00	\$1,456.24	(\$114.76)	Unknown Interest	No spendable balance

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Public Library

Other Donation Accounts

FUND	YEAR ESTB'D	DESCRIPTION	12/31/2024 SPENDABLE BALANCE	2025 PROJECTED INCOME OR ALLOCATION	2025 EXPENDITURE PLAN
Kilty Fund	2017	<ul style="list-style-type: none"> Fund type: Gift fund Donors: Donation of \$50,000 to the City of Stillwater from the Kilty Estate for upkeep of the Stillwater Public Library Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Upkeep of library 	\$39,437.61	No additional revenue (other than interest expected)	City building repair budget expended in March; TBD for overages.
Wick	2021	<ul style="list-style-type: none"> Fund type: Gift fund Donors: Donation of \$19,740 from the Wick Estate Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Unrestricted 	\$10,985.81	No additional revenue (other than interest expected)	Up to \$3,000 for staff training
Other Government Gifts		<ul style="list-style-type: none"> Fund type: Gift fund Donors: Gifts given by other governmental entities. Stillwater Township last contributed to the fund in 2024. Baytown has donated in the past. Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Currently unrestricted. Future donations could be restricted by donors. 	\$33,932.98	\$0	\$9,800 for materials
235 Donations		<ul style="list-style-type: none"> Fund type: Gift fund Donors: Typically donations from individuals or organizations of \$100 or more to allow tracking of revenue and expenditures across multiple years. Some gifts are expended more immediately (e.g., tribute gifts specified for a commonly purchased genre) and others are expended over multiple years (e.g., flowers and plants for terrace). Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Varies by gifts. 	\$18,684.20	Unknown	\$1,000 for materials \$8,000 for programs \$3,700 for building and grounds

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Library Fund Balance¹:

FUND	DESCRIPTION	01/01/2025 BALANCE	2025 EXPENDITURE PLAN
Library Fund Balance Account (Not Including Compensated Absences)	<ul style="list-style-type: none"> ▪ A holding account for the library that may be added to annually when library's revenues at the end of the year exceed expenditures. ▪ In the absence of any other policy from the city, the fund balance may be used but it is typically only used to cover one-time shortfalls in budget. 	\$167,198.87	To be determined – possibly building repairs.
Compensated Absences Fund	<ul style="list-style-type: none"> ▪ A holding account for the unused portion of leave time that benefitted employees are allowed by personnel policy and union contract to roll from one year to the next. These funds may not be used outright or used to offset budget overages. 	\$39,695.71	

Stillwater

Public Library

¹ Fund Balance Update:

The library's past direction had been to be cautious about expending the fund balance until a target reserve of 4-6 months of operating expenses was reached. In 2021, the city consulted the auditors regarding guidelines for the size of the library's fund balance and indicated that there are no hard and fast rules on fund balances for special revenue accounts like the library. The City Finance Director advised that the library needs to maintain enough in the fund balance to cover compensated absences, but the city is the financial back up if the library went into default. Historically, the library has had a fund balance as low as \$7,000 so the current fund balance is high. Over the past several budget cycles, the city has recommended planned expenditures from fund balance for one-time capital and operating expenditures (not recurring expenses such as payroll) that are not covered by the library's budget allocation. Per the city's guidance, the library spent from the fund balance in 2022 and 2023.

The library's current fund balance is primarily a result of personnel savings from 2017 through 2021 due to staff retirements (including a director of 40 years, a long-time assistant director, and a long-time librarian), position changes, and the impact of COVID on the use of substitutes and in delaying hiring. Following is a review of personnel savings (a combined savings of more than \$285,000):

- 2017: The library added significantly to its fund balance due to the retirements of Director Bertalmio and Assistant Director Blocher. Director Troendle was not hired until September, and the Assistant Director position was not replaced. This resulted in a net personnel savings of approximately \$116,000 for 2017.
- 2018: Savings continued into 2018 as Director Troendle and the board revised the organizational structure, opted to not fill the Assistant Director position, and instead created a Business & Communications Manager position at a lower pay grade in November, creating more than \$70,000 in savings.
- 2019: The library had several staffing changes, including two retirements, which resulted in \$44,000 in savings from lower placements of new hires on the step grid and from gaps in coverage between hiring. In addition, the city moved employees to a different health care plan design in February 2019, resulting in \$13,000 in savings.
- 2020 & 2021: The library experienced more staff retirements which resulted in cost savings. In addition, the library's public hours of operations were reduced abruptly in March 2020 due to COVID. Because of this unforeseen change in service, the same level of staffing was not needed. Fewer subs were used throughout departments and some regular staff elected to work reduced hours, resulting in more than \$42,000 in savings.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026 Operating Budget Planning	
OWNER: Finance Committee Keri Goeltl, Business & Communications Manager	PRESENTER: 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>BACKGROUND/CONTEXT: The Finance Committee met on May 1 to review a preliminary plan for the library's 2026 operating budget request. The committee reviewed a historical overview of city funding trends, a baseline budget projection, and potential expenditures requiring additional funding.</p> <p><u>CITY FUNDING HISTORY</u> Between 2015 and 2024, the City's annual operating support for the library increased by 1% to 8% annually, averaging a 3.6% annual increase over the past 10 years.</p> <p>2024 Approved Operating Budget: \$1,609,382.</p> <ul style="list-style-type: none"> • \$1,565,996: Transfer in from city general fund (a 4.4% increase from 2023) • \$27,787: Library revenues • \$15,599: Fund balance <p>2025 Approved Operating Budget: \$1,689,044</p> <ul style="list-style-type: none"> • \$1,658,084: Transfer in from the city general fund (a 5.9% increase from 2024) • \$29,787: Library revenues • \$1,173: Fund balance <p><u>2026 BASELINE CITY OPERATING BUDGET</u> The projected baseline budget for 2026 is \$1,749,381, with a requested transfer from the City General Fund of \$1,718,908, a 3.7% increase from 2025. This budget was developed by:</p> <ul style="list-style-type: none"> • Adjusting personnel budget lines for step increases and estimated wage/benefit changes based on a potential new labor agreement and upcoming insurance renewal. • Holding all other budget lines at 2025 levels. <p><u>2026 ADDITIONAL FUNDING OPTIONS</u> The Finance Committee evaluated potential increases for additional staffing. Two primary recommendations are proposed for consideration:</p> <p>1. Increase Supervisory Positions to 40 Hours/Week</p> <ul style="list-style-type: none"> • <i>Affects:</i> Youth Services Supervisor, Information Services Supervisor, and Business and Communications Manager positions (currently at 36 hours per week). • <i>Rationale:</i> Extending these supervisory positions to full-time would improve on-site management coverage during the library's 54–58 public service hours per week, helping ensure consistent oversight, communication, collaboration, and support across teams. This change would also bring the positions in line with the City's supervisory staffing model, which does not include part-time roles. • <i>Cost:</i> \$36,652 in 2026 (and ongoing costs annually). • <i>Impact:</i> Increases request to city from 3.7% to 5.9%. 	

2. Add a Part-Time Office Specialist Position

- *Rationale:* The library currently has one part-time Office Specialist working 20 hours per week who supports a wide range of functions, including social media and communications, meeting room coordination, invoice processing, purchasing, and general administrative tasks. Adding hours in this role would allow responsibilities to be divided by function—such as separating marketing from accounting—leading to greater efficiency and reduced workload strain. This would also free up the Business & Communications Manager to focus more fully on advancing the library’s strategic initiatives and high-level planning.
- *Options:*
 - 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%**.

Part-Time Custodian: The Finance Committee received a long-standing request to add a part-time custodian to assist with regular cleaning and building upkeep. While this need remains, the Committee recommends prioritizing the supervisory or office specialist roles for 2026.

Building and Maintenance Considerations: In addition, the Finance Committee looked at regular budget items – particularly related to maintenance of the library’s building and grounds – to determine if other budgetary line items should be increased.

- *Energy:* Current budget levels are adequate. Lower heating needs in mild winters and HVAC efficiency improvements have kept costs stable.
- *Insurance:* Budget estimates pending from the City’s Finance Department.
- *Building Repairs:* Building repair costs are variable and can be unpredictable. For example, the library spent \$9,706 in 2022 and \$21,482 in 2024. In 2025, we have already spent \$23,000 due to unexpected elevator repairs. Staff recommends using the Kilty Fund (designated for building upkeep) or fund balance for unplanned repair expenses instead of increasing the general operating budget.

SUPPLEMENTAL BUDGET

In addition to the City operating budget, the library relies on significant supplemental funding to support both operating and capital needs. The supplemental fund budget was \$338,000 in 2023, \$340,000 in 2024, and \$390,000 in 2025.

These funds are essential for sustaining key services and initiatives not covered by the City budget, including: 100% of library programming (events, classes, outreach); over 50% of the library’s materials budget (books, digital resources, media); all Sunday open hours; a 20-hour/week Youth Librarian position, newspaper digitization projects, training, and additional support for technology, equipment, and special projects.

The supplemental budget for 2026 is to be determined and will be based on past budgets, capital and operating project needs, donor support, and any gaps in the City operating budget.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Recommended Changes to Bylaws	
OWNER: Executive Committee	PRESENTER: Lockyear, President & Hansen, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): A	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>At last month's Board meeting, Panciera also requested that a clarifying sentence be added, stating that in the event of a mid-term officer vacancy, the one-month period shall be observed for special elections.</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. In the event of a mid-term vacancy, the one-month period shall be observed for special elections. 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 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. In the event of a mid-term vacancy, the one-month period shall be observed for special elections. 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.

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 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

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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. In the event of a mid-term vacancy, the one-month period shall be observed for special elections. 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. 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.

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: Election of Vice President	
OWNER: Nominating Committee	PRESENTER: Glidden, Burns, Panciera
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to elect Vice President	
<p>BACKGROUND/CONTEXT:</p> <p>The Nominating Committee will recommend a candidate for the position of Board Vice President to serve for the remainder of the current term.</p> <p>After the Nominating Committee presents its recommendation, and prior to the vote, the Chair shall invite additional nominations from the floor. Once nominations are closed, the vote shall proceed.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Major Accomplishments

- We're pleased to report that on May 20, Jon Quijano was appointed by the City Council to serve as our newest trustee on the Library Board. On June 3, Pat Lockyear and Mark provided an orientation session, and the trustee guide was updated as well.
- The new grant-funded planters for the terrace arrived and were positioned to highlight the granite sculptural artwork. Ivy Club members filled them with potting soil and planted flowers and greenery; one planter is still on back order. The planters are double-walled for better thermal protection and include built-in water reservoirs to maintain consistent moisture and reduce watering needs. Thank you to the Ivy Club for their ongoing care, including weeding the library's 4th Street gardens.
- Maintenance Worker Shain Henry collaborated with a vendor to complete repairs on the lawn sprinkler system. Punctures were found in the irrigation lines along the 3rd Street side of the library. While some sprinkler heads may require further adjustment, the major issues—including leaks—have been resolved.
- New trash cans were purchased and placed outside near the library's two entrances. One benefit is their improved lids, which are much more effective at keeping water out. The old cans are being transferred to the Public Works Department for use in other areas of the city.
- The mezzanine elevator was repaired for the third time this year, due to different issues. Most recently, it was taken out of service on May 13 after a patron was briefly trapped inside and was returned to service on May 28. It has been operating smoothly and without interruption since then.
- Five design proofs for the parking ramp entryway refresh project were produced in May for staff review. The elevator interior design is complete, though details for the elevator's exterior and the adjacent wall are still being finalized.
- Mark and Business & Communications Manager Keri Goeltl attended and assisted with the Library Foundation's *Chapters of Gratitude* event on May 5.
- On May 7, the Leadership in the Valley class met at the library for part of the afternoon. Mark provided a presentation on library services to the group.
- Two candidates expressed interest in the seasonal position supporting summer reading program activities, and preliminary preparations were made for hiring in June.
- Five Library Corner articles were written and published in May.
- The June issue of ShelfLife was published on May 22.

Heads-Up

- To commemorate Juneteenth, the library will be closed on Thursday, June 19.
- On June 3, the City Council approved a citywide ADA assessment of all city-owned public buildings.
- This year's City Boards and Commissions picnic will be held on the library's terrace on August 13.

Near-Term Future Focus

- Planning continues for enhanced terrace amenities this year. In addition to the new planters, additional seating and sunshades are being considered. Mark is in ongoing conversations with a vendor, though no decisions have been made.
- Refining operating and capital budgets based on committee and board feedback.
- Collaborate with staff on potential grant ideas for an opportunity due in mid-August.
- Planning for the half day of staff training on October 13.
- Work continues to improve the library's interior entrance from the parking ramp.

May Programs and Activities

Art & Music

- **Artist Reception for Friends of Lyn Olson Medical Crisis Program (LOMCP):** On Thursday, May 15, 18 art enthusiasts attended the artist reception for LOMCP. LOMCP coordinated a collaborative art show with artists displaying a variety of mediums, including iconography in the Eastern Orthodox tradition, 'rugging' fabric works, and acrylic paintings.
- **Puppy in Blue Bandana with Karen Chan:** On Thursday, May 15, 11 artists painted their own vision of a puppy (or another animal entirely!). The sample painting is based on Karen Chan's family dog. Inclement weather was forecasted the evening of this event and staff believe that impacted the attendance.

Books Clubs & Literature

- **Mystery Book Club:** On Wednesday, May 21, 10 participants had a lively and youthful conversation about Teen or Young Adult mysteries. [Find Mystery Book Club book lists from each meeting on our website.](#)
- **Shelf Indulgence Book Club:** On Monday, May 12, 6 attendees discussed [Monsters We have Made](#) with author Lindsay Starck! *Monsters We Have Made* is a [2025 Minnesota Book Award Finalist](#). Book club members conveyed how much they enjoyed asking the author questions directly. They also commented on how warm and pleasant Lindsay was. Written feedback from a regular member afterwards was "You are doing a truly great job for the community."
- **Words from the Valley Poetry Reading:** On Monday, May 19, 6 attendees enjoyed the poetry of poetry of [Paula Cisewski](#), [Michael Kleber-Diggs](#), [Thomas R. Smith](#), and Joshua Davies. Thomas R. Smith said this was one of his favorite readings to do because of the intimate atmosphere (he also said that he loves Stillwater Public Library)!

Lifelong Learning

- **Tech Help:** On Fridays throughout May, 5 Tech Help one-one-one sessions were offered and 5 people received help. Topics included Microsoft Outlook, Windows 10 set up, browser navigation, and Laptop touchpad navigation.
- **Washington County Fix-It Clinic:** On Saturday, May 3, 35 participants were able to repair 35 items! A total of 45 items were at the event and 10 could not be repaired. Fix-It services are coordinated by Washington County Public Health & Environment Department. The clinic is designed to reuse, reduce waste, and empower the community to extend the lifespan of belongings. County staff said that Stillwater Public Library was a wonderful space for the event!
- **HealthCare Directives with Trellis:** On Tuesday, May 6, 4 attendees learned about creating Healthcare Directives. This event was rescheduled from April.
- **Medicare Counseling with Senior Linkage Line:** On Monday, May 5, 3 people attended one-on-one appointments with a Medicare Counselor.
- **Anxious Generation Book Study:** On Thursdays, May 8 and May 22, 4 attendees joined Stillwater Community Education virtually to discuss Jonathan Haidt's [The Anxious Generation](#).

Displays & Outreach

- **Adult Book Displays** included nonfiction and fiction selections celebrating May as national military appreciation month and national mental health awareness month.

- **Social Media:** Library associates Alexandre Adrian and Karen Karason were both featured on Library social media this month to promote reading. Alexandre shared information about the [Military Appreciate Month Display](#) and [Mental Health Awareness Display](#) and Karen shared information about book club kits and [the upcoming June Shelf Indulgence Book Club meeting](#).
- **The Estates at Greely:** The monthly visit to [The Estates at Greely](#) was canceled due to staffing at the facility. Visits will resume in June.
- **The Lodge at the Lakes:** On Monday, May 12, 8 residents borrowed a selection of large print materials at [The Lodge](#). During the visit, residents expressed how much they appreciate regular access to large print titles from the library. One resident was so immersed in the titles borrowed in April that they made a special trip to the library to get the next in the series!

St. Croix Collection

- **Monthly Visits:** 7 visits were recorded in May, including 4 residents of Stillwater and 3 visitors.
- **Research Topics and Sources:** Historical home research, Runk photos, identifying addresses, 1880s timber business information.
- **Genealogy Help:** Due to changes in schedule, the May Genealogy Help appointment took place virtually during the week of May 10.

Programming Photos

Paintings shared by artists who attended Puppy in Blue Bandana with Karen Chan on Thursday, May 15.



May Programs and Activities

Early Literacy (0-5)

May is mostly a storytime break month to allow time to prepare for school visits and finalize preparation for the summer reading program.

- One Baby & Toddler Storytime (52)
- One Second Saturday Family Storytime (45)

School-aged (6-12)

- Afoutayi – Haitian music and dance (10)
- MN Birds with Andy Weaver (12)

Children's Drop-in Activities

- Things That Go Scavenger Hunt (156 sheets in the robot mailbox!)
- Garden Discovery Room – According to survey responses received in May:
 - 53% live in Stillwater. (For 11%, the child lives in Stillwater, adults live elsewhere.)
 - 88% previously visited the Discovery Room.
 - 35% said their children talked about the Discovery Room after their visit.
 - 65% reported that their child practiced social skills such as sharing, helping, and cooperating.
 - *"New residents! Love the space!"*
 - *"My toddler is OBSESSED with the scarf blower thing! Incredible, I'm going to suggest one for our library"*

Teen and Tweens

- Teen Display – "Bookish Would You Rather?" (60 responses!)
 - Be dropped into a mystery or historical fiction book? Mystery: 9 Historical fiction: 7
 - Be born with magic powers or learn them? Born: 8 Learn: 6 Both: 4
 - Be the hero or villain in the story? Hero: 6 Villain: 7 Normal: 1
 - Read a print book or listen to an audiobook? Print: 9 Audio: 1 Both: 2

Outreach – Youth Services Librarians Erin and Kim promoted summer reading to area elementary schools.

- New Heights Gr K-5 – 45 students came for their last visit of the school year and learned about summer reading from the Youth Services Librarians, Erin and Kim. Afterward they enjoyed a scavenger hunt on the terrace and were rewarded with a sticker of Owliver featuring their school name!
- Rutherford Third Grade visit – 100 students
- Stonebridge Third Grade Visit – 75 students
- Lily Lake Elementary Visit – 425 students (5 sessions)

NEW and just in time for summer: former Library Board of Trustees member Spike Carlsen created a much improved Scavenger Hunt mailbox. Kim: *"We absolutely love it, including Baby Bear as you can see in the photo below. Having the larger, double-access, no-folding-needed, built-in pencil-and-sticker-holders box has ALREADY made our lives much easier, and it will be so helpful to have as school gets out and our numbers increase even more. The Scavenger Hunt is such a beloved activity in the Children's Area, and having this happy, custom-made box is now truly the cherry on top of the kids' excited searches. Thank you so much for sharing your skill, artistry, whimsy and wonderful good humor with our Stillwater community yet again through this wonderful piece of Art!"*

Upcoming Single Date Programs

- **Summer FOREST Explorers starts – Saturday, June 7**
- [Make Your Own Merch \(teens\)](#) – Tuesday, June 10
- [Circus Manduhai](#) – Wednesday June 11
- [Bill the Juggler](#) – Saturday, June 14
- [Forest Friends Craft \(tweens\)](#) – 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 SERVICES

MAY 2025



New Heights, K-5 learn about the library summer reading program



A signed picture from the students!

The kids and Baby Bear love the new Scavenger Hunt mailbox created by Spike Carlsen!



Afoutayi - Haitian music and dance



MN Birds with Andy Warner
Bird call tools (left) - McCusick Ravine (right)



St. Croix Ballet - Coppelia storytime

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Advocacy Date: Monday, May 21, 2025, 4 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hausman Lohmer, Hullander, Howe, O'Brien, Simon Absent: None</p> <p>Agenda Item 1: Approval of Minutes Minutes approved.</p> <p>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</p> <ul style="list-style-type: none"> • <i>Trustees:</i> At the last board meeting, the trustees recommended the addition of Jon Quijano to the board. • <i>Friends:</i> Friends Book Drive was on Saturday, April 5 and Book Sale was on April 9-12. Sales were good. Karah helped staff a Friends/Foundation/Library table on May 17 at a lifestyle expo at Sandhill Shores. The Friends will be meeting tonight to discuss leadership positions. • <i>Foundation:</i> The Foundation hosted a donor appreciation event on May 5, featuring author Nickolas Butler. About 65 donors and volunteers attended. The Foundation is preparing for Light a Spark on July 4. Tickets are now on sale. The 2024 Impact Report is finished and will be mailed and emailed to donors. <p>Agenda Item 3: Review of Outreach, Possible Calendar Dates, Library Stories</p> <ul style="list-style-type: none"> • <i>Monthly Calendar of Celebrations, Observances, Events:</i> Committee discussed use of this calendar. Instead of replicating information on this calendar, the Outreach calendar, and other library calendars, this will become a general listing by month (without specific dates) of key celebrations, observances, and events as a planning resource. • <i>Scheduled Outreach Events:</i> Committee reviewed shared list of upcoming outreach events attended or scheduled for the Foundation, Friends, and library. • <i>Library Stories:</i> Committee reviewed library stories received as part of National Library Week and beyond. Committee selected a few stories to share with the board. <p>Agenda Item 4: Proposed 2026 Budget & RACI Committee reviewed 2025 budget items and expenditure status. Committee discussed possible expenditure plans for 2026, including:</p> <ul style="list-style-type: none"> • Continue some degree of personal mailings, swag incentives, Community Ed advertisements, and outreach events (such as Summer Tuesdays, Lumberjack Days, Farmers Market plus possible expansion to other community events). • Explore better identification options for event volunteers, such as nice magnetic name tags for trustees (as they can use these multiple years) and aprons with a library logo for tabling events (as these could be reused and shared). 	

- Explore sending another representative to Leadership in the Valley. Elsbeth was part of the 2024/2025 cohort. Committee discussed skipping the 2025/2026 cohort and then sending someone in 2026/2027.
- Determine scope and phases of library stories project; Project could be a preliminary phase in 2025; a pause for more planning in 2026 for anniversary event; and then doing another phase at beginning of 2027 in preparation for event.

Agenda Item 5: Project Updates

- Lumberjack Days (Sunday, July 20): Karah, Bevin, and Ashley reported on Lumberjack Days.
 - Cost: Total expense is estimated to be \$650.
 - Costumes: Explored doing book covers but ran into illustrator copyright issues. Now considering wearing signs that look like books (without their dust jacket) and holding "Did you know?" signage with fun facts. If volunteers would like to dress like their favorite book character, they could do this as well.
 - Banner: Need to create a banner with logos of all three organizations
 - Volunteer Walkers: First try recruiting from people we know; keeping the group size to 40 people or under; walking only; no float for 2025.
 - Handout: Bookmarks?
 - Registration: Keri needs to register the library by July 1. Discount if Chamber member.
- Summer Tuesdays (July 15, July 29, August 12): Karah reported.
 - Karah has logistics/plan from last year and is fine with managing these events; will update with any changes for 2025.
 - Karah needs a counter for event to track people coming to the table.
 - Will work with Susie to potentially recruit volunteers with a truck or large vehicle to haul tent, tables, and other equipment to and from the event.
 - Keri will work on creating buttons to identify volunteers at Summer Tuesdays.
 - Keri will find old face painting palettes and order new palettes for 2025.
- Library Stories Project: Elsbeth, Carrie and Simon reported. They will work on scheduling a meeting with Amanda Lathrop of Lead Sheep Productions for a consult and quote on video storytelling.

Agenda Item 6: Polco Survey Results

Committee did not discuss.

Next Meetings:

Wednesday, July 9, 4-6 PM

Wednesday, September 10, 4-6 PM

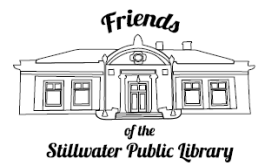
Wednesday, November 12, 4-5:30 PM (Board meeting immediately follows)

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Friends of the Stillwater Public Library



April 14, 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, Elsbeth Howe, Janet Skeie, Laurie Burns

Agenda

Friends of the Stillwater Public Library Agenda Monday, April 14, 2025 at 6:30 pm Conference Room

1. Call meeting to order: Gemma Lockrem
2. Introduction of Stillwater Public Library Foundation Executive Director, Elsbeth Howe
3. Secretary's Report: Tracy Salvati
4. Financial Report: Jan Kilkelly
5. Membership Report: Karah Hullander
6. Light A Spark
7. Request for presence at Sandhill Shores event on May 17
8. Upcoming Booksale recap
9. Other
10. Update: Mark Troendle
11. Adjourn: All

Meeting called to order by Gemma Lockrem

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

Treasurer's report Jan Kilkelly

3/1/2025 – 3/30/2025

Opening Balance: \$56,633.58

Total Receipts: \$399.00

Total Disbursements: \$129.00

Ending Balance: \$56,903.58

Membership report Gemma Lockrem

112 memberships

Topics:**Light A Spark – Elsbeth Howe**

- Foundation is hosting Light A Spark
- Elsbeth requesting sponsorship
- Friends agreed on 'Roman Candle' \$2,500.00
 - Jan Kilkelly wrote a check to the Foundation for \$2,500.00 and gave to Elsbeth Howe for the Friends sponsorship

Membership duties

- Karah volunteered and will take over membership, thank you very much Karah!

Round up at the Co-Op

- Round up for FRIENDS is Oct. 2025

Request for presence at Sandhill Shores (at the Lakes) event on May 17

- Roger Funk lives at the Lakes / Sandhill Shores, his facility is having an event on May 17th wondering if FRIENDS want to share a table with the FOUNDATION at the event.
 - Friends team will participate

BOOKSALE Dates:**Spring 2025 Booksale:**

- April Booksale went very well. Book sales totaled \$5,535.00

FALL 2025 Booksale:

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

Susie D. will send out a request for volunteers for the Fall 2025 Booksale on 'Sign up Genius'.

Karah – Advocacy Committee

- Stillwater Public Library will be at Summer Tues. at Lowell Park
 - 7/15, 7/29 and 8/12
 - 5:00-8:00pm, movie starts at 8:00pm
 - Advocacy team is working on getting a spot for the Library in Lumberjack Days Parade

Mark Troendle update:

Friends April 14, 2025

1. Mark would like to discuss 2026 Book Sale Dates. A decision isn't needed tonight, though it would be helpful to know by the Friends' May board meeting.
 - a. Spring 2026 recommendation:
 - i. Book collection on Saturday, April 18
 - ii. Book sale April 22-25 (this is also National Library Week)
 - b. Fall 2026, two options to consider:
 - i. Option 1
 1. Book collection on Saturday, October 31
 2. Book sale November 4-7
 - ii. Option 2
 1. Book collection on Saturday, November 14
 2. Book sale November 18-21
2. The mezzanine elevator was repaired and operational on Friday, April 4.
3. The library recently completed and submitted an annual report to the MN Department of Education. For the third consecutive year, this library achieved record-breaking levels of patrons borrowing materials and participating in library programs. More than 19,000 people participated in a library-sponsored program last year. And more than 442,000 physical and digital items were borrowed through our library. We couldn't have reached those levels without the support of you, the Friends.

A few other interesting statistics from the past year are these:

- In the past 10 years, total circulation climbed 38%, while Stillwater's population grew 3%.
 - We had an average of 394 visitors per day.
 - 150 groups held 579 meetings here.
 - With the help of 70 volunteers contributing a total of 2,769 hours, we were able to significantly extend our resources and impact.
4. The handout being passed around is not the annual report submitted to the state. Instead, it's a set of one-page individual reports that communicate our story and successes in key areas. Each page may be used by itself or paired with another based on the audience. It's also available on our website.
 5. The city mails a quarterly newsletter to residents. If you're not a Stillwater resident or didn't receive it, copies of the library's insert are being passed around the table.

2025 FRIENDS BOARD MEETING schedule:

February 10, March 10, April 14 **May 12, No meeting in June, July or August, September 8, October 13, November 10**

Meeting Adjourned at 7:15 pm

Next meeting will be Monday, May 12, 2025

Friends of the Stillwater Public Library 2025 Financial Reports

Period:	4/1/25 - 4/30/2025	Year-to-Date 4/30/2025
Opening Balance	\$ 56,903.58	\$ 71,612.55
Receipts:		
Memberships	\$ 2,315.00	\$ 2,825.00
Donations	\$ 200.00	\$ 545.00
Ongoing Book Sales	\$ 493.00	\$ 1,451.00
Semi-Annual Book Sales	\$ 5,535.00	\$ 5,535.00
Scanner Fees	\$ 105.00	\$ 105.00
Book Bag Sales	\$ 15.00	\$ 15.00
Total Receipts	\$ 8,663.00	\$ 10,476.00
Disbursements:		
Grants to Library		\$ 15,000.00
Sponsorships	\$ 2,500.00	\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 129.00
Printing & Supplies	\$ 94.67	\$ 94.67
Sales Tax		\$ 1,203.00
Fees		\$ -
Misc.		\$ 154.97
Total Disbursements	\$ 2,594.67	\$ 19,116.64
Ending Balance	\$ 62,971.91	\$ 62,971.91

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
Book Sale Apr. 2025	\$5,535.00
	<u>\$21,522.92</u>
Total	\$27,246.92

Stillwater Public Library

2025 Calendar

January 1: Library Closed, New Year's Day 14: Trustee Meeting, 5:30 pm 20: Library Closed, MLK Day 31: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> Board passes ratification of wages prepared by Director (if needed) Annual Meeting 	February 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 17: Library Closed, Presidents' Day	March 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 11: Possible Presentation at Stillwater Township, 7:00 pm 28: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> Director evaluation: 6-month progress check Library not on Township agenda for 2025
April 1: Annual Report to State Due 6-12: National Library Week 8: Trustee Meeting, 5:30 pm (CONF RM) 9-12: Friends Used Book Sale 14: Friends Meeting, 6:30 pm 20: Library Closed, Easter 25: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> Annual report data to board 	May 12: Friends Meeting, 6:30 pm 13: Trustee Meeting, 5:30 pm 25: Library Closed Sundays in Summer 26: Library Closed, Memorial Day <ul style="list-style-type: none"> Begin 2025 budget prep Facilities 101 	June 10: Trustee Board Meeting, 5:30 pm 11: Boards & Commissions Training, 6 pm 19: Library Closed, Juneteenth 27: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> 2025 budget discussions Finance 101
July 4: Library Closed, Independence Day 8: Trustee Meeting, 5:30 pm 15: Library at Summer Tuesdays 20: Library at Lumberjack Days Parade 29: Library at Summer Tuesdays 25: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> 2025 operating budget due and 2025-2029 CIP due Preview August library presentation to council 	August 4: Trustee Meeting, 5:30 pm (MON MTG) 6: Presentation to City Council, 4:30 pm 12: Library at Summer Tuesdays 13: Boards & Commissions Picnic 26: SPLF Townie Tuesday at Lift Bridge Brewing, 5-9 PM <ul style="list-style-type: none"> City budget hearing Discuss library's budget at council workshop session Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	September 1: Library Closed, Labor Day 7: Sunday Hours Resume 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 10: Volunteer/Staff event, 8-9:30 am 26: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> Council budget changes; Levy adopted Director evaluation: annual review Negotiate labor contract with union if due (Executive Committee)
October 13: Library Closed Until 2 PM for Staff Training Day 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 24: SPLF Board Meeting, 8:30 am <ul style="list-style-type: none"> Implement board self-assessment survey every 2-3 years (last done in 2024) 	November 10: Friends Meeting, 6:30 pm 11: Library Closed, Veterans Day 12: Trustee Meeting, 5:30 pm (WED MTG, CONF RM) 12-15: Friends Used Book Sale 27: Library Closed, Thanksgiving Day <ul style="list-style-type: none"> Report on self-assessment results every 2-3 years Adopt holidays for succeeding year 	December 5: SPLF Board Meeting, 8:30 am 9: Trustee Meeting, 5:30 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End <ul style="list-style-type: none"> Succeeding year budget adopted by Council Provide authorization for year-end expenditures if needed SPL/WCL Contract

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2025 LIBRARY BOARD

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

Members	Term	Ward
Stan Burns	2nd Term: Jan 1, 2025 - Dec 31, 2027	3
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
Jon Quijano	Partial Term: June 1, 2025 - December 31, 2026	3
Carrie Simon	1st Term: Jan 1, 2023 - Dec 31, 2025	3
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2025 Committee Rosters:

Executive:	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 6/5/2025