

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, July 8, 2025
5:30 PM, Margaret Rivers Room**

Introductory Business (10 minutes)

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

Regular Business (5 minutes)

3. Consent Calendar
 - a) Adoption of June 10, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in June +
 - c) 2025 Budget Status Report +
 - d) Q2 2025 Gifts and Grants Received +

Informational/Discussion (30 minutes)

- | | |
|---|----|
| 4. Trustee & Council Liaison Information Sharing | I+ |
| 5. Director Evaluation Process – September Annual Review & Goal Suggestions | I+ |
| 6. Library Financial Presentation Preview | D+ |
| 7. Determination on August Board Meeting | D+ |

Decisional (35 minutes)

- | | |
|--|----|
| 8. Grant Request | A+ |
| 9. 2026-2027 Library Service Agreement Between WCL and SPL | A+ |
| 10. 2026 Operating & Supplemental Budget Requests | A+ |
| 11. 2026-2030 Capital Improvement Plan | A+ |

Reports (10 minutes)

12. Director and Other Staff Reports +
13. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Library Advocacy
 - e. Library Event Planning Task Force
14. Foundation and Friends Report +
15. Public Commentary
For in-person commentary, please refer to the [Public Comment Policy](#) for rules and procedures, including time limits.
16. Trustee Check-in/Topics for Future Discussion
17. Adjournment A

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Conference Room
Tuesday, June 11, 2025**

Minutes

PRESENT: Burns, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon

ABSENT: Glidden, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Introduction of New Trustee

Lockyear introduced Jon Quijano, the library's new trustee.

AGENDA ITEM 3: Adoption of Agenda

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

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Trustee & Council Liaison Information Sharing

Lockyear reminded trustees about the following upcoming activities:

- Annual boards and commissions training on June 11 at 6 PM
- Group photo of the trustees will be taken prior to the board meeting on July 8 – arrive 15 minutes early for the photo
- Library presentation to City Council on August 6 at 4:30 PM
- Appreciation Breakfast on September 12 from 8 – 9:30 AM

AGENDA ITEM 6: Library Finances 101

Goeltl reviewed the Finance 101 documents presented in the board packet. She discussed the library's historical operating support and expenditures, capital support, Friends and Foundation support, and other supplemental funds.

Burns noted an error on page 26 of the board packet in the historical capital expenditures chart. The total capital expenditures for 2024 should be \$812,577.

AGENDA ITEM 7: 2026 Operating Budget Planning

Hansen reviewed the Finance Committee's budget planning for 2026 as outlined in the board packet. The library's baseline budget for 2026 includes step increases and wage/benefit changes based on a potential new labor agreement and upcoming insurance renewal. All other budget lines were held flat. These baseline changes result in a 3.7% increase from 2025 in the requested transfer in from the city's general fund.

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Hansen then reviewed additional budgetary adjustments for board consideration:

- Increasing the 3 supervisory positions from 36 hours per week to 40 hours per week. The adjusted transfer in would be 5.9%.
- Adding a part-time office specialist position. The adjusted transfer in would range from 4.9% to 6.6%, depending on number of hours per week.
- Adding a part-time (20 hours per week) custodial position. The adjusted transfer in would be 5.9%. The Finance Committee advised that the first two options are a higher priority at this time.

Trustees discussed the baseline budget, possible budgetary adjustments, and the Council's history of support. Troendle also updated trustees on a recent meeting with Bob Manning, Stillwater Area High School's Pathways Program, to hire a high school intern for a short number of hours in the spring to assist in the administration area.

Trustees expressed support for asking for a 5.9% increase and were inclined to request increasing the supervisory positions to 40 hours. The Finance Committee will discuss these recommendations at its next meeting and then come back to the board in July with a proposed 2026 operating budget request.

AGENDA ITEM 8: Recommended Changes to Bylaws

Lockyear directed the trustees to the bylaw revisions in the packet. The revisions were discussed at May's board meeting and are now at the June meeting for approval. The revisions are:

- Article IV, Section 2: Change from two months to one month and change Annual Meeting to Year-End Meeting. Add in clause about observing the one-month period for special elections due to a mid-term vacancy.

The revised section will read: "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."

- Article V, Section 2: Change Annual meeting to Year-End Meeting, delete the first part of the first sentence, and change January to December.

The revised section will read: "**Year-End Meeting.** The election of officers shall be held at the time of the regular meeting in **December** of each year."

- Quijano noted that an additional change is needed to Article IV, Section 7. Replace Annual Meeting with Year-End Meeting.

The revised section will read: "In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next **Year-End 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

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candidates at the earliest possible board meeting. Additional nominations may be made from the floor.”

Motion to approve revised bylaws as presented in the board packet and the additional change suggested by Quijano. Hansen moved. Burns second. Yes: Burns, Hansen, Lockyear, Hausman Lohmer, O’Brien, Panciera, Quijano, Simon; No: None.

AGENDA ITEM 9: Election of Vice President

Panciera announced that the committee nominates Bevin O’Brien to the office of Vice President. O’Brien agreed to this nomination.

Motion to approve O’Brien as Vice President. Simon moved. Hausman Lohmer second. Yes: Burns, Hansen, Lockyear, Hausman Lohmer, O’Brien, Panciera, Quijano, Simon; No: None.

AGENDA ITEM 10: Director and Other Staff Reports

Troendle reported that the Summer Forest Explorers program began on Saturday, and he complimented staff on their efforts. O’Brien shared positive feedback on the successful school visit by Erin Look to Stonebridge Elementary that promoted the library’s summer reading program to three classes of third grade students. Simon reported that her 3rd grader at Stonebridge came home very excited about the library’s program.

It was noted that page 52 of the board packet, containing the report from youth services, should be corrected to read MN Birds with Andy Weaver.

AGENDA ITEM 11: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Will meet in June. Quijano has agreed to serve on Facilities.
- c) Finance Committee: Will meet in June.
- d) Library Advocacy: Report in packet. Simon and O’Brien reported on the upcoming advocacy efforts. They highlighted the three Summer Tuesdays events, initial work on the library stories project, and the Lumberjack Days parade. Trustees interested in walking in the parade on July 20 should contact O’Brien or Hausman Lohmer.
- e) Library Event Planning Task Force: Did not meet.

AGENDA ITEM 12: Foundation & Friends Report

Troendle reported that the Library Foundation did not meet in May. The Foundation is providing treats to staff this week to celebrate the start of summer reading. Tickets and sponsorships are available for Light a Spark.

The Friends will next meet in September.

AGENDA ITEM 13: Public Commentary

None.

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

None.

AGENDA ITEM 15: Adjournment

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

Meeting adjourned at 6:57 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in June 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 June 2025 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of June:				
June 2025 (2025 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 16,103.77	\$ 30,056.11	\$ 927.43	\$ 47,087.31
Capital Expenditures	\$ -	\$ 3,917.60	\$ -	\$ 3,917.60
Total	\$ 16,103.77	\$ 33,973.71	\$ 927.43	\$ 51,004.91
<p><i>Bill Resolution: June 3, 2025 (Total: \$21,607.73)</i></p> <ul style="list-style-type: none"> \$6,759 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials. \$3,917 was paid to Crescent Garden Company for the new planters on the library's terrace. These were funded by gifts from the Huelsmann Foundation for the 4th St Lawn and Terrace enhancements. \$4,844 was paid to Xcel Energy for gas and electricity. \$1,491 was paid to Stillwater Printing for summer reading program materials – funded by the Foundation. <p><i>Bill Resolution: June 17, 2025 (Total: \$29,397.18)</i></p> <ul style="list-style-type: none"> \$24,407 was paid to the MN Historical Society for phase 2 of the newspaper digitization project. This is funded through gifts to the Foundation. \$1,281 was paid to Otis for the 4th St elevator repairs. \$1,050 was paid to Ring Lawn Care for irrigation system repairs. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 6/3/2025 Bill Resolution 6/17/2025 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							
1KKR-YNK1-4KYJ	5/17/2025	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	46.98	232-4232-2407-0000	Programs
17L4-JHFF-HPWX	5/19/2025	5115	Amazon Business	Materials - Juv (SPLF Heuer)	59	232-4232-2113-0000	Materials
1JVR-V4MM-GT7N	5/19/2025	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	59.97	232-4232-2407-0000	Programs
1RHJ-J3FX-XXX1	5/20/2025	5115	Amazon Business	Library Supplies	79.86	230-4230-2101-0000	General Supplies
1KX7-P7G7-WDYV	5/23/2025	5115	Amazon Business	Materials - Adult Fiction (235 Palmer)	83.8	235-4235-2101-0000	General Supplies
1YL3-N1WK-4VQV	5/28/2025	5115	Amazon Business	Library Janitorial Equipment	809.6	230-4231-2302-0000	Other Minor Equipment
1YLD-7CHQ-3DWF	5/28/2025	5115	Amazon Business	Library Janitorial Supplies	104.43	230-4231-2102-0000	Janitorial Supplies
2039082989	5/15/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	14.42	232-4232-2407-0000	Programs
2039085464	5/16/2025	280	Baker and Taylor	Materials - Juv Vox (SPLF)	147.14	232-4232-2113-0000	Materials
2198699	5/20/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	204.69	229-4229-2113-0000	Materials
B6979721	4/29/2025	452	Brodart Co	Materials - Juv	185.3	230-4230-2400-0000	Childrens Books
B6979721	4/29/2025	452	Brodart Co	Materials - Adult Fiction	14.58	230-4230-2401-0000	Adult Books - Fiction
B6979721	4/29/2025	452	Brodart Co	Materials - Adult Nonfiction	245.72	230-4230-2405-0000	Adult Books - Non Fiction
B6979721	4/29/2025	452	Brodart Co	Materials - Processing Fee	18.06	230-4230-3404-0000	Processing Fee
B6979721	4/29/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	74.97	232-4232-2113-0000	Materials
B6981248	5/1/2025	452	Brodart Co	Materials - Juv	25.35	230-4230-2400-0000	Childrens Books
B6981248	5/1/2025	452	Brodart Co	Materials - Adult Fiction	203.72	230-4230-2401-0000	Adult Books - Fiction
B6981248	5/1/2025	452	Brodart Co	Materials - Adult Nonfiction	60.7	230-4230-2405-0000	Adult Books - Non Fiction
B6981248	5/1/2025	452	Brodart Co	Materials - Processing Fee	60.6	230-4230-3404-0000	Processing Fee
B6981910	5/2/2025	452	Brodart Co	Materials - Juv	97.92	230-4230-2400-0000	Childrens Books
B6981910	5/2/2025	452	Brodart Co	Materials - Adult Fiction	42.5	230-4230-2401-0000	Adult Books - Fiction
B6981910	5/2/2025	452	Brodart Co	Materials - Adult Nonfiction	26.7	230-4230-2405-0000	Adult Books - Non Fiction
B6981910	5/2/2025	452	Brodart Co	Materials - Processing Fee	4.3	230-4230-3404-0000	Processing Fee
B6983662	5/6/2025	452	Brodart Co	Materials - Juv	51.26	230-4230-2400-0000	Childrens Books
B6983662	5/6/2025	452	Brodart Co	Materials - Adult Fiction	32.04	230-4230-2401-0000	Adult Books - Fiction
B6983662	5/6/2025	452	Brodart Co	Materials - Adult Nonfiction	32.9	230-4230-2405-0000	Adult Books - Non Fiction
B6983662	5/6/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B6984457	5/7/2025	452	Brodart Co	Materials - Juv	28.95	230-4230-2400-0000	Childrens Books
B6984457	5/7/2025	452	Brodart Co	Materials - Adult Nonfiction	30.59	230-4230-2405-0000	Adult Books - Non Fiction
B6984457	5/7/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6985446	5/8/2025	452	Brodart Co	Materials - Juv	186.13	230-4230-2400-0000	Childrens Books
B6985446	5/8/2025	452	Brodart Co	Materials - Adult Fiction	43.96	230-4230-2401-0000	Adult Books - Fiction
B6985446	5/8/2025	452	Brodart Co	Materials - Adult Nonfiction	175.06	230-4230-2405-0000	Adult Books - Non Fiction
B6985446	5/8/2025	452	Brodart Co	Materials - Processing Fee	87.87	230-4230-3404-0000	Processing Fee
B6985446	5/8/2025	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	24.92	235-4235-2101-0000	General Supplies
B6986798	5/12/2025	452	Brodart Co	Materials - Juv	144.35	230-4230-2400-0000	Childrens Books
B6986798	5/12/2025	452	Brodart Co	Materials - Adult Fiction	16.2	230-4230-2401-0000	Adult Books - Fiction
B6986798	5/12/2025	452	Brodart Co	Materials - Adult Nonfiction	14.24	230-4230-2405-0000	Adult Books - Non Fiction
B6986798	5/12/2025	452	Brodart Co	Materials - YA	10.25	230-4230-2406-0000	Teen Books - Materials
B6986798	5/12/2025	452	Brodart Co	Materials - Processing Fee	22.36	230-4230-3404-0000	Processing Fee
B6986798	5/12/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	264.07	232-4232-2113-0000	Materials
B6986847	5/12/2025	452	Brodart Co	Materials - Juv	80.32	230-4230-2400-0000	Childrens Books
B6986847	5/12/2025	452	Brodart Co	Materials - Adult Fiction	26.69	230-4230-2401-0000	Adult Books - Fiction
B6986847	5/12/2025	452	Brodart Co	Materials - Adult Nonfiction	13.31	230-4230-2405-0000	Adult Books - Non Fiction
B6986847	5/12/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6987535	5/13/2025	452	Brodart Co	Materials - Juv	91.58	230-4230-2400-0000	Childrens Books
B6987535	5/13/2025	452	Brodart Co	Materials - Adult Nonfiction	16.2	230-4230-2405-0000	Adult Books - Non Fiction
B6987535	5/13/2025	452	Brodart Co	Materials - Processing Fee	33.54	230-4230-3404-0000	Processing Fee
B6987535	5/13/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	685.1	232-4232-2113-0000	Materials
B6988302	5/14/2025	452	Brodart Co	Materials - Juv	108.13	230-4230-2400-0000	Childrens Books
B6988302	5/14/2025	452	Brodart Co	Materials - Adult Nonfiction	55.55	230-4230-2405-0000	Adult Books - Non Fiction
B6988302	5/14/2025	452	Brodart Co	Materials - Processing Fee	11.18	230-4230-3404-0000	Processing Fee
B6988302	5/14/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	204.55	232-4232-2113-0000	Materials
B6988387	5/14/2025	452	Brodart Co	Materials - Juv	21.58	230-4230-2400-0000	Childrens Books
B6988387	5/14/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B6988387	5/14/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	50.7	232-4232-2113-0000	Materials
B6990652	5/19/2025	452	Brodart Co	Materials - Juv	1,139.10	230-4230-2400-0000	Childrens Books
B6990652	5/19/2025	452	Brodart Co	Materials - Adult Fiction	16.91	230-4230-2401-0000	Adult Books - Fiction
B6990652	5/19/2025	452	Brodart Co	Materials - Adult Nonfiction	66.61	230-4230-2405-0000	Adult Books - Non Fiction
B6990652	5/19/2025	452	Brodart Co	Materials - YA	100.89	230-4230-2406-0000	Teen Books - Materials
B6990652	5/19/2025	452	Brodart Co	Materials - Processing Fee	67.94	230-4230-3404-0000	Processing Fee
B6990652	5/19/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	44.43	232-4232-2113-0000	Materials
B6990652	5/19/2025	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	26.69	235-4235-2101-0000	General Supplies
B6992235	5/21/2025	452	Brodart Co	Materials - Juv	52.47	230-4230-2400-0000	Childrens Books
B6992235	5/21/2025	452	Brodart Co	Materials - Adult Fiction	15.12	230-4230-2401-0000	Adult Books - Fiction
B6992235	5/21/2025	452	Brodart Co	Materials - Processing Fee	4.3	230-4230-3404-0000	Processing Fee
B6992235	5/21/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	178.95	232-4232-2113-0000	Materials
B6992294	5/21/2025	452	Brodart Co	Materials - Juv	196.48	230-4230-2400-0000	Childrens Books
B6992294	5/21/2025	452	Brodart Co	Materials - Adult Nonfiction	16.06	230-4230-2405-0000	Adult Books - Non Fiction
B6992294	5/21/2025	452	Brodart Co	Materials - YA	33.99	230-4230-2406-0000	Teen Books - Materials
B6992294	5/21/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B6992294	5/21/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	14.81	232-4232-2113-0000	Materials
B6993190	5/22/2025	452	Brodart Co	Materials - Adult Fiction	310.46	230-4230-2401-0000	Adult Books - Fiction
B6993190	5/22/2025	452	Brodart Co	Materials - Adult Nonfiction	13.5	230-4230-2405-0000	Adult Books - Non Fiction
B6993190	5/22/2025	452	Brodart Co	Materials - Processing Fee	60.6	230-4230-3404-0000	Processing Fee

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6993241	5/22/2025	452	Brodart Co	Materials - Adult Fiction	314.58	230-4230-2401-0000	Adult Books - Fiction
B6993241	5/22/2025	452	Brodart Co	Materials - Adult Nonfiction	76.61	230-4230-2405-0000	Adult Books - Non Fiction
B6993241	5/22/2025	452	Brodart Co	Materials - Processing Fee	69.69	230-4230-3404-0000	Processing Fee
B6993241	5/22/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF Houston)	22.21	232-4232-2113-0000	Materials
B6993419	5/22/2025	452	Brodart Co	Materials - Juv	25.58	230-4230-2400-0000	Childrens Books
B6993419	5/22/2025	452	Brodart Co	Materials - Adult Fiction	32.4	230-4230-2401-0000	Adult Books - Fiction
B6993419	5/22/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6993419	5/22/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	42.22	232-4232-2113-0000	Materials
B6995412	5/27/2025	452	Brodart Co	Materials - Juv	37.38	230-4230-2400-0000	Childrens Books
B6995412	5/27/2025	452	Brodart Co	Materials - Adult Fiction	32.39	230-4230-2401-0000	Adult Books - Fiction
B6995412	5/27/2025	452	Brodart Co	Materials - Adult Nonfiction	11.3	230-4230-2405-0000	Adult Books - Non Fiction
B6995412	5/27/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6995412	5/27/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	80.01	232-4232-2113-0000	Materials
B6995412	5/27/2025	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	11.89	235-4235-2101-0000	General Supplies
20250528-SIM	5/28/2025	6475	Carrie Simon	Reimbursement - Library Advocacy (SPLF)	166.58	232-4232-4099-0000	Miscellaneous Charges
20408298	5/20/2025	5848	Huebsch/Cintas	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
SS052025	5/20/2025	5278	Karen Chan	Programs - Adult (SPLF)	450	232-4232-2407-0000	Programs
IVN00334845	5/20/2025	2381	Nardini Fire Equipment (Pye-Barker)	Library - Annual Fire Inspection	367.14	230-4231-3707-0000	Maintenance Agreements
F10000243203	5/5/2025	2565	Otis Elevator Company	Library Elevator - Fleet & Logistics Surcharge	250	230-4231-3707-0000	Maintenance Agreements
1.00402E+11	5/12/2025	2565	Otis Elevator Company	Library - Quarterly Maintenance Agreement	683.4	230-4231-3707-0000	Maintenance Agreements
4075	5/20/2025	2884	Rose Floral	Library - Soil for Pots (235)	177.91	235-4238-4099-0000	Miscellaneous Charges
4096	5/24/2025	2884	Rose Floral	Library Plantings for Pots (235)	240.09	235-4238-4099-0000	Miscellaneous Charges
510939	5/22/2025	3309	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	219.42	232-4232-2407-0000	Programs
510937	5/27/2025	3309	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	930.96	232-4232-2407-0000	Programs
510938	5/27/2025	3309	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	340.81	232-4232-2407-0000	Programs
131	5/7/2025	5071	Summer Tuesday Inc	Advocacy (SPLF) Vendor Application	140	232-4232-4099-0000	Miscellaneous Charges
20250519-Wah	5/19/2025	5849	Wahoo Adventures	Programs - Adult SRP(SPLF)	50	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 12,702.80		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
16961	05/12/25	6246	Crescent Garden Company	Library Building & Grounds (CIP 23-4231-962) - SPLF H	\$ 1,693.85	120-4230-5200-0000	C/O & Improvements
16961	05/12/25	6246	Crescent Garden Company	Terrace Enhancements (CIP 25-4230-017) - SPLF Huel	\$ 2,223.75	120-4230-5200-0000	C/O & Improvements
45811	06/03/25	2702	Postmaster	Library - 2 pages	\$ 383.32	230-4230-3102-0000	Postage
51-7976594-1 9289418	05/27/25	3808	Xcel Energy	Energy	\$ 3,941.08	230-4231-3600-0000	Electricity
51-7976594-1 9289418	05/27/25	3808	Xcel Energy	Energy	\$ 662.93	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 8,904.93		
GRAND TOTAL					\$ 21,607.73		

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							
772	6/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
161H-7HVF-37N6	6/3/2025	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	27.45	232-4232-2407-0000	Programs
1CQR-TKQF-4NG4	6/3/2025	5115	Amazon Business	Materials - Juv (SPLF Heuer)	69.55	232-4232-2113-0000	Materials
1K3W-XM36-3FKH	6/4/2025	5115	Amazon Business	Materials - Adult Fiction	14.00	230-4230-2401-0000	Adult Books - Fiction
1K3W-XM36-3FKH	6/4/2025	5115	Amazon Business	Materials - Adult Nonfiction	22.00	230-4230-2405-0000	Adult Books - Non Fiction
1K3W-XM36-3FKH	6/4/2025	5115	Amazon Business	Programs - Adult (SPLF)	35.68	232-4232-2407-0000	Programs
2039105949	5/28/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	32.02	232-4232-2407-0000	Programs
2039126270	6/10/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	30.12	232-4232-2407-0000	Programs
242880562	6/1/2025	683	Comcast - 963209363	Library Internet/WiFi	186.85	230-4230-3098-0000	Technology Support
161206104380	5/15/2025	782	Cub Foods	Library Programs - Adult (Friends)	77.44	229-4229-2407-0000	Programs
306-02444792-3-2025053	5/31/2025	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
1695668	5/29/2025	5114	Folkmanis Inc	Programs - Juv (SPLF HJA SRP)	312.80	232-4232-2407-0000	Programs
507240597	5/28/2025	2175	Midwest Tape	Materials - Video (JV)	192.66	230-4230-2408-0000	Film/Video
507240597	5/28/2025	2175	Midwest Tape	Materials - Processing	23.41	230-4230-3404-0000	Processing Fee
507269879	6/4/2025	2175	Midwest Tape	Materials - Video (JV)	41.22	230-4230-2408-0000	Film/Video
507269879	6/4/2025	2175	Midwest Tape	Materials - Processing	8.27	230-4230-3404-0000	Processing Fee
33943	5/27/2025	2271	MN Historical Society	Newspaper Digitization Phase 2 (Pmt 3 of 4 - SPLF)	24,407.00	232-4232-4099-0000	Miscellaneous Charges
W25040639	5/13/2025	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
CL15749001	5/21/2025	2565	Otis Elevator Company	Library Elevator	1,281.56	230-4231-3703-0000	Building Repair Charges
29372	5/12/2025	6486	Ring Lawn Care	Library - Irrigation System Repairs	1,050.00	230-4231-3703-0000	Building Repair Charges
10	6/9/2025	5738	Schroer, Steven Ronald	Programs - Adult (SPLF)	100.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 28,443.00		
LIBRARY CREDIT CARD							
38751	4/2/2025	4826	Acorn Naturalists	Materials - Juv (SPLF Nature Backpacks)	183.59	232-4232-2113-0000	Materials
FFE8D208-0005	4/5/2025	5978	Docsketch	Library Doc Signing	96.00	230-4230-3098-0000	Technology Support
2080386-2025-04-11-1	4/12/2025	4157	Dream Host	Library Website Hosting	23.99	230-4230-3098-0000	Technology Support
7160430	4/20/2025	5593	Kaplan Early Learning Company	Programs - Juv (SPLF HJA SRP)	59.68	232-4232-2407-0000	Programs
742489660	4/16/2025	3882	Lakeshore Learning Materials	Materials - Juv (SPLF Heuer Book Bundles)	338.93	232-4232-2113-0000	Materials
752690145	4/18/2025	3882	Lakeshore Learning Materials	Programs - Juv (SPLF Heuer)	144.00	232-4232-2407-0000	Programs
162489A	4/23/2025	6102	US Bank - Credit Cards	Materials - Juv (SPLF Heuer Book Bundles)	27.99	232-4232-2113-0000	Materials
494975	3/27/2025	3589	Valley Bookseller	Programs - Adult (Friends)	80.00	229-4229-2407-0000	Programs
			CREDIT CARD SUBTOTAL		\$ 954.18		
CITY/SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL					\$ 29,397.18		

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 June 2025.</p> <p>Fund 120 – Capital Outlay The capital budget for 2025 is \$102,000. \$6,297 expended to date.</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. Project could roll to 2026. • 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. \$2,773 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 \$535,664 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. \$29,387 expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$26,122 expended to date.

Other: The library budgeted \$32,436 for other operating expenses. \$9,875 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$139,781. \$62,515 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. \$4,199 expended to date.

Plant Services and Charges: The plant services and charges budget is \$155,873. \$63,198 expended to date.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2026.
- *Energy (\$80,000):* \$27,776 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$34,680 expended. Significant expenditures were incurred for unexpected repairs to the elevator nearest 4th Street.
- *Other (\$3,203):* \$1,885 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: \$33,345 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: \$470 expended.
- Programs: \$3,725 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$0 in reimbursements for 232 and 223 received to date. Library will submit a reimbursement request shortly.
- Materials: \$8,316 expended.
- Minor Equipment: \$0 expended.
- Programs: \$12,002 expended.
- Misc: \$33,435 expended (\$2,546 advocacy; \$6,482 signage; \$24,407 newspaper digitization).

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

- Donations: \$6,162 received to date.
- Materials (235-4235): \$201 expended.
- Programs (235-4236): \$0 expended.
- Misc (235-4238): \$418 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 625 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AND

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Segment4230 - MAYOR & CITY COUNCIL					
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 - MAYOR & CITY COUNCIL					
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	
r		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	-1,931.46	-1,568.54	55.18%
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	-441.23	-1,558.77	22.06%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3880-0200	Gallery Fees(R)	-500.00	-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	-656,891.86	-1,030,979.14	
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	
c		-1,687,871.00	-656,891.86	-1,030,979.14	

Segment4230 - LIBRARY OPERATIONS

Revenue

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

Expenditure

230-4230-1000-0000	Full Time Salaries(E)	249,356.78	115,611.40	133,745.38	46.36%
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Account Number	Account Title	Budget	YTD	Variance	% Budget
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	7,967.63	-4,467.63	227.64%
230-4230-1113-0000	Vacation Pay(E)	.00	19,425.04	-19,425.04	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	292,750.40	421,120.68	41.00%
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	30,624.75	41,617.69	42.39%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	33,427.26	40,260.35	45.36%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	34,379.09	58,490.81	37.01%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	1,231.01	2,558.59	32.48%
230-4230-1540-0000	Life Insurance(E)	769.00	247.00	522.00	32.11%
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	753.33	2,246.67	25.11%
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	10,773.59	3,726.41	74.30%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	6,210.55	9,289.45	40.06%
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	6,110.66	4,589.34	57.10%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	1,619.34	1,880.66	46.26%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	1,041.32	4,458.68	18.93%
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	5,809.82	3,690.18	61.15%
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	1,371.57	128.43	91.43%
230-4230-3200-0000	Mileage(E)	.00	.00	.00	100.00%
230-4230-3201-0000	Seminar/Conference Fees(E)	.00	.00	.00	100.00%
230-4230-3202-0000	Meals(E)	.00	.00	.00	100.00%
230-4230-3203-0000	Housing(E)	.00	.00	.00	100.00%
230-4230-3400-0000	Printing and Publishing(E)	500.00	.00	500.00	0.00%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	4,607.58	6,392.42	41.88%
230-4230-3500-0000	General Insurance(E)	4,045.00	.00	4,045.00	0.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	188.38	11.62	94.19%
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	881.79	1,073.21	45.10%
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	601,048.14	785,841.27	
		1,386,889.41	601,048.14	785,841.27	

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	30,972.53	47,718.38	39.35%
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	2,195.05	-2,195.05	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	3,825.91	-3,825.91	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	11,822.47	18,703.22	38.72%
230-4231-1410-0000	PERA(E)	8,130.38	3,625.96	4,504.42	44.59%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	3,783.73	4,571.34	45.28%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	6,028.71	7,429.82	44.79%
230-4231-1520-0000	Dental Insurance(E)	505.20	231.55	273.65	45.83%
230-4231-1540-0000	Life Insurance(E)	116.00	29.29	86.71	25.25%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	3,085.29	914.71	77.13%
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	809.60	-9.60	101.20%
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	356.28	1,343.72	20.95%
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	16,528.87	38,471.13	30.05%
230-4231-3601-0000	Natural Gas(E)	25,000.00	11,247.19	13,752.81	44.98%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	25,354.09	-13,354.09	211.28%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	8,326.29	2,673.71	75.69%
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	1,885.28	144.72	92.87%
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	130,412.70	171,742.08	
		302,154.78	130,412.70	171,742.08	

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	
		.00	.00	.00	

	1,173.19	74,568.98	-73,395.79
	103,173.19	80,866.03	22,307.16

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 625 AND [Account].AccountNumber 2200000000000000{-}229999999999999

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

Fund221 - MC-WEBSTER FUND

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

Fund222 - H R MURDOCK FUND

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

Fund223 - PERSONNEL GRANT

Expenditure		
223-4223-1000-0000	Full Time Salaries(E)	676.41
223-4223-1112-0000	Sick Pay(E)	1,015.34
223-4223-1200-0000	Part Time Salaries(E)	26,372.23
223-4223-1410-0000	PERA(E)	1,936.45
223-4223-1420-0000	FICA/Medicare(E)	2,195.85
223-4223-1500-0000	Hospital / Medical(E)	1,116.04
223-4223-1520-0000	Dental Insurance(E)	10.31
223-4223-1540-0000	Life Insurance(E)	22.04
Total Expenditure:		33,344.67

Fund224 - HELEN LAWSON FUND

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

Account Number	Account Title	YTD
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Fund226 - VAN MEIER FUND

Revenue

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

Fund227 - GOVERNMENT GIFTS

Revenue

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

Fund229 - FRIENDS OF STILLWATER LIBRARY

Revenue

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

Expenditure

229-4229-2113-0000	Materials(E)	470.12
229-4229-2407-0000	Programs(E)	3,725.43
Total Expenditure:		4,195.55

Fund232 - STILLWATER LIBRARY FOUNDATION

Expenditure

232-4232-2113-0000	Materials(E)	8,315.87
232-4232-2407-0000	Programs(E)	12,001.58
232-4232-4099-0000	Miscellaneous Charges(E)	33,435.16
Total Expenditure:		53,752.61

Fund233 - KILTY FUND

Revenue

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

Fund235 - LIBRARY DONATIONS FUND

Revenue

235-0000-3810-0210	Unrealized Gains/Losses(R)	-104.33
235-0000-3820-0100	Donations(R)	-4,600.00

Account Number	Account Title	YTD
235-3235-3820-0100	Donations-Library Materials(R)	-1,458.00
Total Revenue:		-6,162.33
Expenditure		
235-4235-2101-0000	General Supplies(E)	200.66
235-4238-4099-0000	Miscellaneous Charges(E)	418.00
Total Expenditure:		618.66
Fund236 - WICK ESTATE FUND		
Revenue		
236-0000-3810-0210	Unrealized Gains/Losses(R)	-58.36
Total Revenue:		-58.36
T		69,776.51
n		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Q2 Gifts and Grants Received Report	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 2 of 2025.	
BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1 – June 30, 2025. Official acceptance of the gifts and grants received report is requested.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 6/30/25	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2025 GIFTS & GRANTS RECEIVED (January 1 - June 30, 2025)
Updated 6/02/2025

2025 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/14/2025	Unrestricted Check Donation	\$100	Unrestricted	235-0000-3820-0100	TBD	Board approved 4/8/25.
G2	2/12/2025	Unrestricted Cash Donation	\$4	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G3	3/31/2025	Tribute (Ann & Florence Kraemer)	\$1,000	Books	235-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G4	3/18/2025	Tribute (Mary Ann Sandeen)	\$25	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G5	3/25/2025	Tribute (Myrt Janilla)	\$30	Books	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G6	4/8/2025	In-Kind Donation of Gift Cards to Coffee	\$30	Puzzle Tournament	None	N/A	For board review and approval 7/8/25.
G7	4/18/2025	Unrestricted Cash Donation	\$8	Unrestricted	230-0000-3820-0100	Expend in 2025	For board review and approval 7/8/25.
	5/14/2025	Athena Fund: Restricted Charitable Fund Distribution	\$1,458	Restricted	235-3235-3820-0100	Expend in 2026	For board review and approval 7/8/25.
	5/25/2025	In-Kind Donation of Soil, Watering Fixture	\$48	Library Grounds	None	N/A	For board review and approval 7/8/25.
G8	5/30/2025	Unrestricted Estate Gift	\$1,000	Unrestricted	235-0000-3820-0100	TBD	For board review and approval 7/8/25.
G9	5/30/2025	Unrestricted Check Donation	\$1,000	Unrestricted	235-0000-3820-0100	TBD	For board review and approval 7/8/25.
G10	5/30/2025	Unrestricted Check Donation	\$1,000	Unrestricted	235-0000-3820-0100	TBD	For board review and approval 7/8/25.
G11	5/30/2025	Unrestricted Charitable Fund Distribution	\$500	Unrestricted	235-0000-3820-0100	TBD	For board review and approval 7/8/25.
			\$6,203				
2025 FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
FRND1	2/12/2025	Friends 2025-02 Grant	\$15,000.00	\$10K Materials & \$5K Programs		229	Expend in 2025
			\$15,000				Board approved 4/8/25.
2025 FOUNDATION GRANTS (This is a list of the grants awarded. SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF1	1/1/2025	232 SPLF 2025 Materials	\$20,000	Materials		232	Expend in 2025
SPLF2	1/1/2025	232 SPLF 2025 Programs	\$7,500	Programs		232	Expend in 2025
SPLF3	1/1/2025	232 SPLF 2025 Sundays	\$19,000	Staffing		223	Expend in 2025
SPLF4	1/1/2025	232 SPLF 2025 YS Librarian	\$44,600	Staffing		223	Expend in 2025
SPLF5	1/1/2025	232 SPLF 2025 Advocacy and ShelfLife	\$18,500	Advocacy		232	Expend in 2025
SPLF6	1/1/2025	232 SPLF 2025 ADA Enhancements	\$20,000	Building/Grounds		120	Expend in 2025/2026
SPLF7	1/1/2025	232 SPLF 2025 Design Plan for Library Space	\$60,000	Building/Grounds		232	Expend in 2025/2026
SPLF8	1/1/2025	232 SPLF 2025 Furnishings (Displays, LOT)	\$2,500	Building/Grounds		232	Expend in 2025
SPLF9	1/1/2025	232 SPLF 2025-01 DR HJA EL & SA	\$7,000	Programs		232	Expend in 2025
SPLF10	1/1/2025	232 SPLF 2025-01 DR HJA Nature	\$4,500	Programs		232	Expend in 2025
SPLF11	1/1/2025	232 SPLF 2025-01 DR HJA Summer Explorers	\$17,000	Programs		232	Expend in 2025
SPLF12	1/31/2025	232 SPLF 2025 DR Tributes - Books	\$180	Materials		232	Expend in 2025
SPLF13	3/31/2025	232 SPLF 2025-03 DR Huelsmann Terrace Enhancements	\$20,000	Building/Grounds		120	Expend in 2025
SPLF14	3/31/2025	232 SPLF 2025-03 DR FSBT Early Lit (Decodables, Vox,	\$500	Materials		232	Expend in 2025
SPLF15	4/30/2025	232 SPLF 2025-04 DR Lg Print Mystery	\$300	Materials		232	Expend in 2025
SPLF16	6/30/2025	232 SPLF 2025-06 DR Mystery Books	\$1,586	Materials		232	Expend in 2025
			\$243,166				
2024 FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Revised; For board review and approval 7/8/25.
SPLF In Kind 2	2/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Revised; For board review and approval 7/8/25.
SPLF In Kind 3	3/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Revised; For board review and approval 7/8/25.
SPLF In	4/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	For board review and approval 7/8/25.
SPLF In	5/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	For board review and approval 7/8/25.
SPLF In	6/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	For board review and approval 7/8/25.
			\$9,816				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On 6/12/2025, City Clerk Beth Wolf sent an email invite to all City Boards & Commission members to the City's Annual Boards and Commissions Summer Picnic. It will be held on the library's terrace on Wednesday, August 13, 2025. Social hour begins at 5 PM with picnic at 5:30 PM. RSVP to stillwater@stillwatermn.gov. Invite attached.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
<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. 	

You and a guest are invited to the

City of Stillwater Annual Boards and Commissions Picnic

Wed. August 13th, 2025

Social Hour at 5 pm
Picnic at 5:30 pm

Stillwater Public Library on the Terrace

In case of bad weather, it will be held
in the Margaret Rivers Conference Room

224 3rd Street North, Stillwater, MN



Please RSVP by August 7th to
stillwater@stillwatermn.gov
or call 651-430-8800

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Process – September Annual Review & Goal Suggestions	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>At the September meeting, the board will conduct an annual review of the library director. The director will inform the board of the issues, barriers, and progress toward goals. An Annual Review Form, completed by the director, will be provided to trustees prior to the September board meeting. The completed form is sent separately from the public packet and typically is provided on either the same day or within a day of the packet being made available. Items for the trustees to consider in preparation for the discussion are outlined on the Annual Review Form page of the attached library director evaluation documents.</p> <p>As noted in the instructions: The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Board President for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.</p> <p>The annual review may or may not be a closed session to be decided at the discretion of the board and director. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Director Evaluation Process Documents	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Performance Evaluation for the Director

Date last reviewed by board: January 14, 2020

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis. Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. However, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall verbally summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress report is meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress. Should progress be insufficient to accomplish the annual goals, the Director and Trustees shall discuss barriers and take corrective action to improve progress to facilitate accomplishing goals.

List of Related Documents

1. Performance Evaluation Instructions
2. Annual Review Form/ Director
3. Annual Review Form / Trustees
4. S.M.A.R.T. Goal Definition
5. Goal Development Worksheet
6. Progress Report Form/Director
7. Progress Report Form/Trustees
8. Library Director Position Description

Performance Evaluation Instructions

Approved by board: January 14, 2020

Annual Review Form

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

Director

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

Trustees

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

Director and Trustees

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

Goal Development Worksheet

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

Progress Report Form

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

Director

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

Trustees

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.

Annual Review Form/Director

Date last reviewed by board: January 14, 2020

Director

Describe the accomplishment/outcome/product of each S.M.A.R.T. goal:

Goal #1

Goal #2

Goal #3

Respond to the following questions:

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?
4. How might the board have been more supportive in the successful achievement of goals?

Annual Review Form/Trustees

Date last reviewed by board: January 14, 2020

Trustees

Prepare for discussion using the following discussion points and questions as guides:

1. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.
2. How did the outcome of the goals demonstrate the following areas of competence?
 - Relationship building - professional/peers, staff, management and board
 - Financial responsibility and oversight
 - Community Relations
 - Facilities management
 - Accomplishment of objectives outlined in the strategic plan
3. What areas are/were particularly challenging and why?

Annual SMART Goal	Please comment on the accomplishment/outcome/product of the goal.	Rating
Goal #1		
Goal #2		
Goal #3		

Rating Scale: 5=Excellent 4=Good 3=Satisfactory 2=Fair 1=Poor

This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.

Director's Signature:

_____ Date:_____

Board President's Signature:

_____ Date:_____

S.M.A.R.T. Goal Definition

Date last reviewed by board: January 14, 2020

S.M.A.R.T. goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

Specific: Goals should be simplistically written and clearly define what you are going to do.

Measurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

Achievable: Goals should be achievable; they should stretch you slightly so you feel challenged but be defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

Results-focused: Goals should measure outcomes, not activities.

Time-bound: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

S.M.A.R.T. Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

Goal Development Worksheet

Date last reviewed by board: January 14, 2020

Director's SMART GOAL Proposal	Trustee comments/suggestions /ideas	Goal to be used in Performance Evaluation

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Financial Presentation Preview	
OWNER: Hansen, Secretary/Treasurer	PRESENTER: Hansen
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: August 6th City Council Presentation: At the July board meeting, Trustee Hansen will deliver a trial run of the Finance Committee's proposed presentation at the City Council workshop session at 4:30 PM on Wednesday, August 6, 2025. A draft of the slide deck is attached. Following the delivery of the proposed presentation, trustees will have the opportunity to discuss and provide feedback.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Financial Presentation Slide Deck	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

SLIDE DECK

**2025 DRAFT FOR
CITY COUNCIL PRESENTATION
8/6/2025**

Stillwater

Public Library

”

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

Library Patron, November 2024

Stillwater

Public Library

OVERVIEW

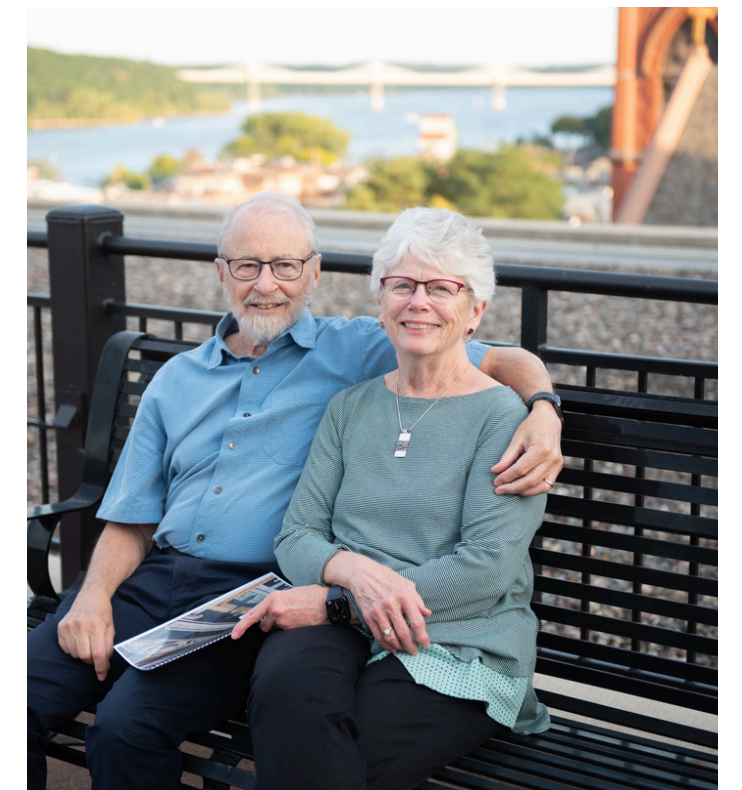
Budget Process

A Community Investment

- City Support
- Donor Support
- Funding History

Return on Investment

- Providing Welcoming Spaces for Everyone
- Supporting Learners of All Ages
- Engaging and Connecting our Community



Stillwater

Public Library

OUR BUDGET PROCESS

Stillwater Public Library prioritizes a sustainable budget that balances current service offerings with the ability to adapt to new community needs. This approach ensures financial health for both the present and future, thanks to responsible city funding and donor support.



Develop Baseline Budget

- Establish a baseline city-supported operating budget that maintains current service levels
- Analyze historical data and expenditures
- Adjust for contractual and inflationary changes only, without extras

Identify Services to be Funded by Gifts & Grants

- Evaluate services and resources not covered in baseline budget
- Assess future needs
- Prioritize these needs and identify potential external gifts and grants to fund them

Determine & Refine Overall Budget

- Compile a comprehensive budget for the library
- Incorporate both city tax dollars and donor gifts and grants

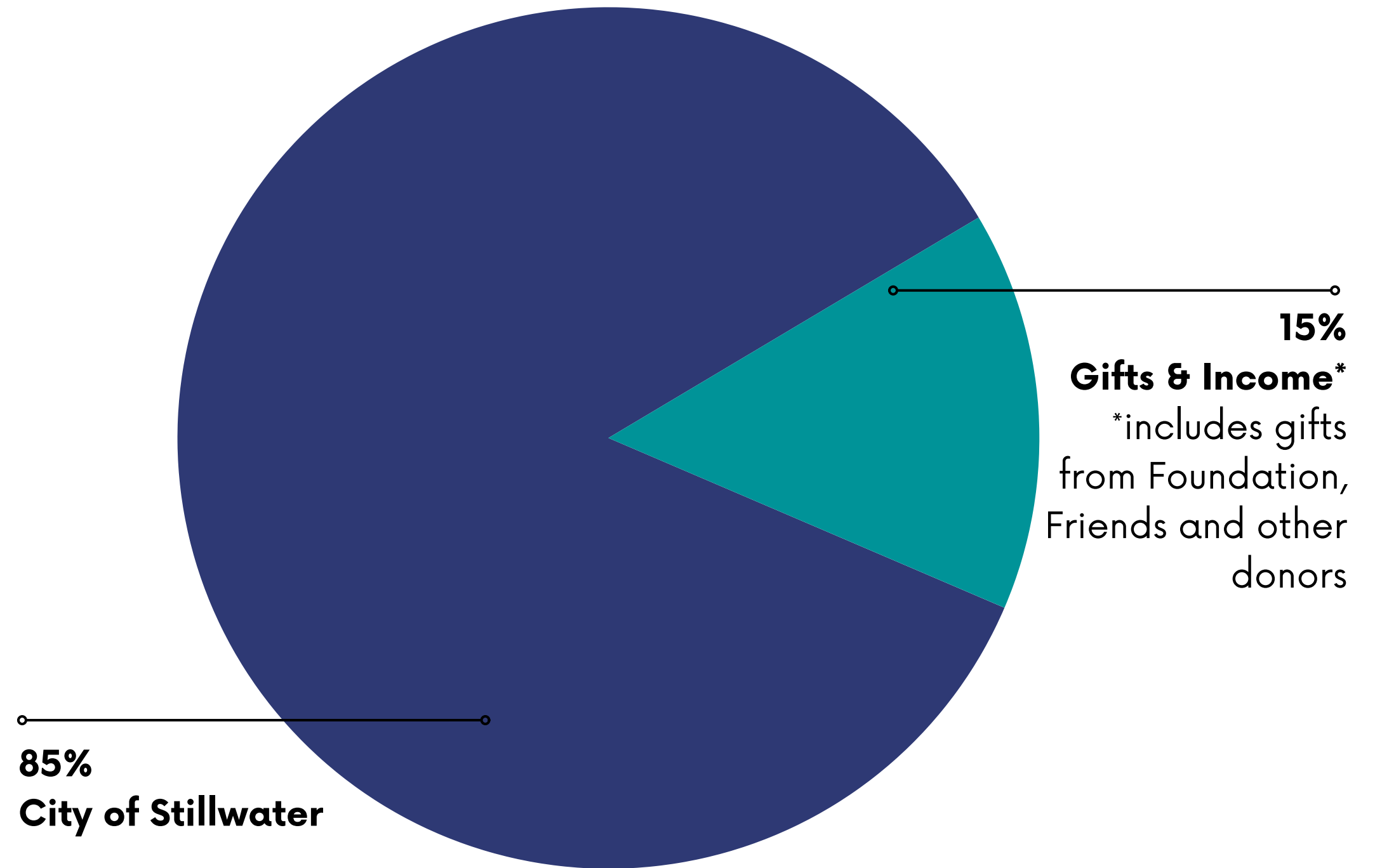
Stillwater

Public Library

The City of Stillwater provides about 85% of the library's operational funding, funded through property taxes, based on a 10-year average.

Additional support is derived from gifts, grants, and library fees.

OPERATING SUPPORT

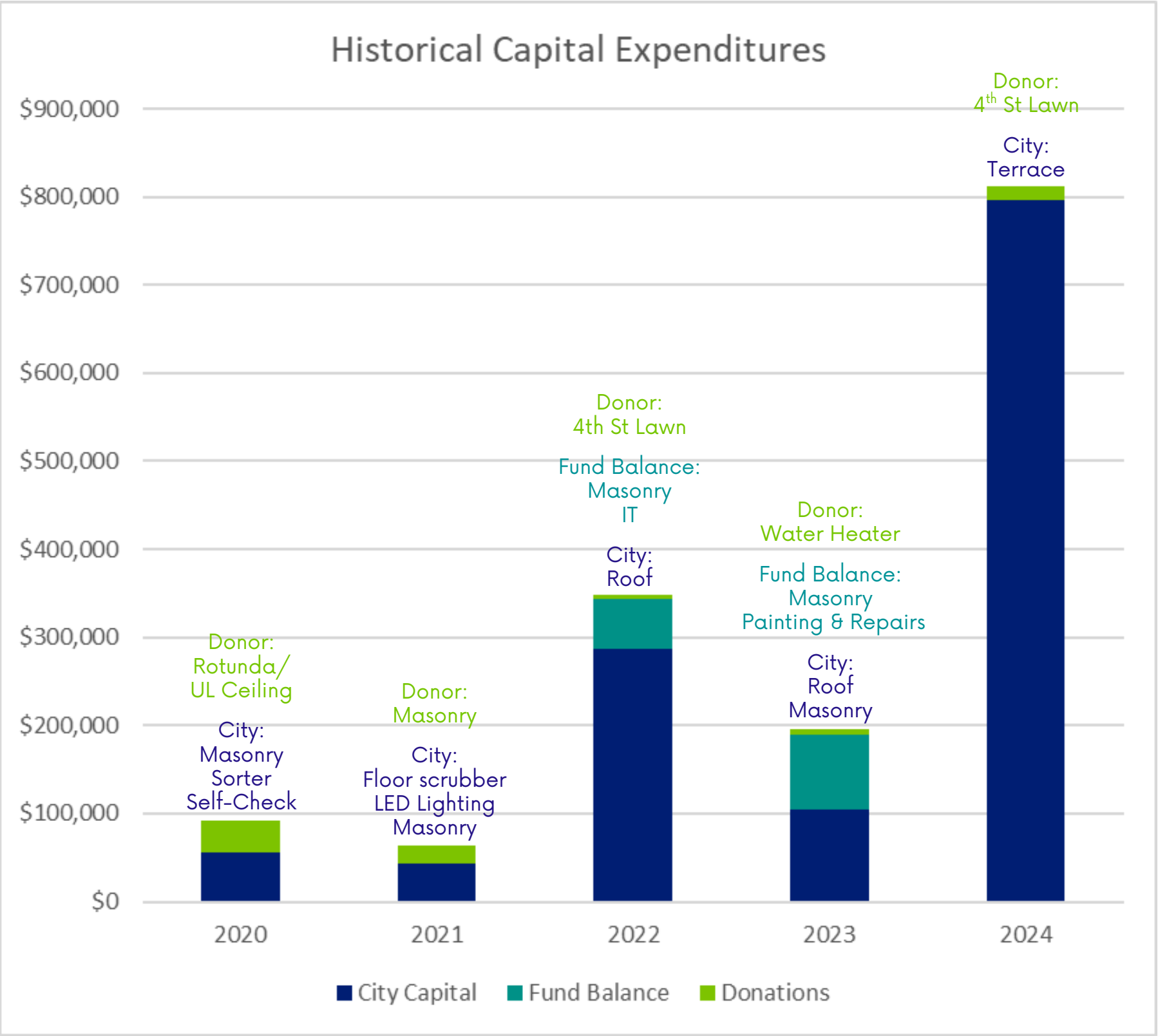


Stillwater

Public Library

The City of Stillwater provides most capital funding, with additional support from donors and grants.

CAPITAL SUPPORT



CITY INVESTMENT

City taxes fund basic library functions. Staff salaries, building maintenance, office supplies, and utilities are paid for mostly by taxes.

Open Hours

Mon-Thu 10-8, Fri & Sat 10-5



Resourceful Staff

Connecting users to information



New Physical & Digital Items

50% of new circulating materials



Clean & Safe Building

38,600 sq. ft. & over 133K visits



Digital Equity

Access to computers, internet, printing, and tech help



Early Literacy

Preschool storytimes and early literacy program development



Book Clubs

Diving deeper into books and creating lasting friendships



Historic Asset Preservation

Preserving 1902 historic Carnegie building



DONOR INVESTMENT

Virtually every program at the library from children’s activities to adult wellness classes to Wi-Fi hotspots and laptop lending are funded by the generosity of donors, foundations, and grants. The library is also open on Sundays thanks to donors!

Sunday Hours
Sun. 1-5 PM during school year

Literacy/STEM & Volunteer Support
YS Librarian & Volunteer Coordinator

New Physical & Digital Items
50% of new circulating materials

Summer Reading Program
Books and activities for all ages

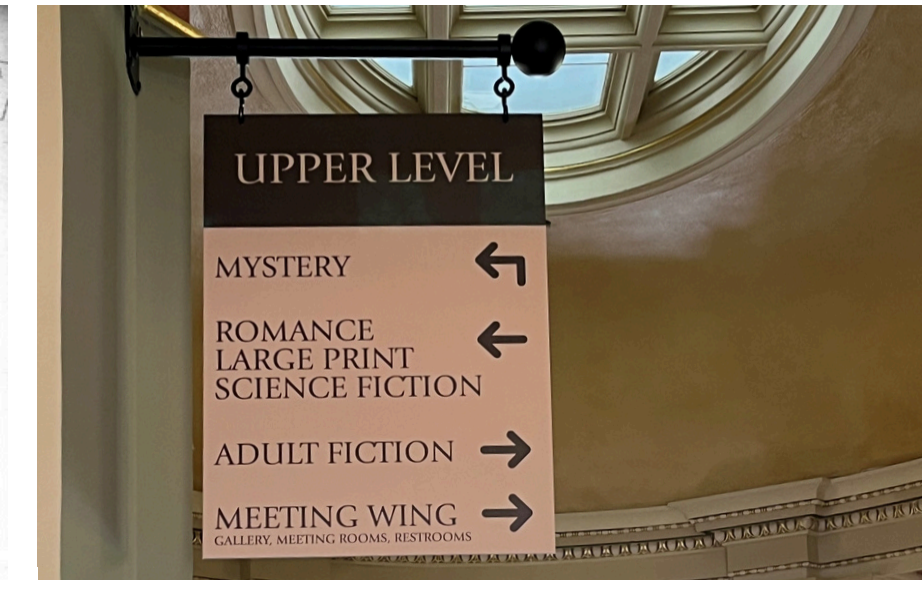


Discovery Room
A space for kids and caregivers to play, imagine and learn

Adult Enrichment
Classes that build community and foster lifelong learning

Newspaper Digitization
Historical local newspapers digitized and searchable

Building Enhancements
Improvements to library building and its amenities



Stillwater

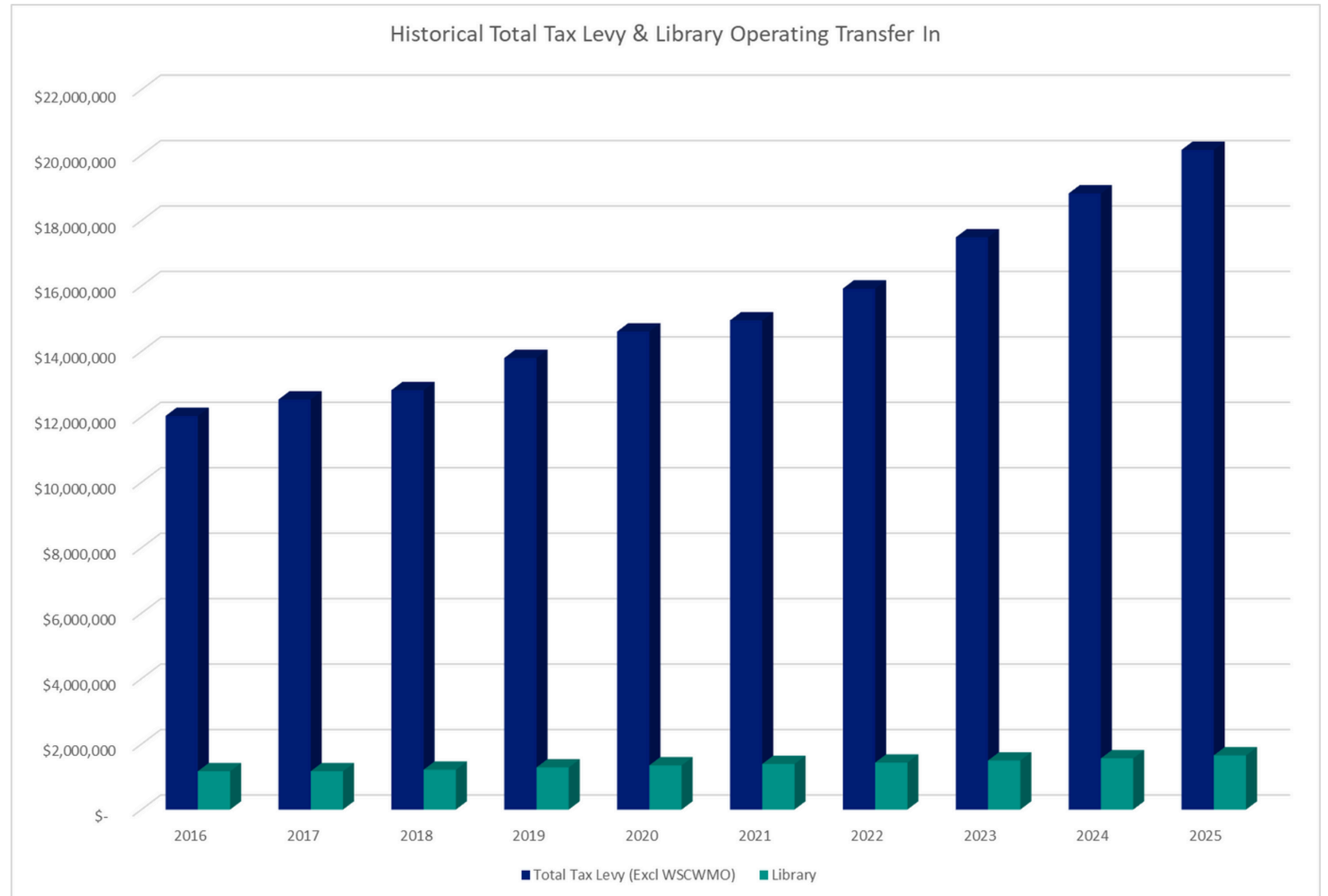
Public Library

On average over the past 10 years:

- City's total tax levy increased 5.9% annually
- Library's transfer-in increased 3.9% annually

Library's share of the total tax levy has declined from 9.8% in 2016 to 8.2% in 2025.

HISTORICAL CITY SUPPORT



Stillwater

Public Library

FOUNDATION GRANT SUPPORT

Stillwater Public Library Foundation, founded in 2007, has provided over \$1.6 million in grants to the library, steadily increasing their annual impact. With an average of \$146,000 awarded annually over the past six years and exceeding \$240,000 in 2024, the Foundation is committed to balancing growth with ensuring long-term financial stability to support the library well into the future.



	2019	2020	2021	2022	2023	2024
Materials	\$7,025	\$13,270	\$25,400	\$10,700	\$18,300	\$23,630
Programs	\$5,500	\$1,000	\$20,000	\$34,076	\$31,900	\$38,700
Staffing	\$76,164	\$17,226	\$42,067	\$24,662	\$41,667	\$46,238
Sundays	\$8,500	\$0	\$11,000	\$6,763	\$16,300	\$16,500
Facility	\$26,000	\$23,000	\$30,000	\$20,000	\$20,000	\$20,000
Newspaper Digitization	\$0	\$0	\$0	\$95,000	\$0	\$90,000
Other	\$2,000	\$795	\$0	\$0	\$2,636	\$8,578
Total	\$125,189	\$55,291	\$128,467	\$191,201	\$130,803	\$243,646

2025 grants are projected at more than \$260,000.

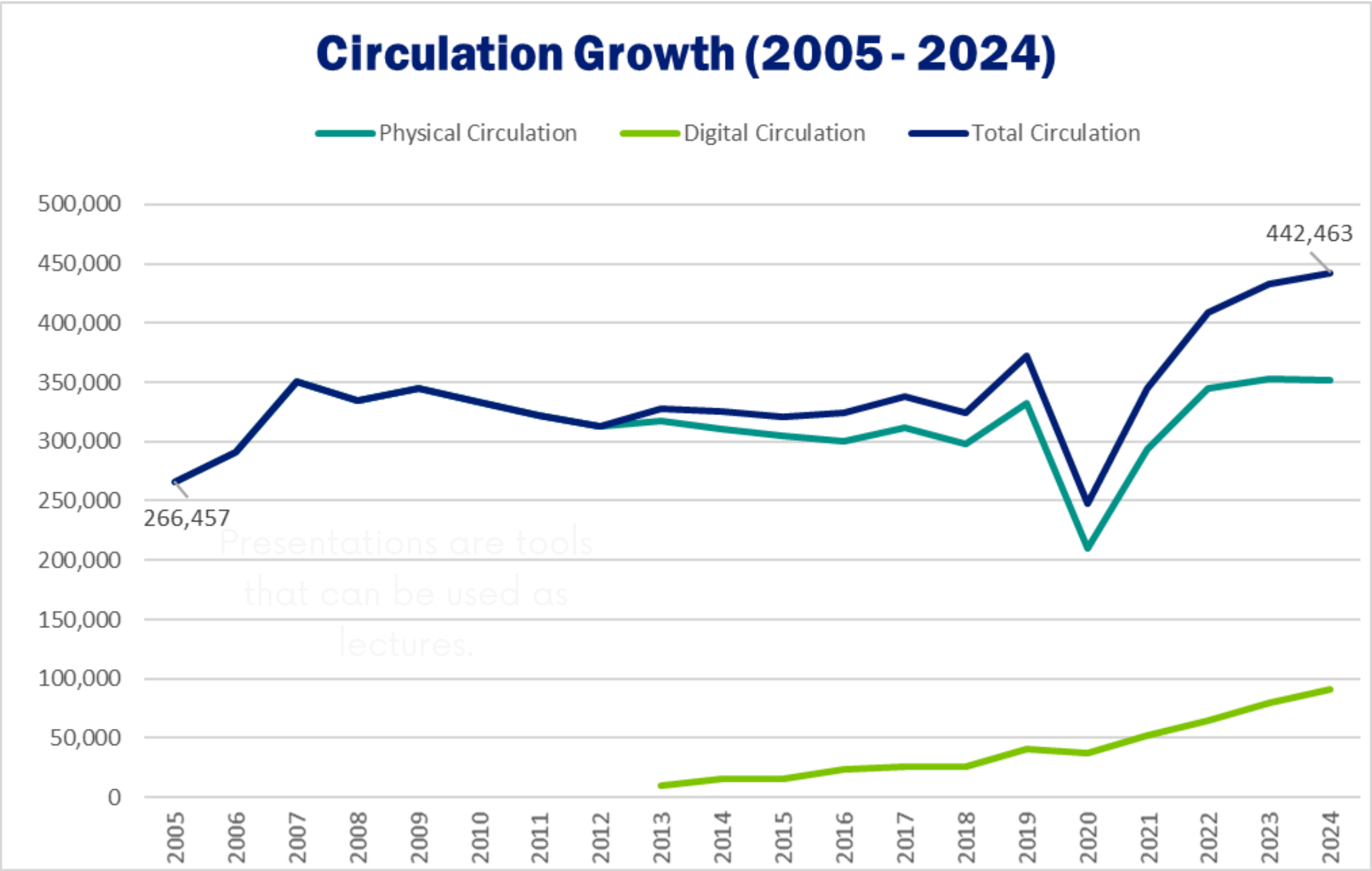
Stillwater

Public Library

ROI

Borrowing hit record levels again in 2024!

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



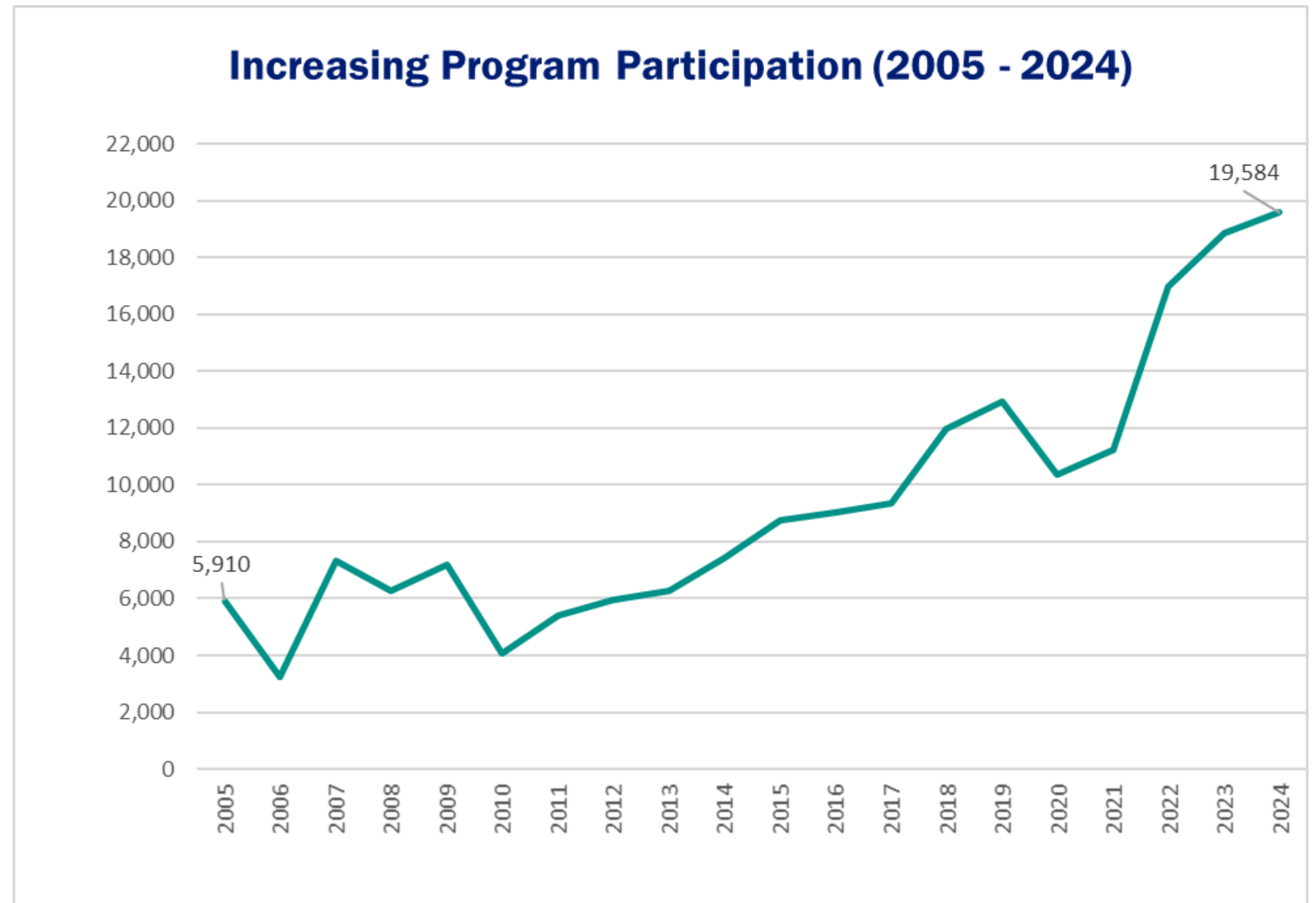
Stillwater

Public Library

ROI

Participation in programs and activities for kids, teens, and adults is also at a historic high.

Program participation has more than tripled since 2005.




Providing Welcoming Spaces for Everyone

 **133,160**
library visits
394
daily visitors, on average

 **150**
groups held
579
meetings

Engaging & Connecting Our Community

 **364**
programs & activities
19,584
adult & youth participants

 **7,040**
computer sessions
281,314
Wi-Fi sessions

 **70**
volunteers
2,769
volunteer hours


 **106,305**
website visits

"I love the Stillwater Library collection . . . 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

93%
said it is very or extremely important for our community to have access to free library programs
(Source: 6/2024 City of Stillwater Survey)

75%
agreed that "I or someone in my family benefited from attending a Stillwater Public Library program in the past year."
(Source: 6/2024 City of Stillwater Survey)

Supporting Learners of All Ages

 **351,364**
physical items checked out

92%
agree that Stillwater Public Library provides valuable resources for lifelong learning and education
(Source: 11/2024 City of Stillwater survey)

 **91,099**
e-materials borrowed

 **1,486**
new cardholders

Library Collection

Our physical and digital shelves are stocked with a wide range of materials. From thrillers to telescopes, we have something for everyone.

 **76,361**
print books, magazines and newspapers

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


 **9,867**
DVDs, audiobooks and music CDs

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

 **31**
hotspots
4
laptops with hotspots

 **126**
Kits (telescopes, nature backpacks, dementia kits, and more)

 **132,474**
Stillwater news pages
21,330
views
MN Digital Newspaper Hub

 **3,715**
Stillwater items
11,221
views
MN Digital Library

40,511
pages added in 2024!

THANK YOU

ANY QUESTIONS?



Photo by Laurie Schneider

Craig Hansen

Treasurer,
Stillwater Public Library Board of Trustees

Stillwater
~~~~~  
Public Library

## Agenda Items Details

|                                                                                                                                                                                                                                                                                                       |                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Determination on August Board Meeting</b>                                                                                                                                                                                                                 |                                                    |
| OWNER:<br><b>Lockyear, President</b>                                                                                                                                                                                                                                                                  | PRESENTER:<br><b>Lockyear, President</b>           |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>D</b>                                                                                                                                                                                                                                                          | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:                                                                                                                                                                                                                                                     |                                                    |
| BACKGROUND/CONTEXT:<br><br>If no pressing business is anticipated for August, the Board may wish to consider canceling the August meeting.<br><br>If the meeting were to be held, it would take place on Monday, August 4, due to the primary election scheduled for the second Tuesday of the month. |                                                    |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS                                                                                                                                                                                                                                                                   |                                                    |
| PREVIOUS ACTION ON ITEM:                                                                                                                                                                                                                                                                              |                                                    |
| REVIEWED BY COMMITTEE?:                                                                                                                                                                                                                                                                               |                                                    |

**Agenda Items Details**

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Grant Request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    |
| OWNER:<br><b>Troendle, Director</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PRESENTER:<br><b>Troendle, Director</b>            |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:<br><b>Action is requested to approve the proposed Hugh J. Andersen grant request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                    |
| <p>BACKGROUND/CONTEXT:</p> <p>The library has an opportunity to submit a grant request next month. Staff will write the grant and work with our Library Foundation to submit the request.</p> <p>The Hugh J. Andersen Foundation request is due by August 15 with a funding decision expected by December. The recommended grant request for 2026 funding of \$31,000 would be allocated across the following categories:</p> <ul style="list-style-type: none"> <li>• \$19,000 for Summer Explorers</li> <li>• \$8,000 for Early Literacy and School-Aged Programming</li> <li>• \$4,000 for Puppetry</li> </ul> |                                                    |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |
| PREVIOUS ACTION ON ITEM:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |
| REVIEWED BY COMMITTEE?:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |

**Agenda Items Details**

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br>2026-2027 Library Service Agreement Between WCL and SPL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                       |
| OWNER:<br>Lockyear, President; Troendle, Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PRESENTER:<br>Lockyear, President; Troendle, Director |
| REQUESTED AGENDA TYPE (A, I, D):<br>A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?    |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:<br>Approval of the 2026-2027 Library Service Agreement between Washington County Library and Stillwater Public Library is recommended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                       |
| <p>BACKGROUND/CONTEXT:</p> <p>Washington County Library (WCL) has provided a revised contract detailing the responsibilities of WCL and Stillwater Public Library (SPL).</p> <p>Other than updating the agreement term to cover 2026–2027, the remaining changes relate to streaming video services—specifically access and cost sharing. The new language reads as follows:</p> <ul style="list-style-type: none"> <li>• <b>Section I (m):</b> <i>[The County Library shall]</i> Provide City cardholders with access to streaming video services equivalent in terms of content availability and user experience to those provided to County cardholders.</li> <li>• <b>Section II (m):</b> <i>[The City Library shall]</i> Reimburse the County Library for a percentage of the annual service costs for providing video streaming services, such percentage shall be determined in the first year based on proportion of registered cardholders, such percentage in subsequent years will be based on the proportion of video views attributable to City cardholders during the preceding service year.</li> </ul> <p>President Lockyear and Library leadership staff have reviewed the agreement and recommend Board approval.</p> |                                                       |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS<br>A draft of the service agreement provided by WCL follows, with the new language highlighted in yellow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                       |
| PREVIOUS ACTION ON ITEM:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                       |
| REVIEWED BY COMMITTEE?:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |



**LIBRARY SERVICE  
AGREEMENT BETWEEN WASHINGTON COUNTY  
AND THE STILLWATER PUBLIC LIBRARY**

**WHEREAS**, the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the “City Library”) and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the “County Library”), desire to enter into a joint powers agreement pursuant to the authority granted under Minnesota Statutes section 471.59

**WHEREAS**, the City Library and the County Library have desire to provide public library services to each other’s cardholders, and

**WHEREAS**, it is desirable to efficiently coordinate the provision of the services of both libraries for the mutual benefit of all residents of the City and the County, and

**WHEREAS**, the City Library desires to participate in systems owned and maintained by the County Library to provide the loaning and return of library materials, notification and collection of payments for unreturned items, a public catalog of library materials, the delivery of library materials between the City Library and County Library, the interlibrary lending of library materials with other libraries, provision of digital resources, and computer access, reservation control, and print management.

**WHEREAS**, the City Library agrees to meet the requirements to participate fully in MELSA, the Metropolitan Library Service Agency, as an associate member through its County Library under MELSA’s current Plan of Association (Attachment 1) which includes but is not limited to providing for the reciprocal borrowing and return of library materials and interlibrary lending and reporting.

**NOW, THEREFORE**, in consideration of the mutual agreements contained herein, the parties agree as follows:

The purpose of this agreement is to maintain and improve services to city and county library cardholders while at the same time sharing and reducing the costs of providing library services through the coordination, compatibility and cooperative support of certain systems, operations, programs and activities of the City Library and County Library.

**I. The County Library shall:**

- a. Provide and maintain an integrated library system which includes modules supporting acquisitions, serials, cataloging, circulation of library materials and the accounts of library cardholders into which the City Library may store and maintain its bibliographic and cardholder records;
- b. Provide access to the bibliographic utility used (currently OCLC) for the purpose of cataloging library materials;

- c. Generate, print and post overdue and billing notices and/or email notifications for overdue and hold items to City cardholders and maintain equipment for such purposes;
- d. Provide access to system delivered integrated library system reports and statistics on the inventory and use of City Library materials and City Library cardholders and their accounts;
- e. Provide for the extraction of the City Library's bibliographic records and holdings in machine readable (MARC) format from the integrated library system if requested by the City Library with all related extraction costs paid by the City Library;
- f. Provide instruction, procedures, standards and guidelines to the City Library on the use of the integrated library systems, the bibliographic utility, and services of the County Library;
- g. Provide the City Library opportunities to discuss and participate in future replacement, improvements or customizations to the integrated library system at mutually agreed upon shared costs necessary to implement and maintain such changes;
- h. Provide the City Library with a computer access, reservation control, and print management system;
- i. Maintain a secure remote connection to the integrated library system in compliance with County Information Technology policies and standards for such connections and those of the integrated library system vendor;
- j. Provide a means of delivery of library materials between the City and County libraries;
- k. Provide for the interlibrary lending and delivery of library materials between the City Library and other libraries through Minitex and MnLINK;
- l. Provide for and coordinate the completion of various federal and state aid reports to MELSA by the County and City library through its Plan of Association.
- m. Provide City cardholders with access to streaming video services equivalent in terms of content availability and user experience to those provided to County cardholders.

II. The City Library shall:

- a. Keep up to date the City cardholder and City library materials holdings records in the integrated library system following the instructions, procedures, standards and guidelines set by the County Library;
- b. Provide for and maintain City Library telecommunications and technology following standards set by County Information Technology to securely connect to the integrated library system database and internet services including internet filtering;
- c. Reimburse the County Library for any County purchased third party applications required to maintain the security and management of public internet and catalog computers based upon the number of licenses necessary at the City Library.

- d. Train City Library staff on all policies, procedures, standards and guidelines for the use of the integrated library system and other services and operations shared with the County Library;
  - e. Train City Library staff on Minnesota statutes regarding the data privacy of library records; provide for the destruction of any records that may contain private data after the use of such records for business purposes; and ensure that volunteers in the City Library do not have access County Library systems and services that may disclose private data on individuals;
  - f. Reimburse the County Library for processing supplies used for city owned materials;
  - g. Reimburse the County Library for the City Library's portion of the computer access, reservation control, and print management system costs;
  - h. Prepare library materials for interlibrary lending and delivery to the County Library, MELSA, Minitex and other libraries following the policies, standards and procedures set for the interlibrary lending and return of library materials;
  - i. Provide information and complete reports within set timelines to ensure the completion of all required reporting to MELSA for various state and federal library related programs and grants by and through the County Library;
  - j. Reimburse the County Library for the printing, postage, mailers, and a portion of the postage meter rental used for mailing the overdue notices to City Library cardholders;
  - k. Reimburse the County Library for each City Library cardholder account sent to the County Financial Services Collections Division at the current account fee set by that Division;
  - l. Annually purchase digital resources and print and media materials for the City Library collections.
  - m. Reimburse the County Library for a percentage of the annual service costs for providing video streaming services, such percentage shall be determined in the first year based on proportion of registered cardholders, such percentage in subsequent years will be based on the proportion of video views attributable to City cardholders during the preceding service year.
- III. Each party shall be separately responsible for its own expenditures of funds made under this agreement.
- IV. The parties total liability under this agreement shall be governed by Minnesota Statute 471.59, subd. 1a.
- a. Each party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other parties and the results thereof. For the purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not

exceed the limits for a single governmental unit as provided in Minnesota Statute 466.04, subd. 1.

- V. It is understood and agreed that the entire agreement between the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this agreement are incorporated or attached and are deemed to be part of this agreement.
- VI. Any alterations, variations, modifications, or waivers of provisions of this agreement shall only be valid when they have been reduced to writing as an amendment to this agreement and signed by the participating parties hereto.
- VII. A default in this agreement may occur when a party fails to perform any of the provisions of this agreement or so fails to administer the work as to endanger the performance of this agreement.
- VIII. The terms of Article III, V, XI, and XII shall survive the expiration, termination or withdrawal from this agreement.
- IX. To the extent required by Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the parties agree that any party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other parties and involve transactions relating to this agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the agreement and for seven (7) years after its termination or cancellation.
- X. Each party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, the Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.
- XI. Each participating party shall be responsible for injuries or death of its own employees to the extent required by law. Each participating party will maintain workers'

compensation insurance or self-insurance coverage, covering its own employees while they are providing assistance pursuant to this agreement.

XII. Effective Date, Termination

This agreement shall become effective upon signature of both parties, and shall continue in force until December 31, 2027, unless rescinded by action of one of the parties by giving notice to the other party at least three (3) months prior to the end of a calendar year or by mutual agreement of the parties. Upon termination of this agreement, all rights, title and interest in the real and personal property used in furtherance of this agreement will remain with the entity providing the property.

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their Governing bodies has caused this agreement to be executed in accordance with the authority of Minnesota Statute section 471.59.

**STILLWATER PUBLIC LIBRARY**

**WASHINGTON COUNTY**

By: \_\_\_\_\_  
Pat Lockyear,  
President, Board of Trustees

By: \_\_\_\_\_  
Stan Karwoski, Chair  
Board of County Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kevin Corbid, County Administrator

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Stuart Campbell, Assistant County Attorney

Date: \_\_\_\_\_

**Agenda Items Details**

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br>2026 Operating and Supplemental Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                            |                                                                                               |
| OWNER:<br>Finance Committee<br>Mark Troendle, Director<br>Keri Goeltl, Business & Communications Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PRESENTER:<br>Troendle, Director                                                                                                           |                                                                                               |
| REQUESTED AGENDA TYPE (A, I, D):<br>A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?<br><br>IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL: |                                                                                               |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:<br>Action is requested to approve the 2026 operating and supplemental budget request.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                            |                                                                                               |
| <p>BACKGROUND/CONTEXT:</p> <p>The Finance Committee and library staff met on June 30, 2025, to determine a proposed 2026 operating and supplemental budget request recommendation based on financial projections and feedback from the June board meeting.</p> <p><b>City Operating Budget:</b></p> <p>The Finance Committee recommends a 2026 city operating budget of \$1,787,813 for the library. The requested transfer in from the levy would be \$1,755,560, which is an increase of \$97,476 or a 5.9% increase from 2025.</p> <p>The baseline transfer in increase from the levy for 2026 is 3.7% or \$60,824. This baseline budget adjusts for step increases and estimated wage and insurance changes based on a potential new labor agreement and upcoming insurance renewal. All other budgetary line items remain flat, including general insurance, electricity, building repairs, technology, and library collection materials. Expenditures such as Sunday Hours, Volunteer Coordinator, the 20-hr Youth Services Librarian, over 50% of all materials, and program vendors would continue to be funded with supplemental funds and are not included in the library's city operating budget.</p> <p>At the June board meeting, the Finance Committee brought three optional adjustments for board consideration: increasing supervisory positions to 40 hours; adding a part-time office specialist; and adding a part-time custodian. The trustees advised increasing the library's three supervisory position from 36 hours per week to 40 hours per week. The Finance Committee reviewed the trustee feedback, budget numbers, and library usage and recommends this adjustment for inclusion in the proposed operating budget request to the city. With library circulation and program participation increasing, extending the Youth Services Supervisor, Information Services Supervisor, and Business and Communications Manager positions (currently at 36 hours per week) to full-time would improve on-site management coverage during the library's 54–58 public service hours per week. It would help 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. The cost is \$36,652 in 2026 and ongoing costs annually. This increases the request to city from 3.7% to 5.9%.</p> |                                                                                                                                            |                                                                                               |
| <b>Transfer In Request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Baseline: 3.7%</b><br>2025 Transfer In +<br>COLA/STEPS/Insurance                                                                        | <b>RECOMMENDED: 5.9%</b><br>2025 Transfer In +<br>COLA/STEPS/Insurance +<br>Supervisory hours |
| <b>2026 City Budgeted Expenditures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$1,751,161                                                                                                                                | \$1,787,813                                                                                   |
| <b>2026 Revenues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                            |                                                                                               |
| Library-Generated Revenues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$32,253                                                                                                                                   | \$32,253                                                                                      |
| 2026 Transfer In (Levy)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$1,718,908                                                                                                                                | \$1,755,560                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$60,824 increase,<br>3.7% from 2025                                                                                                       | \$96,936 increase,<br>5.9% from 2025                                                          |
| Total Revenues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$1,751,161                                                                                                                                | \$1,787,813                                                                                   |

**Supplemental Request:**

In addition to the city operating budget of \$1,787,813, the library is projecting a need for an additional \$383,861 in funding for 2026 from the Foundation, Friends, and other supplemental accounts. This is a slight change from the budget of \$386,361 discussed at the Finance Committee meeting. This budget is in alignment with the \$390,000 budgeted for 2025.

As in prior years, supplemental funding is needed in the following key areas:

- Volunteer Coordinator (In Kind): \$19,633
- Sunday Hours: \$22,800
- Youth Services Librarian I: \$47,300
- Youth Services Programming: \$34,500
- Adult Programming: \$25,500
- Materials: \$68,900

In addition, Foundation funding is needed for the ongoing efforts to digitize historic Stillwater area newspapers, staff training, ShelfLife printing, advocacy, and an intern from Stillwater Area High School. Funding may also be rolled over from 2025 for capital or building-related projects in the areas of ADA enhancements, terrace enhancements, and design plans for renovations of the meeting rooms and children's wing. See the 2026 Supplement Budget request document for more details.

To meet these supplemental funding needs, the library will rely on increased support from the Foundation and increasingly spend down available balances on existing funds. The library is working with the Foundation to forecast the future supplemental funding needs and potential funding sources as the library's other supplemental funds are reduced or depleted.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2026 Operating Budget Detail  
2026 Supplemental Budget Request

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Finance Committee

# Stillwater

## Public Library

### 2026 Operating Budget

Updated: 7/2/2025

|                    |                                   |              |              |              | 2026 Budget        |           | 2026 Budget           |           |
|--------------------|-----------------------------------|--------------|--------------|--------------|--------------------|-----------|-----------------------|-----------|
| Account Number     | Account Title                     | 2023 Actual  | 2024 Actual  | 2025 Budget  | Baseline<br>(3.7%) | Change    | Supervisors<br>(5.9%) | Change    |
| REVENUES           |                                   |              |              |              |                    |           |                       |           |
| 230-0000-3010-0100 | Current Property Taxes(R)         | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3500-0100 | Meeting Room Rental Fees(R)       | -\$4,100     | -\$6,304     | -\$4,000     | -\$4,000           | \$0       | -\$4,000              | \$0       |
| 230-0000-3520-0100 | Copier/Printer Sales(R)           | -\$4,078     | -\$3,919     | -\$3,500     | -\$3,500           | \$0       | -\$3,500              | \$0       |
| 230-0000-3810-0200 | Interest Earnings-Investments(R)  | -\$10,981    | -\$10,471    | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3810-0210 | Unrealized Gains/Losses(R)        | -\$6,161     | \$1,424      | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3820-0100 | Gifts(R)                          | -\$369       | -\$327       | -\$1,500     | -\$1,500           | \$0       | -\$1,500              | \$0       |
| 230-0000-3820-0110 | In Kind Gifts(R)                  | -\$18,667    | -\$17,417    | -\$17,167    | -\$19,633          | -\$2,466  | -\$19,633             | -\$2,466  |
| 230-0000-3830-0100 | Sale Of Property(R)               | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3860-0100 | Lease/Rentals(R)                  | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3860-0200 | Parking Rental(R)                 | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3870-0100 | Refunds And Reimbursements(R)     | -\$648       | -\$828       | -\$500       | -\$500             | \$0       | -\$500                | \$0       |
| 230-0000-3880-0020 | Library Card Fees(R)              | -\$420       | -\$420       | -\$420       | -\$420             | \$0       | -\$420                | \$0       |
| 230-0000-3880-0030 | Lost Materials(R)                 | -\$2,026     | -\$2,493     | -\$2,000     | -\$2,000           | \$0       | -\$2,000              | \$0       |
| 230-0000-3880-0040 | Processing Fees(R)                | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3880-0050 | Registration(R)                   | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3880-0100 | Miscellaneous Income(R)           | \$0          | -\$15        | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3880-0200 | Gallery Fees(R)                   | -\$100       | -\$656       | -\$500       | -\$500             | \$0       | -\$500                | \$0       |
| 230-0000-3880-0300 | Cash Short/Over(R)                | \$5          | -\$4         | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3880-0500 | Book & Other Enterprise Sales(R)  | -\$19        | -\$28        | -\$200       | -\$200             | \$0       | -\$200                | \$0       |
| 230-0000-3910-0100 | Transfer In-General Fund(R)       | -\$1,500,177 | -\$1,565,996 | -\$1,658,084 | -\$1,718,908       | -\$60,824 | -\$1,755,560          | -\$97,476 |
| 230-0000-3910-0202 | Transfer In-Sport Complexes(R)    | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0232 | Transfer In-Library Fundraiser(R) | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0404 | Transfer In-Co Bonds 2004(R)      | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0405 | Transfer In-GO CO Bonds 2005(R)   | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0406 | Transfer In - CO Bonds 2006(R)    | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0407 | Transfer In-GO CO Bonds 2007(R)   | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0408 | Transfer In-CO Bonds 2008(R)      | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0409 | Transfer In-GO CO Bonds 2009(R)   | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0412 | Transfer In-GO CO Bonds 2012(R)   | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0414 | Transfer In-GO CO Bonds 2014(R)   | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0415 | Transfer In-2015 GO CO Bonds(R)   | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0416 | Transfer In-CO Bonds 2006(R)      | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0420 | Transfer In-Co Bonds(R)           | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0423 | Transfer In-2001 C/O Bonds(R)     | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0424 | Transfer In-Co Bonds 2000(R)      | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0426 | Transfer In - CO Bonds 2016(R)    | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0427 | Transfer In - CO Bonds 2017(R)    | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0480 | Transfer In-Capital Proj Fund(R)  | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| 230-0000-3910-0490 | Transfer In-Capital Projects(R)   | \$0          | \$0          | \$0          | \$0                | \$0       | \$0                   | \$0       |
| Total Revenue      |                                   | -\$1,547,741 | -\$1,607,453 | -\$1,687,871 | -\$1,751,161       | -\$63,290 | -\$1,787,813          | -\$99,942 |



|                    |                                  |             |             |             | 2026 Budget |          | 2026 Budget |            |
|--------------------|----------------------------------|-------------|-------------|-------------|-------------|----------|-------------|------------|
|                    |                                  |             |             |             | Baseline    |          | Supervisors |            |
| Account Number     | Account Title                    | 2023 Actual | 2024 Actual | 2025 Budget | (3.7%)      | Change   | (5.9%)      | Change     |
| EXPENDITURES       |                                  |             |             |             |             |          |             |            |
| Operating          |                                  |             |             |             |             |          |             |            |
| 230-4230-1000-0000 | Full Time Salaries(E)            | \$205,072   | \$243,185   | \$249,357   | \$249,855   | \$498    | \$566,936   | \$317,579  |
| 230-4230-1100-0000 | Overtime - Full Time(E)          | \$93        | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-1111-0000 | Severance Pay(E)                 | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-1112-0000 | Sick Pay(E)                      | \$20,028    | \$20,582    | \$3,500     | \$7,906     | \$4,406  | \$8,045     | \$4,545    |
| 230-4230-1113-0000 | Vacation Pay(E)                  | \$47,574    | \$48,358    | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-1200-0000 | Part Time Salaries(E)            | \$569,844   | \$583,773   | \$713,871   | \$751,400   | \$37,529 | \$466,027   | -\$247,844 |
| 230-4230-1210-0000 | Part Time Salaries - In Kind(E)  | \$18,667    | \$17,417    | \$17,167    | \$19,633    | \$2,466  | \$19,633    | \$2,466    |
| 230-4230-1300-0000 | Overtime - Part Time(E)          | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-1410-0000 | Pera(E)                          | \$60,127    | \$64,695    | \$72,242    | \$75,094    | \$2,852  | \$77,472    | \$5,230    |
| 230-4230-1420-0000 | FICA/Medicare(E)                 | \$64,432    | \$68,559    | \$73,688    | \$76,596    | \$2,908  | \$79,022    | \$5,334    |
| 230-4230-1500-0000 | Hospital / Medical(E)            | \$78,540    | \$76,048    | \$92,870    | \$93,552    | \$682    | \$93,552    | \$682      |
| 230-4230-1520-0000 | Dental Insurance(E)              | \$3,484     | \$3,395     | \$3,790     | \$3,410     | -\$379   | \$3,410     | -\$379     |
| 230-4230-1540-0000 | Life Insurance(E)                | \$544       | \$501       | \$769       | \$591       | -\$178   | \$591       | -\$178     |
| 230-4230-1990-0000 | Grant Pass Thru(E)               | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-2000-0000 | Office Supplies(E)               | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-2101-0000 | General Supplies(E)              | \$3,779     | \$5,504     | \$3,000     | \$3,000     | \$0      | \$3,000     | \$0        |
| 230-4230-2113-0000 | Reference(E)                     | \$662       | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-2114-0000 | Data Base Searching(E)           | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-2302-0000 | Other Minor Equipment(E)         | \$275       | \$4,027     | \$1,200     | \$1,200     | \$0      | \$1,200     | \$0        |
| 230-4230-2303-0000 | Minor Computer Equipment(E)      | \$20,384    | \$29,168    | \$20,200    | \$20,200    | \$0      | \$20,200    | \$0        |
| 230-4230-2400-0000 | Childrens Books(E)               | \$14,954    | \$14,597    | \$14,500    | \$14,500    | \$0      | \$14,500    | \$0        |
| 230-4230-2401-0000 | Adult Books - Fiction(E)         | \$15,031    | \$15,745    | \$15,500    | \$15,500    | \$0      | \$15,500    | \$0        |
| 230-4230-2402-0000 | Audio(E)                         | \$2,189     | \$1,797     | \$1,900     | \$1,900     | \$0      | \$1,900     | \$0        |
| 230-4230-2403-0000 | Periodicals(E)                   | \$3,085     | \$2,924     | \$3,000     | \$3,000     | \$0      | \$3,000     | \$0        |
| 230-4230-2405-0000 | Adult Books - Non Fiction(E)     | \$10,458    | \$11,834    | \$10,700    | \$10,700    | \$0      | \$10,700    | \$0        |
| 230-4230-2406-0000 | Teen Books - Materials(E)        | \$3,551     | \$4,318     | \$3,500     | \$3,500     | \$0      | \$3,500     | \$0        |
| 230-4230-2407-0000 | Programs(E)                      | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-2408-0000 | Film/Video(E)                    | \$5,109     | \$5,499     | \$5,500     | \$5,500     | \$0      | \$5,500     | \$0        |
| 230-4230-2409-0000 | Electronic Materials(E)          | \$7,038     | \$5,500     | \$5,500     | \$5,500     | \$0      | \$5,500     | \$0        |
| 230-4230-2499-0000 | Collection Development(E)        | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3098-0000 | Technology Support(E)            | \$12,210    | \$9,712     | \$9,500     | \$9,500     | \$0      | \$9,500     | \$0        |
| 230-4230-3099-0000 | Other Professional Services(E)   | \$19,169    | \$4,323     | \$5,000     | \$5,000     | \$0      | \$5,000     | \$0        |
| 230-4230-3100-0000 | Circulation System(E)            | \$7,046     | \$6,954     | \$6,400     | \$6,400     | \$0      | \$6,400     | \$0        |
| 230-4230-3101-0000 | Telecommunications(E)            | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3102-0000 | Postage(E)                       | \$2,495     | \$2,820     | \$1,500     | \$1,500     | \$0      | \$1,500     | \$0        |
| 230-4230-3200-0000 | Mileage(E)                       | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3201-0000 | Seminar/Conference Fees(E)       | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3202-0000 | Meals(E)                         | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3203-0000 | Housing(E)                       | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3400-0000 | Printing and Publishing(E)       | \$71        | \$91        | \$500       | \$500       | \$0      | \$500       | \$0        |
| 230-4230-3401-0000 | Binding(E)                       | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3404-0000 | Processing Fee(E)                | \$11,044    | \$12,967    | \$11,000    | \$11,000    | \$0      | \$11,000    | \$0        |
| 230-4230-3500-0000 | General Insurance(E)             | \$3,850     | -\$55       | \$4,045     | \$4,045     | \$0      | \$4,045     | \$0        |
| 230-4230-3707-0000 | Maintenance Agreements(E)        | \$3,685     | \$4,822     | \$3,000     | \$3,000     | \$0      | \$3,000     | \$0        |
| 230-4230-3713-0000 | Computer Maintenance/Licenses(E) | \$19,289    | \$20,867    | \$31,000    | \$31,000    | \$0      | \$31,000    | \$0        |
| 230-4230-3803-0000 | Data Base Maintenance(E)         | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3804-0000 | Equipment Rental(E)              | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-3900-0000 | Sales Tax(E)                     | \$288       | \$305       | \$200       | \$200       | \$0      | \$200       | \$0        |
| 230-4230-4000-0000 | Memberships and Dues(E)          | \$435       | \$530       | \$500       | \$500       | \$0      | \$500       | \$0        |
| 230-4230-4001-0000 | Subscriptions(E)                 | \$573       | \$993       | \$536       | \$536       | \$0      | \$536       | \$0        |
| 230-4230-4093-0000 | COVID-19(E)                      | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-4099-0000 | Miscellaneous Charges(E)         | \$1,718     | \$1,439     | \$1,955     | \$1,955     | \$0      | \$1,955     | \$0        |
| 230-4230-5200-0000 | C/O & Improvements(E)            | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-5300-0000 | C/O Machinery & Equipment(E)     | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-5310-0000 | C/O MIS Computer Equipment(E)    | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |
| 230-4230-7010-0000 | Depreciation-Purchased(E)        | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0        |

| Account Number            | Account Title                    | 2023 Actual         | 2024 Actual         | 2025 Budget         | 2026 Budget         |                  | 2026 Budget           |                  |
|---------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|------------------|-----------------------|------------------|
|                           |                                  |                     |                     |                     | Baseline<br>(3.7%)  | Change           | Supervisors<br>(5.9%) | Change           |
| 230-4230-7020-0000        | Depreciation-Contributed(E)      | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4230-9120-0000        | Transfer Out-Capital Outlay(E)   | \$84,770            | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
|                           | <b>Total Op Expenditure</b>      | <b>\$1,321,561</b>  | <b>\$1,293,190</b>  | <b>\$1,386,889</b>  | <b>\$1,437,674</b>  | <b>\$50,784</b>  | <b>\$1,474,325</b>    | <b>\$87,436</b>  |
| <b>Plant</b>              |                                  |                     |                     |                     |                     |                  |                       |                  |
| 230-4231-1000-0000        | Full Time Salaries(E)            | \$63,734            | \$66,196            | \$78,691            | \$84,302            | \$5,611          | \$84,302              | \$5,611          |
| 230-4231-1100-0000        | Overtime - Full Time(E)          | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-1111-0000        | Severance Pay(E)                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-1112-0000        | Sick Pay(E)                      | \$3,431             | \$4,663             | \$0                 | \$514               | \$514            | \$514                 | \$514            |
| 230-4231-1113-0000        | Vacation Pay(E)                  | \$4,443             | \$7,692             | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-1200-0000        | Part Time Salaries(E)            | \$23,344            | \$23,140            | \$30,526            | \$32,579            | \$2,053          | \$32,579              | \$2,053          |
| 230-4231-1410-0000        | PERA(E)                          | \$6,967             | \$7,570             | \$8,130             | \$8,703             | \$572            | \$8,703               | \$572            |
| 230-4231-1420-0000        | FICA/Medicare(E)                 | \$7,371             | \$7,887             | \$8,355             | \$8,941             | \$586            | \$8,941               | \$586            |
| 230-4231-1500-0000        | Hospital / Medical(E)            | \$11,535            | \$11,294            | \$13,459            | \$15,484            | \$2,026          | \$15,484              | \$2,026          |
| 230-4231-1520-0000        | Dental Insurance(E)              | \$505               | \$505               | \$505               | \$505               | \$0              | \$505                 | \$0              |
| 230-4231-1540-0000        | Life Insurance(E)                | \$85                | \$59                | \$116               | \$86                | -\$30            | \$86                  | -\$30            |
| 230-4231-1990-0000        | Grant Pass Thru(E)               | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-2101-0000        | General Supplies(E)              | \$378               | \$233               | \$200               | \$200               | \$0              | \$200                 | \$0              |
| 230-4231-2102-0000        | Janitorial Supplies(E)           | \$5,964             | \$8,122             | \$4,000             | \$4,000             | \$0              | \$4,000               | \$0              |
| 230-4231-2202-0000        | Building Repair Supplies(E)      | \$472               | \$4,141             | \$1,500             | \$1,500             | \$0              | \$1,500               | \$0              |
| 230-4231-2203-0000        | Furn/Air Cond Repair Supplies(E) | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-2302-0000        | Other Minor Equipment(E)         | \$1,806             | \$1,003             | \$800               | \$800               | \$0              | \$800                 | \$0              |
| 230-4231-3002-0000        | Contractual(E)                   | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-3099-0000        | Other Professional Services(E)   | \$229               | \$195               | \$1,000             | \$1,000             | \$0              | \$1,000               | \$0              |
| 230-4231-3101-0000        | Telephone(E)                     | \$1,781             | \$1,562             | \$1,700             | \$1,700             | \$0              | \$1,700               | \$0              |
| 230-4231-3500-0000        | General Insurance(E)             | \$46,099            | -\$62               | \$46,970            | \$46,970            | \$0              | \$46,970              | \$0              |
| 230-4231-3600-0000        | Electricity(E)                   | \$55,878            | \$50,100            | \$55,000            | \$55,000            | \$0              | \$55,000              | \$0              |
| 230-4231-3601-0000        | Natural Gas(E)                   | \$19,614            | \$14,660            | \$25,000            | \$25,000            | \$0              | \$25,000              | \$0              |
| 230-4231-3703-0000        | Building Repair Charges(E)       | \$9,706             | \$21,482            | \$12,000            | \$12,000            | \$0              | \$12,000              | \$0              |
| 230-4231-3707-0000        | Maintenance Agreements(E)        | \$10,475            | \$10,928            | \$11,000            | \$11,000            | \$0              | \$11,000              | \$0              |
| 230-4231-3713-0000        | Computer Maintenance/Licenses(E) | \$0                 | \$0                 | \$1,173             | \$1,173             | \$0              | \$1,173               | \$0              |
| 230-4231-4099-0000        | Miscellaneous Charges(E)         | \$3,882             | \$3,518             | \$2,030             | \$2,030             | \$0              | \$2,030               | \$0              |
| 230-4231-5200-0000        | C/O & Improvements(E)            | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-5300-0000        | C/O Machinery & Equipment(E)     | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-5310-0000        | C/O MIS Comupter Equipment(E)    | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
| 230-4231-9490-0000        | Transfer Out-Cap Proj Fund(E)    | \$0                 | \$0                 | \$0                 | \$0                 | \$0              | \$0                   | \$0              |
|                           | <b>Total Plant Expenditure</b>   | <b>\$277,699</b>    | <b>\$244,889</b>    | <b>\$302,155</b>    | <b>\$313,488</b>    | <b>\$11,333</b>  | <b>\$313,488</b>      | <b>\$11,333</b>  |
| <b>Total Revenues</b>     |                                  |                     |                     |                     |                     |                  |                       |                  |
|                           |                                  | <b>-\$1,547,741</b> | <b>-\$1,607,453</b> | <b>-\$1,687,871</b> | <b>-\$1,751,161</b> | <b>-\$63,290</b> | <b>-\$1,787,813</b>   | <b>-\$99,942</b> |
| <b>Total Expenditures</b> |                                  |                     |                     |                     |                     |                  |                       |                  |
|                           |                                  | <b>\$1,599,260</b>  | <b>\$1,538,079</b>  | <b>\$1,689,044</b>  | <b>\$1,751,161</b>  | <b>\$62,117</b>  | <b>\$1,787,813</b>    | <b>\$98,769</b>  |
|                           |                                  | <b>\$51,519</b>     | <b>-\$69,374</b>    | <b>\$1,173</b>      | <b>\$0</b>          | <b>-\$1,173</b>  | <b>\$0</b>            | <b>-\$1,173</b>  |

**2026 Supplemental Budget (Foundation, Friends, Lawson & Other Gifts)**

Revised 7/3/2025

| 2026 Supplemental Funding By Need                                                                                                                                                                                                           |          | 2026 Supplemental Funding Plan                                                                                                                                   |                                        |                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Area                                                                                                                                                                                                                                        | Amount   | Spend Prior Year Designated Funds                                                                                                                                | Allocate Existing Unrestricted Funds   | Request New Grant                                                                                                                         |
| Volunteer Coordinator (In Kind)                                                                                                                                                                                                             | \$19,633 |                                                                                                                                                                  |                                        | SPLF: \$19,633*<br>*Included in city op budget as in-kind                                                                                 |
| Sunday Hours (All)                                                                                                                                                                                                                          | \$22,800 |                                                                                                                                                                  |                                        | SPLF: \$22,800                                                                                                                            |
| Youth Services Librarian I                                                                                                                                                                                                                  | \$47,300 |                                                                                                                                                                  |                                        | SPLF: \$47,300                                                                                                                            |
| Youth Services Programming                                                                                                                                                                                                                  | \$34,500 | Legacy: \$2,500                                                                                                                                                  |                                        | SPLF: \$31,000 (TBD HJA Request)<br>- \$8,000 EL/SA/STEM/Nature<br>- \$19,000 Summer Explorers<br>- \$4,000 Puppetry<br>MELSA YS: \$1,000 |
| Adult Programming                                                                                                                                                                                                                           | \$25,500 | Legacy: \$6,800                                                                                                                                                  | 235: \$6,200                           | SPLF: \$7,500<br>Friends: \$5,000                                                                                                         |
| Materials (Total Flat from 2025)<br><i>2025 Total: \$129,000</i><br><i>City Contribution: \$60,100</i><br><i>Supplemental: \$68,900</i>                                                                                                     | \$68,900 | Athena: \$1,458                                                                                                                                                  | Lawson: \$25,442<br>Township: \$10,000 | SPLF: \$22,000<br>Friends: \$10,000                                                                                                       |
| <b>Other</b>                                                                                                                                                                                                                                |          |                                                                                                                                                                  |                                        |                                                                                                                                           |
| Stillwater Area Historic Newspaper Digitization Initiative (Phase 3 - Johnson)                                                                                                                                                              | \$69,528 |                                                                                                                                                                  |                                        | SPLF: \$69,528<br>Johnson Grant; Digitize 1945-1977 Gazette                                                                               |
| Staff Training<br><i>PLA 2026 Conference, April 1-3</i><br><i>Staff Training Day, October</i><br><br><i>(~\$7,800 Estimated costs of conference; May be more economical to pay for MLA membership &amp; register early for conference )</i> | \$10,000 |                                                                                                                                                                  | Wick: \$7,985<br>235: \$2,015          | \$0                                                                                                                                       |
| Advocacy & ShelfLife Printing                                                                                                                                                                                                               | \$10,200 |                                                                                                                                                                  |                                        | SPLF: \$10,200                                                                                                                            |
| SAHS Pathways Program Intern<br><i>(40-80 Hours Total; Min Wage)</i>                                                                                                                                                                        | \$1,000  |                                                                                                                                                                  |                                        | SPLF: \$1,000                                                                                                                             |
| <b>Capital or Building-Related Projects</b>                                                                                                                                                                                                 |          |                                                                                                                                                                  |                                        |                                                                                                                                           |
| ADA Enhancements                                                                                                                                                                                                                            | \$14,500 | SPLF: \$14,500<br><br>\$20K budgeted by SPLF in 2025; Est. \$5,500 on concrete repairs; remaining enhancements TBD pending City ADA study which hasn't occurred. |                                        | \$0                                                                                                                                       |

|                                                                                             |                  |                                                                                                                                      |                 |                  |
|---------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Terrace Enhancements                                                                        | \$0              | SPLF: \$0<br><br>\$20K budgeted by SPLF in 2025. Anticipating fully expending in 25 and holding off on future enhancements for 2026. |                 | \$0              |
| Design Plans for Library Space - Meeting Room, Children's Wing ( <i>Operating Expense</i> ) | \$60,000         | SPLF: \$60,000<br><br>\$60K budgeted by SPLF in 2025; Considering moving study to 2026.                                              |                 | \$0              |
|                                                                                             |                  |                                                                                                                                      |                 |                  |
| <b>Total Projected Supplemental Budget</b>                                                  | <b>\$383,861</b> | <b>\$85,258</b>                                                                                                                      | <b>\$51,642</b> | <b>\$246,961</b> |
| In-Kind (Counted Under City)                                                                | \$19,633         | \$0                                                                                                                                  | \$0             | \$19,633         |
| Supplemental Operating                                                                      | \$349,728        | \$70,758                                                                                                                             | \$51,642        | \$227,328        |
| Capital                                                                                     | \$14,500         | \$14,500                                                                                                                             | \$0             | \$0              |

**Agenda Items Details**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:</b><br>2026-2030 Capital Improvement Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                           |
| <b>OWNER:</b><br>Facilities Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>PRESENTER:</b><br>Quijano, Facilities Chair            |
| <b>REQUESTED AGENDA TYPE (A, I, D):</b><br>A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</b> |
| <b>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</b><br>Motion to approve the 2026-2030 Capital Improvement Plan presented in the Board Packet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |
| <b>BACKGROUND/CONTEXT:</b><br><p>The starting point for the 2026–2030 Capital Improvement Plan (CIP) was the 2025–2029 CIP approved by the board last year. Staff updated the document by extending it to cover 2026–2030, revising budget estimates where available, and noting several Kraus-Anderson (KA) maintenance items at the end of the CIP for future consideration. While these KA projects are not part of the formal CIP request at this time, they are included to support future planning and potential funding.</p> <p>Projects proposed for 2026 include replacing the oval carpet in the rotunda due to wear, replacing two printer/copier stations (one for public use and one for staff) based on the recommendation of City IT, and replacing four self-check machines used by the public.</p> <p>The committee reviewed self-check options, comparing different models, and requested additional information to support decision-making. Following further evaluation, staff provided a recommendation on both the model number and type (desktop vs. standalone).</p> <p>The committee also discussed longer-term projects planned for 2027–2030, including the automated material handling system (AMHS, or “sorter”), and potential enhancements to the meeting wing and children’s area.</p> <p>All capital projects proposed for 2026, which total \$73,100, list City Capital as their funding source. The library typically seeks city funding for essential building needs related to safety, security, and infrastructure, while trying to reserve donor support for enhancements and special projects.</p> |                                                           |
| <b>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS</b><br>2026-2030 CIP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                           |
| <b>PREVIOUS ACTION ON ITEM:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                           |
| <b>REVIEWED BY COMMITTEE?:</b><br>Facilities Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                           |

# Stillwater

## Public Library

### Stillwater Public Library CIP 2026-2030 (7/3/2025)

| Facilities Capital Projects:           |               |               |                |                |                |                  |
|----------------------------------------|---------------|---------------|----------------|----------------|----------------|------------------|
|                                        | 2026          | 2027          | 2028           | 2029           | 2030           | Total            |
| Custodial Equipment                    | 0             | 5,000         | 0              | 0              | 0              | 5,000            |
|                                        |               |               |                |                |                |                  |
| <i>Repairs &amp; Replacement:</i>      |               |               |                |                |                |                  |
| Low Voltage Panel Replacement          | 0             | 0             | 5,000          | 0              | 0              | 5,000            |
| Exterior Doors (KA 119&126)            | 0             | 0             | 0              | 24,188         | 0              | 24,188           |
| UL Carpeting                           | 10,000        | 0             | 48,000         | 0              | 0              | 58,000           |
| <i>Total</i>                           | 10,000        | 0             | 53,000         | 24,188         | 0              | 87,188           |
|                                        |               |               |                |                |                |                  |
| <i>Renovations &amp; Enhancements:</i> |               |               |                |                |                |                  |
| ADA Enhancements                       | 0             | 0             | 0              | 0              | 0              | 0                |
| Terrace Enhancements                   | 0             | 0             | 0              | 0              | 0              | 0                |
| Meeting Wing                           | 0             | 75,000        | 75,000         | 0              | 0              | 150,000          |
| Children's Area                        | 0             | 0             | 0              | 400,000        | 400,000        | 800,000          |
| <i>Total</i>                           | 0             | 75,000        | 75,000         | 400,000        | 400,000        | 950,000          |
|                                        |               |               |                |                |                |                  |
| <b>TOTAL FACILITIES PROJECTS</b>       | <b>10,000</b> | <b>80,000</b> | <b>128,000</b> | <b>424,188</b> | <b>400,000</b> | <b>1,042,188</b> |
|                                        |               |               |                |                |                |                  |

| IT Capital Projects:                                   |               |                |               |          |          |                |
|--------------------------------------------------------|---------------|----------------|---------------|----------|----------|----------------|
|                                                        | 2026          | 2027           | 2028          | 2029     | 2030     | Total          |
| Upgrade Network Switch                                 | 0             | 25,000         | 0             | 0        | 0        | 25,000         |
| Printer/Copier                                         | 12,000        | 0              | 0             | 0        | 0        | 12,000         |
| Security Cameras                                       | 0             | 0              | 25,000        | 0        | 0        | 25,000         |
| SelfChecks                                             | 51,100        | 0              | 0             | 0        | 0        | 51,100         |
| Automated Material Handling System (AMHS, or "sorter") | 0             | 105,000        | 0             | 0        | 0        | 105,000        |
| <b>TOTAL IT PROJECTS</b>                               | <b>63,100</b> | <b>130,000</b> | <b>25,000</b> | <b>0</b> | <b>0</b> | <b>218,100</b> |

| Total Capital Projects:         |               |                |                |                |                |                  |
|---------------------------------|---------------|----------------|----------------|----------------|----------------|------------------|
|                                 | 2026          | 2027           | 2028           | 2029           | 2030           | Total            |
| Proposed Funding – City Capital | 73,100        | 135,000        | 78,000         | 24,188         | 0              | 310,288          |
| Proposed Funding – Fund Balance | 0             | 0              | 0              | 0              | 0              | 0                |
| Proposed Funding - Supplemental | 0             | 75,000         | 75,000         | 400,000        | 400,000        | 950,000          |
| <b>TOTAL CAPITAL</b>            | <b>73,100</b> | <b>210,000</b> | <b>153,000</b> | <b>424,188</b> | <b>400,000</b> | <b>1,260,288</b> |

**Other Projects (Not Officially on CIP but on KA List; Review Annually; Red indicates under 5K Capital Amt):**

|                                       | 2026     | 2027           | 2028     | 2029     | 2030           | Total          |
|---------------------------------------|----------|----------------|----------|----------|----------------|----------------|
| <b>Repairs &amp; Replacement:</b>     |          |                |          |          |                |                |
| Retaining Walls (KA 101&102)          | 0        | 217,688        | 0        | 0        | 0              | <b>217,688</b> |
| Fire Alarm Replacement Panel (KA 161) | 0        | 0              | 0        | 0        | 23,000         | <b>23,000</b>  |
| VFDs (KA 186)                         | 0        | 0              | 0        | 0        | 16,125         | <b>16,125</b>  |
| Elevator & Lift (KA 157-160)          | 0        | 0              | 0        | 0        | 37,125         | <b>37,125</b>  |
| Restrooms (KA SV, 191, 183, 133)      | 0        | 0              | 0        | 0        | 206,550        | <b>206,550</b> |
| <b>Total</b>                          | <b>0</b> | <b>217,688</b> | <b>0</b> | <b>0</b> | <b>282,800</b> | <b>500,488</b> |

**KA Project Notes:**

**2026:**

1. Server Room (KA 188) was on list for 2026 at \$40,313. Since IT decommissioned hosts at the library in 2025, the server room no longer needs additional cooling or other major improvements. Removed from list.
2. Retaining Walls (KA 101 & 102) on list for 2026. Moved to 2027.
3. Fire Alarm Replacement Panel (KA 161) on list for 2026. The current system meets library needs, and the \$23,000 estimate is for a high-tech model isn't needed at the library. Part of the fire panel that communicated with POTS lines was recently replaced. Service technicians indicated that spare replacement parts are available for panel. Full panel replacement could be delayed to future year. Moved to 2030.
4. VFDs (KA 186) on list for 2026 are believed to be for the boiler pumps. These drives are tough and not obsolete. We have two; only one is needed and have redundancy. Moved to 2030.
5. Elevator & Lift (KA 157-160) on list for 2026 are believed to be related to the delivery area lift. Repairs can be made as needed instead of a full replacement at this time. Moved to 2030.
6. Exterior Doors (KA 119&16) under Facilities Capital Project on the list for 2026 are believed to be the staff entrance door, delivery door, and garbage room dooor. Doors still have useful life and project moved to 2029.

**2027:** Retaining Wall project moved from 2026 to 2027.

**2028:** None.

**2029:** None.

**2030:**

1. Fire Alarm Replacement Panel, VFDs, Elevator & Lift moved from 2026.
2. Restroom are on the KA List. Mezzanine level public restrooms (\$99,141); mezzanine staff restroom (\$33,047); upper level men's restroom (\$58,163); lower level staff restroom (\$16,200 - 2031).

**2031:** Coming in 2031 - Lower level flooring, paint, ceiling (\$1,156,500), Upper level lights (\$496,600); Drinking fountains (\$8,100); Boilers (\$90,000); HVAC Pumps, Recirc Fans, and Exhaust Fans (\$35,100); Server Room (\$351,000).

### Major Accomplishments

- The interior of the parking ramp elevator was updated with a vinyl wrap makeover. Installed on a day the library was closed to minimize disruption, the new artwork features a high-resolution drone image captured especially for the project. Installation took approximately six hours. The immersive design is part of a broader effort to create a more welcoming and clearly defined library entryway. Feedback has been very positive, and more improvements are planned. The project is funded by the Huelsmann Foundation as part of a larger signage initiative.
- Business & Communications Manager Keri Goeltl and Mark continued collaborating with the graphic designer on the elevator exterior and adjacent wall artwork. Two new proofs were created and reviewed in June, with final approval given to Proof #7. Installation scheduling is in progress.
- Keri and Mark met with Bob Manning, Career Pathways Coordinator at Stillwater Area High School, to learn more about the Pathways Program and explore future partnership opportunities.
- Elizabeth Bechel, the City's new Administrative Services Director, toured the library with Mark on June 2. Elizabeth and Mark have since collaborated to schedule a Social District engagement session at the library that the City will host on July 16.
- Onboarding paperwork for HR and Payroll was completed for Summer Event Prep Workers Greta and Elsa.
- Two library staff and several trustees attended the City Attorney's annual Boards and Commissions training, which was helpful and informative.
- Mark met with a representative from neighboring Ascension Episcopal Church to learn more about the Erickson Plaza project, which will feature pollinator-friendly landscaping and an outdoor gathering space for approximately 50 people.
- Four Library Corner articles were written and published in June.

### Heads-Up

- Light a Spark tickets officially sold out on July 1.
- This year's City Boards and Commissions picnic will be held on the library's terrace on August 13.

### Near-Term Future Focus

- Maintenance Worker Shain Henry is investigating water leaks on the lower level. No collections have been damaged.
- Planning continues for enhanced terrace amenities. In addition to the new planters, additional seating and sunshades are under consideration. Mark is in ongoing discussions with vendors, though no decisions have been made.
- Staff are collaborating on a grant opportunity due in mid-August.
- Treasurer Craig Hansen and Mark anticipate meeting with the City Administrator and Finance Director in mid- to late July.
- Planning is underway for the October 13 half-day staff training.



## June Programs and Activities

### Art & Music

- **Exploring the Arts, Stanley Kubrick:** Thursday, June 5, 17 participants joined Steve Schroer's presentation on the film works of director Stanley Kubrick. Participant comments:  
*"I appreciate the programs and that they are FREE!"*  
*"The presenter is an excellent speaker and makes one excited about the art of film making."*
- **Puppy in a Green Sweater with Karen Chan:** Thursday, June 12, 19 student artists attended the monthly Karen Chan acrylic painting class 1-week earlier than usual to observe the Juneteenth holiday on June 19. Participant photos and comments are included at the end of this report.
- **Block Printing, Flowers of Minnesota with Parcel Arts:** Monday, June 30, 15 student artists learned about block printing by carving and printing a Minnesota Flower on a set of greeting cards. Participant photos and comments are included at the end of this report.

### Books Clubs & Literature

- **Mystery Book Club:** On Wednesday, June 18, 10 participants had a lively conversation about mysteries set in Africa. [Find Mystery Book Club book lists on our website.](#)
- **Shelf Indulgence Book Club:** On Monday, June 9, 6 attendees discussed [Year of Wonders](#) by Geraldine Brooks. Participant comment: *"Leader Karen K. Is outstanding!"*
- **Author Kent Nerburn:** On Saturday, June 21, author Kent Nerburn visited to talk about and sign copies of his newest title, [Lone Dog Road](#). Valley Bookseller was onsite for sales and sold out of their inventory at the event. There were 46 attendees, including one person who traveled from one of the Dakotas to see the author. Participant photos and comments are included at the end of this report.

### Lifelong Learning

- **Tech Help:** In June, 5 Tech Help 1:1 appointments were attended. Tech Help appointments were expanded at the end of June; two appointments are now offered on Friday afternoons and one appointment is also now available on Tuesday evenings. Staff helped with various tech needs during June, including navigating Facebook, using smart phones and tablets, submitting forms online, and saving files to a cloud service.
- **Medicare Counseling with Senior Linkage:** On Monday, June 2, 1:1 appointments were available for Medicare Counseling with Senior Linkage but they were not filled.
- **Sharing Caregiver Wisdom with Marty Schreiber:** On Friday, June 13, the library partnered with [FamilyMeans](#) to host former Wisconsin Governor and published author Marty Schreiber. 19 participants, including staff from FamilyMeans, attended the event. Marty spoke about his book [My Two Elaines](#), which is a memoir about his time as a caregiver for his wife who had Alzheimer's. Participant photos and comments are at the end of this report.
- **Community Pollinator Monitoring:** On Monday, June 16, 12 people joined [Green River Greening](#) at the library to learn about volunteering as a community pollinator monitor. There is a pollinator monitoring sites throughout the metro in need of volunteers, including in Bayport.

### Displays

- **Pride Displays:** In honor of Pride month, the library featured LGBTQ+-themed displays in various adult spaces including the Welcome Area display, the Science Fiction and Fantasy Room display,

and the Romance Room display. Pride displays included titles by Rebecca Thorne, T.J. Kune and other popular authors.

- **Summer Reading Display:** To kick-off summer reading and celebrate the Summer FOREST Explorers program, the adult round-table display in June featured fiction and nonfiction books inspired by the theme “Dark and Dangerous Woods”.

### Outreach

- **Estates at Greely:** On Monday, June 2, staff shared materials with 4 residents at [The Estates at Greely](#).
- **The Lodge:** On Monday, June 9, staff shared materials with 10 residents at [The Lodge](#).
- **Farmers’ Market:** On Saturday, June 14, Library Associate Alexandre and Library Assistant Connor visited the Farmers’ Market in Stillwater to share information about the library. They helped 6 people register for library cards and shared information with 81 people. Visitors were very interested in the library’s calendar of summer reading events for children and adults. Staff photo at the end of this page featuring Alexandre.

### St. Croix Collection

- **Monthly Visits:** 10 visits were recorded in June, including 7 residents of Stillwater and 3 visitors.
- **Research Topics and sources:** Runk photos, historical home research, plat maps, property records, phone books, microfilm church records, yearbooks, Holcombe photos.
- **Genealogy Help, Saturday, June 21:** The monthly Genealogy Help session was not attended in June.

### June Programming Photos & Participant Comments

#### Stillwater Farmers’ Market, Saturday, June 14

Image of Library Associate Alexandre at the Library’s Farmers’ Market table.

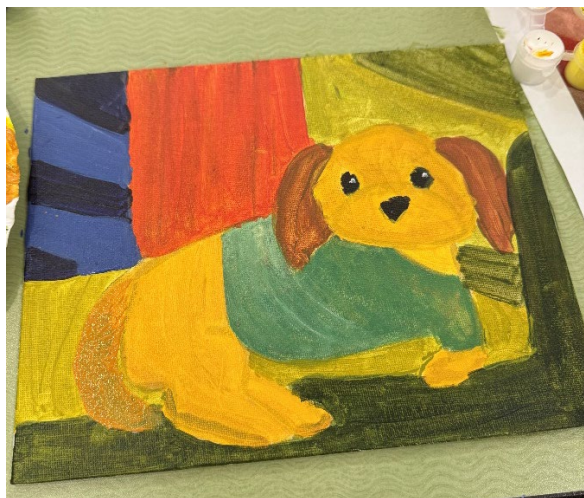




## Puppy in Green Sweater with Karen Chan, Thursday, June 12

Participant submitted images below. Participant comments:

- *"It was a super fun class! Two hours went by so fast, but I finished my work. It was so nice to see some of my classmate's interpretation of the assigned painting. And it was fun meeting new acquaintances too!"*
- *"Karen Chan was a great teacher I had a blast at her class!"*



### Sharing Caregiver Wisdom with Marty Schreiber, Friday, June 13

Images below of Author Marty Schreiber and FamilyMeans Educator Jenny West.

Participant comment:

*"It was a wonderful event and free. It was amazing to see the community around care-giving come together."*



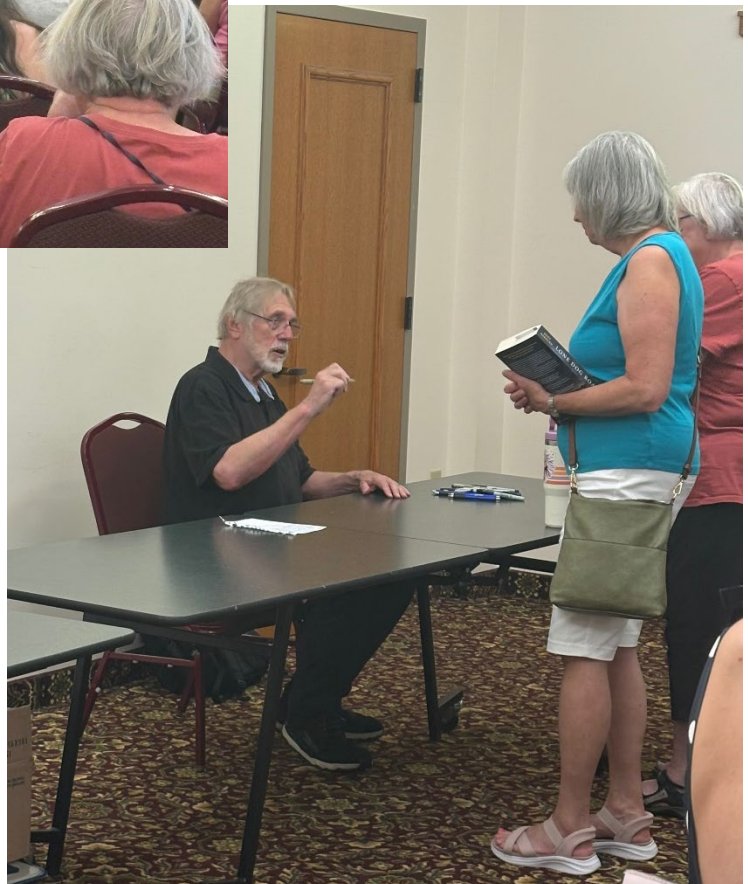


### **Author Kent Nerburn, Saturday, June 21**

Images below of Author Kent Nerburn speaking and signing copies of his title, Lone Dog Road.

Participant comments:

- *"Loved this author and what he had to share!"*
- *"The event was beautifully organized and seamlessly executed. The online registration process was very easy, and the hostess of the event honored the time and spirit of both Kent and the audience. It was truly done with excellence and an absolute joy and delight in which to participate!"*
- *"Thank you!!! He was great! Thank you to the Friends and Foundation and Valley Bookseller!"*





### Block Printing: Flowers of Minnesota with Parcel Arts, Monday, June 30

Participant submitted images below. Participant comment:

*"The instructor Jenny from Parcel Arts is an incredible instructor. They are exceedingly patient and excellent at explaining complex concepts to beginners in an engaging and encouraging way. This is my third Parcel Arts class, and I have gained so much joy, confidence, and curiosity at each class."*



### June Programs and Activities

- The month went by in a flash with around 500 summer reading signups, 1678 program attendees, and hundreds of book giveaways!

### Early Literacy (0-5)

- Drop-in Woodland Art Experience (38)
- Two Preschool/Family Storytimes (56)

### School-aged (6-12)

- Silly Survival Challenges (60)
- Fort Building (60)
- LEGO Club (44)
- Two Chess Club Meetings

### Summer Family Performances

- Circus Manduhai (300)
- Bill the Juggler - 2<sup>nd</sup> Saturday (90)
- Bill the Juggler (250)
- Wendy's Wiggle, Jiggle & Jam (157)
- How to Know a Whale; Felicia Cooper (23)

### Children's Drop-in Activities

- Forest Animals Scavenger Hunt (610 sheets in the robot mailbox!)
- Forest Discovery Room – According to survey responses received in June-
  - 63% live in Stillwater. (Other places include Plymouth, New Richmond, Lakeland, Lake Elmo, Hudson)
  - 85% previously visited the Discovery Room.
  - 67% said the Discovery Room was the main reason for their visit.
  - 89% reported that their child practiced social skills such as sharing, helping, and cooperating.
  - 59% said their child talked about the Discovery Room after their visit.

*"Everything was sincerely astounding today! We are so grateful and see such value in what was provided in the discovery room, and with the new summer book reading program. There are so many details, heart, energy, time that clearly went into creating the playscapes and reading programs that are incredibly meaningful and beneficial to myself as a mother of five children! This is a part of their childhood that will end up affecting them for so many years! Thank you for all that you do, and for the rich, education and engagement you are offering for our children. The Stillwater area is incredibly privileged and blessed to have such incredible programming. Even the photography and print out is SO cute and really helpful as a mom, to have things communicated so clearly. We love the Stillwater library!!!"* Anonymous

### Teen and Tweens

- Make Your Own Merch with the Textile Center (14)
- Forest Friends Craft (10)

## Collections

- We are excited about a new addition to our Library of Things: 20 Children's [Book Bundles](#). Bundles offer a convenient way to enjoy themed selections of five books, thoughtfully chosen by our librarians based on popular subjects.

## Outreach

- One Preschool Outreach Storytime for Lake Area Discovery Center (LADC) (26)

## New Book Lists for Summer!

### *Picture Books*

- [UNICORNS!](#)
- [Birding Books](#)
- [Camp Out - Picture Books](#)

### *Chapter Books*

- [Camp Out - Early Chapter Books](#)

### *Nonfiction*

- [Camp Out - Informational](#)

### *Teen*

- [Cottage Core](#) – Get Lost in a Forest Full of Books!

## Upcoming Programs

- [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  
JUNE 2025**



## Summer Reading Kickoff with Circus Manduhai



## Fort Building



New Book Bundles!



Building an animal shelter - Can it withstand wind and rain?



Wendy's Wiggle,  
Jiggle & Jam



Wendy's Wiggle,  
Jiggle & Jam



Gold Star Finishers

We love reading, too!



Gold Star We love reading, too!

**Agenda Items Details**

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| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Facilities Committee Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |
| OWNER:<br><b>Facilities Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | PRESENTER:<br><b>Facilities Committee</b>                       |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>I</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?<br><b>No</b> |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                 |
| <p>DESCRIPTION:</p> <p><b>Committee:</b> Facilities<br/> <b>Date:</b> Monday, June 30, 2025, 12:00 PM<br/> <b>Location:</b> Conference Room<br/> <b>Present:</b> Troendle, Goeltl, Quijano, Burns, Lockyear</p> <p><b><u>Selection of Chair and Secretary for June to December 2025</u></b></p> <ul style="list-style-type: none"> <li>• Quijano volunteered to serve as chair</li> <li>• Lockyear volunteered to serve as secretary</li> </ul> <p><b><u>Review of Capital Improvement Plan (CIP)</u></b></p> <ul style="list-style-type: none"> <li>• Troendle provided the latest version of the CIP with updated cost for self checks, carpet replacement at the 4<sup>th</sup> Street entry and for book sorter replacement. <ul style="list-style-type: none"> <li>• Troendle explained that City IT wants to replace printer copiers in 2026 to coincide with other city replacements.</li> <li>• Self check options were reviewed. Cost differences were noted and committee discussed benefits of using cost savings by choosing the 2500 model versus the 3000 model. Goeltl joined the meeting to provide additional information about the different self check models.</li> <li>• Committee requested staff to check if 2500 model meets ADA requirements and to resolve other questions about unit compatibility with existing stands and report back to committee.</li> <li>• Committee discussed issues related to carpet replacement and cost estimate. Troendle said he would try to get a bid from a local vendor to provide an accurate dollar amount in the CIP.</li> <li>• Krause-Anderson (KA) recommended maintenance items were discussed and committee agreed with staff that retaining wall does not appear to need replacement. Troendle reported that he is communicating with Mick Greiner, City Facilities Manager to review KA recommendations.</li> <li>• Projects planned for years 2027-2030 were also discussed. Troendle indicated that plans must be developed for both the meeting wing and children's area enhancements.</li> </ul> </li> <li>• Next Steps <ul style="list-style-type: none"> <li>• Troendle will report back to committee regarding self check units and best choice of model. He will also report on progress in obtaining 4<sup>th</sup> Street entry carpet replacement bid.</li> <li>• Committee will present recommended CIP to board at July 8 board meeting.</li> </ul> </li> <li>• Next meeting to be determined as needed</li> </ul> |                                                                 |

|                                     |
|-------------------------------------|
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS |
| PREVIOUS ACTION ON ITEM:            |
| REVIEWED BY COMMITTEE?:             |

**Agenda Items Details**

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| AGENDA ITEM NAME & BRIEF DESCRIPTION:<br><b>Finance Committee Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                 |
| OWNER:<br><b>Library Finance Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PRESENTER:<br><b>Library Finance Committee</b>                  |
| REQUESTED AGENDA TYPE (A, I, D):<br><b>I</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?<br><b>No</b> |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                 |
| <p>DESCRIPTION:</p> <p><b>Committee:</b> Finance<br/> <b>Date:</b> Monday, June 30, 2025, 2:00 PM<br/> <b>Location:</b> Conference Room, Stillwater Public Library<br/> <b>Present:</b> Glidden, Goeltl, Hansen, Panciera, Troendle<br/> <b>Absent:</b> None</p> <p><b>Agenda Item 1: 2026 Operating Budget</b><br/> The Finance Committee reviewed the 2026 Operating Budget. The committee discussed that trustees expressed interest in asking for a 5.9% increase in the transfer in from the levy for 2026. This increase consists of a 3.7% baseline budget increase for contractual obligations (cost of living adjustments, step increases, and insurance costs), plus a request to move the library's three supervisory positions from 36 hours/week to full-time at 40 hours/week. This move would bring the library's supervisory positions in better alignment with city supervisory positions; help meet community needs as the library grows in circulation and program participation; and fits within a fair and reasonable increase request range. It was noted that the library's portion of the city levy has been shrinking over time.</p> <p>The trustees on the committee unanimously recommended a budget request of a 5.9% increase in the transfer in from the levy for 2026. This increase incorporates the request to move supervisors to full-time.</p> <p><b>Agenda Item 2: 2025 Supplemental Budget</b><br/> The Finance Committee reviewed the 2026 Supplemental Budget request and related funding requests of the Foundation and Friends as well as the depletion of existing supplemental accounts of Lawson, Other Government Gifts, and 235 over time. The Finance Committee discussed the possibility of the Foundation gradually building their total donations to the library to make up for these funds as they are depleted.</p> <p>The primary funding areas and amounts are similar to prior years: In-Kind Volunteer Coordinator, Sunday Hours, Youth Services Librarian, Programming, and Materials. For 2026, supplemental funding is also planned for Newspaper Digitization, Advocacy, Staff Training (including attendance at the Public Library Conference in Minneapolis), and the Stillwater Area High School Pathways Program Intern. In addition, building-related projects from 2025 may roll over into 2026, including ADA enhancements, terrace enhancements, and design plans for library space. The total supplemental budget for 2026 is projected at \$386,361 and is proposed to be funded by prior year designated funds, allocation of existing unrestricted funds, and the request of new grants from the Friends, Foundation, and other donors.</p> <p>The trustees on the committee unanimously recommended a projected supplemental budget of \$386,361.</p> |                                                                 |

**Agenda Item 3: August City Council Presentation**

The Finance Committee reviewed and discussed a draft of the proposed slides for the Council presentation on Wednesday, August 6 at 4:30 PM. Hansen noted that the structure and data presented is similar to last year's presentation, which was well-received by Council. Committee determine that Hansen will take the lead on presenting.

**Agenda Item 4: 2025-2029 CIP**

The Finance Committee reviewed the 2026-2030 CIP from the Facilities Committee.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:





## **Board Meeting Minutes**

**Friday, April 25, 2025, 8:30am - 10:00am**

**In Person:** Stillwater Public Library Conference Room & Virtual

**Members Present:** Summer, Mark, Roger, Drew, Shawn, Jeneane. Erin (8:47 a.m.)

**Members Remote:** Sandie

**Members Absent:** Kevin, Ryan

**Staff Present:** Elsbeth, Annette

1. **Call to Order** - Summer called the meeting to order at 8:34 a.m.
2. **Adoption of Agenda** -no changes to the agenda.
3. **Minutes: Motion to approve the March meeting minutes. Jeneane/Drew. Motion carried.**
4. **Reports**
  - a. **President Report**
    - i. Summer reported she met with potential board member Rick Creveling, and his schedule doesn't allow him to attend our meetings, so he won't be joining the board.
    - ii. Rather than the board signing a thank you letter to the Huelsmann Foundation as we originally discussed, Elsbeth distributed a thank you letter to send on behalf of the board. After Light a Spark, board members may sign a handwritten note thanking the Huelsmann Foundation.
  - b. **Consent Agenda Info**
    - i. The board discussed the pros and cons of adding a consent agenda to the board meeting process. The goal of a consent agenda is to save time because items included on the consent agenda are items that don't need board discussion. For example, the minutes and staff reports could be consent agenda items. These items would be passed with one motion.

Summer clarified board members can remove items from the consent agenda into the regular meeting agenda if they feel an item needs discussion by the full board. Questions can be asked for clarification about items without removing items from the consent agenda.

There is some concern that members may feel disengaged if they don't hear updates from the Library Director and Executive Director at the meeting. Implicit with a consent agenda is that board members read the materials before the meeting so they are ready to vote without discussion.

**Motion to approve incorporating a consent agenda which will include the minutes, Events and Marketing committee report, Library Director Report, and Executive Director Report for the next two board meetings. The board will check-in at the end of these two meetings to see if we should continue using consent agendas as standard practice. Shawn/Jeneane. Motion carried.**

c. Library Director Report

- i. For the third consecutive year, the library has had record-breaking visits and material check-outs. Mark thanked the Foundation for the part it plays in the library's success.
- ii. The city of Stillwater will designate 12 volunteer parking spots in the northwestern corner of the City Hall lot for Light a Spark.
- iii. There has been a recent library trustee resignation and the nomination committee will recommend a new candidate soon.

d. Treasurer Report

- i. P&L YTD, P&L Month, Income Statement, & Balance Sheet
  1. At a quarter of the way through the year, the Foundation has raised 48% of the annual fundraising goal. Expenses are being well managed with no concerns to highlight. The Foundation just surpassed \$4 million in assets. This will change soon, as we will disburse funds this summer to the library.
- ii. FSBT Trust Account March 2025 Report
  1. The Finance Committee met with Katie Kranz from FSBT on April 24, 2025, and they are gradually moving toward the goal of having between 6 -12% of our portfolio in cash.
  2. The Foundation budgeted for \$120,000 in investment income and FSBT's current forecast is in line at \$125,000.
  3. The Foundation has \$3.4 million in investments at FSBT. The portfolio is up 0.6% in the first quarter, which is encouraging during this volatile market. The portfolio is well diversified and FSBT recommends continuing our investment strategy.
  4. The Foundation has \$188,763 in an endowment at the St. Croix Valley Foundation. No grants have been withdrawn since inception. Elsbeth met with the executive director of the SCVF and discussed taking an annual withdrawal. In 2025. There is \$5,744 available to withdraw.

**Motion to approve withdrawal of \$5,744 from SCVF and empower Mark to pick a project for the funds. Roger/Erin. Motion carried.**

**Motion to approve the Treasurer Report as presented. Shawn/Drew. Motion carried.**

e. Events & Marketing Committee

- i. Development Committee Charter: This new charter, recommended by the Events & Marketing Committee, replaces the former committee charter and expands the committee's responsibilities beyond events. Events have become a smaller part of our fundraising efforts, and this committee can assist with annual fundraising and stewardship plans.

**Motion to approve the renaming of the Event and Marketing Committee and revising their charter to the Development Committee Charter as presented. Drew/Shawn. Motion carried.**

ii. May 5th Chapters of Gratitude 5:00-7:30 pm

1. Elsbeth will reach out to development committee members about helping with the event. Summer and Sandie volunteered to tend the bar..
2. Board members should arrive by 4:30 p.m.

iii. Sandhill Shores/The Lakes Lifestyle Expo Saturday, May 17, 10:00 am -3:00 pm

1. Summer will email a sign-up sheet for board members to help staff the table.

f. Board Updates - none

- g. Executive Director Report-The staff is planning a Light a Spark mail appeal to lapsed donors. World Tai Chi Day is April 26, and Healing Within Studio is hosting an event on the library terrace. They selected the Foundation as the recipient of any monies raised this year. Impact Report edits have been sent to the designer. Charities Review is almost complete. We will be exploring hiring a new web designer this fall. August is Make-A-Will month, so this will be a great time to build awareness of a legacy society.

**5. Old Business:**

- a. Donor Contact List - Board members volunteered to make phone calls.

**6. Action Items:**

- a. Review Potential board Member Applications: Cindy Selnes, Lori Houston, and Ingrid Youmans. Board members discussed seeking future Foundation board members with financial expertise in light of Shawn's term ending in December 2025.

**Motion to approve Lori Houston, Cindy Selnes, and Ingrid Youmans as new board members. Roger/Jeneane. Motion carried.**

- b. Foundation Mission Review The Development Committee will review the mission and bring a recommendation to the board.



- c. Donor Acknowledgement Policy (second reading): Added that we will send flowers when we are designated as the entity for memorial gifts. The board discussed donor levels and it was agreed that the administrative work and chances of error are more likely with levels. The board would like to recognize legacy donors separately. A draft with legacy society language will be reviewed at the June board meeting.
- d. New Board Member Process: Board recruitment is the responsibility of the entire board however this process formalizes the responsibilities of board selection with the executive committee. Summer asked that board members consider volunteering to mentor the three new board members.

**Motion to approve the board member process. Erin/Jeneane. Motion carried.**

- e. Record Retention Policy revision: Discussion postponed

## **7. Discussion/Topics for Future Discussion**

## **8. Adjourn - adjourned at 10 a.m.**

# Stillwater Public Library

## 2025 Calendar

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

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<br>Treasurer                 | 2nd Term: Jan 1, 2024 - Dec 31, 2026           | 1    |
| Pat Lockyear<br>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<br>Vice President           | 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><br>Ryan Collins   |                                                | 1    |
| <i>Library Director:</i><br>Mark Troendle |                                                |      |

#### 2025 Committee Rosters:

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

Updated 7/2/2025