

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Monday, August 4, 2025
5:30 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

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

Regular Business (5 minutes)

3. Consent Calendar
 - a) Adoption of July 8, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in July +

Informational/Discussion (5 minutes)

4. Trustee & Council Liaison Information Sharing I+

Decisional (15 minutes)

5. 2026 Capital Budget Funding Source A+

Reports (10 minutes)

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 11 AM on Monday, August 4, 2025.
A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2025 Calendar, 2025 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, July 8, 2025**

Minutes

PRESENT: Burns, Hansen, Lockyear, O'Brien, Panciera, Quijano, Simon, Council Liaison Collins

ABSENT: Glidden, Hausman Lohmer

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear reported that the Boards & Commissions picnic is coming up in August and will be held at the library for the first time.

Collins reported:

- The lighting project in downtown Stillwater is done.
- There is public discussion on a possible social district in Stillwater, a specific part of the city in which people are allowed to purchase alcoholic beverages and consume them while walking through the defined area. Trustees are encouraged to share their feedback via the City of Stillwater's Social District Survey. There will also be a public meeting at the library on July 16 for people to learn more about the social district and share their opinions.
- There is interest in allowing the rental of donut boats in Stillwater.

AGENDA ITEM 5: Director Evaluation Process – September Annual Review & Goal Suggestions

Lockyear reminded trustees that the director evaluation process is coming up in September. Documents are in the packet.

AGENDA ITEM 6: Library Financial Presentation Preview

Hansen reported that library will have the opportunity to make a presentation to City Council on August 6 at the 4:30 PM workshop session. The presentation, 10-15 minutes in length, will follow a similar format to last year. It will describe the budget process, where the money comes from, what it is used for, and highlight the return on investment for the community. Hansen directed the trustees to the slides in the board packet and provided a high-level overview of the slides.

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The presentation will not contain a specific 2026 funding request. The budget will be presented to council on Tuesday, August 19 at the 4:30 PM workshop session. The City Administrator and Finance Director present the budget. The department heads are available to answer questions.

AGENDA ITEM 7: Determining August Board Meeting

Lockyear reported that when the 2025 board meeting calendar was determined, the Board of Trustees approved an August meeting date of Monday, August 4 (due to primary elections on the library's regular meeting date of Tuesday, August 12), with the provision of canceling the August meeting if there were insufficient items to address.

Lockyear reported that, at this time, there are no action items for the August meeting. Instead of canceling the August meeting now, Lockyear suggested that the board keeps the meeting date as a possibility in case something develops. If there are still insufficient agenda items at the end of July, when the public notice for meeting cancellation would need to be sent, Lockyear would then cancel the meeting.

Panciera asked if the board chair can make the decision to cancel a meeting. Lockyear replied that the chair can make this decision as they call the meetings. If there are insufficient agenda items, the meeting can be canceled. In addition, the August cancellation was discussed when the 2025 board meeting dates were initially approved.

AGENDA ITEM 8: Grant Request

Troendle reported that there is a request in the packet to seek support from the Hugh J. Andersen Foundation. The grant seeks funding for Summer Explorers, early literacy and school-aged programming, and puppetry programming.

Motion to approve the proposed the Hugh J. Andersen grant request. O'Brien moved. Hansen second. Yes: Burns, Hansen, Lockyear, O'Brien, Panciera, Quijano, Simon; No: None.

AGENDA ITEM 9: 2026-2027 Library Service Agreement Between WCL and SPL

Lockyear directed trustees to the library service agreement with Washington County Library. The major change to the contract is the inclusion of Kanopy, the video-streaming service. The first year's usage and related costs are based on percentage of cardholders, and future year costs will be based on actual usage of Stillwater cardholders.

Motion to approve the 2026-2027 Library Service Agreement between Washington County Library and Stillwater Public Library. Burns moved. Panciera second. Yes: Burns, Hansen, Lockyear, O'Brien, Panciera, Quijano, Simon; No: None.

AGENDA ITEM 10: 2026 Operating & Supplemental Budget Requests

Troendle reported that the Finance Committee and staff reviewed projections and board input from the June meeting to prepare the recommended 2026 budget request. He reported that a 3.7% increase in baseline city funding is needed to cover wage steps, insurance, and inflationary costs that are either

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fixed or outside of the library's control. Based on board consensus in June, the Finance Committee is also recommending that the three supervisory positions be increased from 36 to 40 hours per week. These roles have broad responsibilities that are critical to the daily operations of the library and achieving strategic goals. This change also supports fairness and consistency with city staffing norms and may help with recruitment and retention long term. With those added hours plus the projected contractual and inflationary increases, the total transfer-in request comes to a 5.9% increase or \$96,936 above the 2025 levy.

The library also relies heavily on supplemental funds to support the full scope of the library's work. The supplemental budget plan, on page 61 and 62 of the packet, shows the area of need and budget amounts. The library is projecting a need of \$383,361 in supplemental funds to support things like Sunday Hours, a 0.5 YS librarian position, all of programming, 50% of materials, staff training, advocacy, newspaper digitization, and more.

Burns inquired about digitized newspaper usage. Goeltl reported that, in 2024, the Minnesota Digital Newspaper Hub had 21,330 views of Stillwater items. The Minnesota Digital Library had 11,221 views of Stillwater items. In addition to current usage stats, Hansen and Lockyear noted that digitization creates something that is lasting. As we go into the future, paper and microfiche are not as accessible and permanent. Troendle noted that the newspaper digitization is funded by grants specifically designated by donors for these efforts.

Motion to approve the 2026 operating and supplemental budget request. Hansen moved. Simon second. Yes: Burns, Hansen, Lockyear, O'Brien, Panciera, Quijano, Simon; No: None.

AGENDA ITEM 11: 2026-2030 Capital Improvement Plan

Quijano reported that the Facilities Committee reviewed the 2026-2030 CIP. The basis of the plan was the 2025-2029 CIP with revisions for 2026-2030. Maintenance estimates from the Kraus-Anderson study were also included after the CIP request for future budget planning.

The capital projects proposed for 2026 total \$73,100, with city capital requested as the funding source:

- Replace oval carpet in rotunda due to wear
- Replace two printer/copier stations – one for public and one for staff
- Replacing four selfCheck machines used by the public

The Facilities Committee also discussed longer-term projects for 2027 to 2030, including an automated material handling system (sorter) and future enhancements to children's wing and meeting room wing.

Simon asked about the Kraus-Anderson projects, inquiring about who is funding these projects (city or library donations), timing, and implementation. Troendle reported that more information is needed from the city at this time. Lockyear noted that the city likely needs to review projects that are reaching "end of lifespan" guidelines and determine if the actual conditions warrant repairs or replacements. The library retaining wall, for example, doesn't show major cracks, water weeping, or deterioration. While

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twenty years may be an average lifespan for a retaining wall, the actual condition of the library wall may allow a longer lifespan.

Motion to approve the 2026-2030 Capital Improvement Plan. Burns moved. O'Brien second. Yes: Burns, Hansen, Lockyear, O'Brien, Panciera, Quijano, Simon; No: None.

AGENDA ITEM 12: Director and Other Staff Reports

Troendle highlighted the lengthy comment received by Youth Services (included on page 73 of the board packet) and noted how appreciative staff members were for the thoughtful feedback.

Trustees asked about the Erickson Plaza being built at Ascension Episcopal Church. Troendle reported that he has had two meetings about this. It will be an outdoor gathering space on the 4th Street side of the church, south of the rectory building. It will have seating capacity for about 50 on curving walls. It will have pollinator-friendly grasses and landscaping, with a play area off to the side. Ascension recently inquired if the library would be interested in programming in this space and in opening the parking ramp for use of this space.

AGENDA ITEM 13: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Report in packet.
- c) Finance Committee: Report in packet.
- d) Library Advocacy: Will meet tomorrow. Simon reminded trustees that next Tuesday the library will have a booth in Summer Tuesdays. O'Brien encouraged trustees to let Advocacy know if they're able to walk in the Lumberjack Days parade.
- e) Library Event Planning Task Force: Next meeting is in August.

AGENDA ITEM 14: Foundation & Friends Report

Troendle reported that Light a Spark was a success. Tickets were sold out, and the weather was beautiful. Troendle thanked trustee Hansen for supplying live music for the event and reported that a number of people were dancing.

Friends last met in May and won't meet again until September.

AGENDA ITEM 15: Public Commentary

None.

AGENDA ITEM 16: Trustee Check-in/Topics for Future Discussion

None.

AGENDA ITEM 17: Adjournment

Motion to adjourn meeting. Simon moved. Hansen second. Yes: Burns, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None. Meeting adjourned at 6:36 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in July 2025				
OWNER: Goetl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of July 2025 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of July:				
July 2025 (2025 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 14,760.24	\$ 15,335.19	\$ 227.06	\$ 30,322.49
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 14,760.24	\$ 15,335.19	\$ 227.06	\$ 30,322.49
<p><i>Bill Resolution: July 1, 2025 (Total: \$26,764.15)</i></p> <ul style="list-style-type: none"> \$7,314 was paid to Image 360 for the parking ramp signage project. The project was funded by the Foundation. \$5,439 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials. \$4,431 was paid to Xcel Energy for gas and electricity. \$2,640 was paid to Mobile Beacon for service plans for circulating hotspots. The hotspots are funded by the Foundation. \$1,866 was paid to Midwest Tape for audio and video materials. <p><i>Bill Resolution: July 15, 2025 (Total: \$3,558.34)</i></p> <ul style="list-style-type: none"> No individual expenditure was over \$1,000 for this bill resolution. Over 50% of the expenditures in this bill resolution were covered with supplemental funds. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 7/1/2025 Bill Resolution 7/15/2025 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE:				

2025 Bill Resolutions*These bills are submitted and approved for payment.*

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
INVOICES PAYABLE							
14WD-7CDT-MNCL	6/16/2025	5115	Amazon Business	Library Supplies	35.01	230-4230-2101-0000	General Supplies
1ML6-WL3G-CXNP	6/23/2025	5115	Amazon Business	Materials - Juv (SPLF)	132.28	232-4232-2113-0000	Materials
1VC6-41TC-TVVF	6/25/2025	5115	Amazon Business	Library Supplies	55.80	230-4230-2101-0000	General Supplies
1VC6-41TC-TVVF	6/25/2025	5115	Amazon Business	Library Advocacy - Summer Tuesdays (SPLF)	45.08	232-4232-4099-0000	Miscellaneous Charges
1047995 2025	6/23/2025	139	American Library Association	ALA Membership - Petrie	265.00	230-4230-4000-0000	Memberships and Dues
2039147711	6/19/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP)	45.47	232-4232-2407-0000	Programs
B6996259	5/28/2025	452	Brodart Co	Materials - Juv	51.52	230-4230-2400-0000	Childrens Books
B6996259	5/28/2025	452	Brodart Co	Materials - Adult Fiction	17.28	230-4230-2401-0000	Adult Books - Fiction
B6996259	5/28/2025	452	Brodart Co	Materials - Processing Fee	5.16	230-4230-3404-0000	Processing Fee
B6996259	5/28/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	42.09	232-4232-2113-0000	Materials
B6998133	6/2/2025	452	Brodart Co	Materials - Juv	84.06	230-4230-2400-0000	Childrens Books
B6998133	6/2/2025	452	Brodart Co	Materials - Adult Fiction	26.89	230-4230-2401-0000	Adult Books - Fiction
B6998133	6/2/2025	452	Brodart Co	Materials - Adult Nonfiction	21.35	230-4230-2405-0000	Adult Books - Non Fiction
B6998133	6/2/2025	452	Brodart Co	Materials - YA	17.79	230-4230-2406-0000	Teen Books - Materials
B6998133	6/2/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B6998232	6/2/2025	452	Brodart Co	Materials - Juv	128.72	230-4230-2400-0000	Childrens Books
B6998232	6/2/2025	452	Brodart Co	Materials - Adult Fiction	48.60	230-4230-2401-0000	Adult Books - Fiction
B6998232	6/2/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B6998993	6/3/2025	452	Brodart Co	Materials - Juv	130.84	230-4230-2400-0000	Childrens Books
B6998993	6/3/2025	452	Brodart Co	Materials - Adult Fiction	10.70	230-4230-2401-0000	Adult Books - Fiction
B6998993	6/3/2025	452	Brodart Co	Materials - Adult Nonfiction	135.56	230-4230-2405-0000	Adult Books - Non Fiction
B6998993	6/3/2025	452	Brodart Co	Materials - YA	11.33	230-4230-2406-0000	Teen Books - Materials
B6998993	6/3/2025	452	Brodart Co	Materials - Processing Fee	11.18	230-4230-3404-0000	Processing Fee
B6998993	6/3/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	45.36	232-4232-2113-0000	Materials
B6999080	6/3/2025	452	Brodart Co	Materials - Juv	95.78	230-4230-2400-0000	Childrens Books
B6999080	6/3/2025	452	Brodart Co	Materials - Adult Fiction	42.90	230-4230-2401-0000	Adult Books - Fiction
B6999080	6/3/2025	452	Brodart Co	Materials - YA	6.54	230-4230-2406-0000	Teen Books - Materials
B6999080	6/3/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B6999080	6/3/2025	452	Brodart Co	Materials - Adult Fiction (OBrien LP Mysteries)	17.28	232-4232-2113-0000	Materials
B7000653	6/5/2025	452	Brodart Co	Materials - Juv	210.27	230-4230-2400-0000	Childrens Books
B7000653	6/5/2025	452	Brodart Co	Materials - Adult Fiction	327.46	230-4230-2401-0000	Adult Books - Fiction
B7000653	6/5/2025	452	Brodart Co	Materials - Adult Nonfiction	108.52	230-4230-2405-0000	Adult Books - Non Fiction
B7000653	6/5/2025	452	Brodart Co	Materials - YA	8.92	230-4230-2406-0000	Teen Books - Materials
B7000653	6/5/2025	452	Brodart Co	Materials - Processing Fee	13.76	230-4230-3404-0000	Processing Fee
B7000653	6/5/2025	452	Brodart Co	Materials - Juv (Book Bundles Heuer SPLF)	96.89	232-4232-2113-0000	Materials
B7001368	6/6/2025	452	Brodart Co	Materials - Juv	105.92	230-4230-2400-0000	Childrens Books
B7001368	6/6/2025	452	Brodart Co	Materials - Adult Fiction	78.26	230-4230-2401-0000	Adult Books - Fiction
B7001368	6/6/2025	452	Brodart Co	Materials - YA	11.30	230-4230-2406-0000	Teen Books - Materials
B7001368	6/6/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B7001422	6/6/2025	452	Brodart Co	Materials - Juv	129.23	230-4230-2400-0000	Childrens Books
B7001422	6/6/2025	452	Brodart Co	Materials - Adult Fiction	16.20	230-4230-2401-0000	Adult Books - Fiction
B7001422	6/6/2025	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B7001422	6/6/2025	452	Brodart Co	Materials - Processing Fee	1.72	230-4230-3404-0000	Processing Fee
B7003306	6/10/2025	452	Brodart Co	Materials - Juv	323.79	230-4230-2400-0000	Childrens Books
B7003306	6/10/2025	452	Brodart Co	Materials - Adult Fiction	54.25	230-4230-2401-0000	Adult Books - Fiction
B7003306	6/10/2025	452	Brodart Co	Materials - Adult Nonfiction	15.12	230-4230-2405-0000	Adult Books - Non Fiction
B7003306	6/10/2025	452	Brodart Co	Materials - YA	10.80	230-4230-2406-0000	Teen Books - Materials
B7003306	6/10/2025	452	Brodart Co	Materials - Processing Fee	2.58	230-4230-3404-0000	Processing Fee
B7004971	6/12/2025	452	Brodart Co	Materials - Juv	33.20	230-4230-2400-0000	Childrens Books
B7004971	6/12/2025	452	Brodart Co	Materials - Adult Fiction	77.68	230-4230-2401-0000	Adult Books - Fiction
B7004971	6/12/2025	452	Brodart Co	Materials - Adult Nonfiction	111.92	230-4230-2405-0000	Adult Books - Non Fiction
B7004971	6/12/2025	452	Brodart Co	Materials - Processing Fee	6.02	230-4230-3404-0000	Processing Fee
B7005802	6/13/2025	452	Brodart Co	Materials - Juv	20.46	230-4230-2400-0000	Childrens Books
B7005802	6/13/2025	452	Brodart Co	Materials - Adult Nonfiction	17.76	230-4230-2405-0000	Adult Books - Non Fiction
B7005802	6/13/2025	452	Brodart Co	Materials - Processing Fee	14.62	230-4230-3404-0000	Processing Fee
B7005802	6/13/2025	452	Brodart Co	Materials - Juv (SPLF)	301.68	232-4232-2113-0000	Materials
B7007606	6/17/2025	452	Brodart Co	Materials - Adult Fiction	74.70	230-4230-2401-0000	Adult Books - Fiction
B7007606	6/17/2025	452	Brodart Co	Materials - Adult Nonfiction	55.33	230-4230-2405-0000	Adult Books - Non Fiction
B7007606	6/17/2025	452	Brodart Co	Materials - Processing Fee	7.74	230-4230-3404-0000	Processing Fee
B7007606	6/17/2025	452	Brodart Co	Materials - Juv (SPLF)	87.24	232-4232-2113-0000	Materials
B7008716	6/19/2025	452	Brodart Co	Materials - Juv	10.79	230-4230-2400-0000	Childrens Books
B7008716	6/19/2025	452	Brodart Co	Materials - Adult Fiction	188.78	230-4230-2401-0000	Adult Books - Fiction
B7008716	6/19/2025	452	Brodart Co	Materials - Adult Nonfiction	38.88	230-4230-2405-0000	Adult Books - Non Fiction
B7008716	6/19/2025	452	Brodart Co	Materials - Processing Fee	8.60	230-4230-3404-0000	Processing Fee
B7008716	6/19/2025	452	Brodart Co	Materials - Juv (SPLF)	10.25	232-4232-2113-0000	Materials
B7008716	6/19/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	3.79	235-4235-2101-0000	General Supplies
B7008716	6/19/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	12.40	290-4342-4099-0000	Miscellaneous Charges
B7008834	6/19/2025	452	Brodart Co	Materials - Juv	432.45	230-4230-2400-0000	Childrens Books
B7008834	6/19/2025	452	Brodart Co	Materials - Adult Fiction	671.75	230-4230-2401-0000	Adult Books - Fiction
B7008834	6/19/2025	452	Brodart Co	Materials - Adult Nonfiction	109.60	230-4230-2405-0000	Adult Books - Non Fiction
B7008834	6/19/2025	452	Brodart Co	Materials - Processing Fee	218.16	230-4230-3404-0000	Processing Fee
B7010908	6/24/2025	452	Brodart Co	Materials - Juv	6.22	230-4230-2400-0000	Childrens Books
B7010908	6/24/2025	452	Brodart Co	Materials - Adult Fiction	121.83	230-4230-2401-0000	Adult Books - Fiction
B7010908	6/24/2025	452	Brodart Co	Materials - Adult Nonfiction	15.12	230-4230-2405-0000	Adult Books - Non Fiction
B7010908	6/24/2025	452	Brodart Co	Materials - Processing Fee	6.02	230-4230-3404-0000	Processing Fee

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B7010908	6/24/2025	452	Brodart Co	Materials - Juv (SPLF)	30.21	232-4232-2113-0000	Materials
B7011725	6/25/2025	452	Brodart Co	Materials - Adult Fiction	199.35	230-4230-2401-0000	Adult Books - Fiction
B7011725	6/25/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B7011725	6/25/2025	452	Brodart Co	Materials - Juv (SPLF)	50.94	232-4232-2113-0000	Materials
10591059	6/23/2025	674	Cole Papers	Library Janitorial Supplies	665.33	230-4231-2102-0000	Janitorial Supplies
20415223	6/17/2025	5848	Huebsch/Cintas	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
I-SG-21908-2	7/1/2025	6023	Image 360 Woodbury	Ramp Entry Signage Project (SPLF) - Pmt 2/2	7314.74	232-4232-4099-0000	Miscellaneous Charges
20250621-NER	6/21/2025	6492	Kent Nerburn	Programs - Adult (SPLF)	530.80	232-4232-2407-0000	Programs
5057031	6/23/2025	1958	Loffler Companies	Library Printer/Copier	1137.04	230-4230-3707-0000	Maintenance Agreements
507306600	6/11/2025	2175	Midwest Tape	Materials - Video (JV)	44.22	230-4230-2408-0000	Film/Video
507306600	6/11/2025	2175	Midwest Tape	Materials - Processing Fee	6.87	230-4230-3404-0000	Processing Fee
507306601	6/11/2025	2175	Midwest Tape	Materials - Video (SAV)	566.00	230-4230-2408-0000	Film/Video
507306601	6/11/2025	2175	Midwest Tape	Materials - Processing Fee	77.45	230-4230-3404-0000	Processing Fee
507306602	6/11/2025	2175	Midwest Tape	Materials - Processing Fee	25.32	230-4230-3404-0000	Processing Fee
507306602	6/11/2025	2175	Midwest Tape	Materials - Audio (JAB SPLF)	434.32	232-4232-2113-0000	Materials
507306603	6/11/2025	2175	Midwest Tape	Materials - Audio (AM)	80.19	230-4230-2402-0000	Audio
507306603	6/11/2025	2175	Midwest Tape	Materials - Processing Fee	22.14	230-4230-3404-0000	Processing Fee
507335457	6/17/2025	2175	Midwest Tape	Materials - Video (SAV)	291.63	230-4230-2408-0000	Film/Video
507335457	6/17/2025	2175	Midwest Tape	Materials - Processing Fee	55.28	230-4230-3404-0000	Processing Fee
507335458	6/17/2025	2175	Midwest Tape	Materials - Audio (AM)	200.71	230-4230-2402-0000	Audio
507335458	6/17/2025	2175	Midwest Tape	Materials - Processing Fee	50.26	230-4230-3404-0000	Processing Fee
507335470	6/17/2025	2175	Midwest Tape	Materials - Video (JV)	8.24	230-4230-2408-0000	Film/Video
507335470	6/17/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
A-091691-20250623-1	6/23/2025	5259	Mobile Beacon	Materials - Circulating Hotspots (SPLF)	2640.00	232-4232-2113-0000	Materials
W25050642	6/12/2025	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
4224	6/19/2025	2884	Rose Floral	Library Plantings for Pots (235)	38.94	235-4238-4099-0000	Miscellaneous Charges
25061301	6/13/2025	5282	UnlimitedIO	Ramp Entry Signage Project (SPLF)	900.00	232-4232-4099-0000	Miscellaneous Charges
250625	6/25/2025	5766	Wendy's Wiggle Jiggle & Jam	Programs - JUV (SPLF HJA SRP)	265.00	232-4232-2407-0000	Programs
20250614WIA	4/17/2025	5925	William Wiard Jr.	Programs - JUV (SPLF HJA SRP)	275.00	232-4232-2407-0000	Programs
20250618WIA	4/17/2025	5925	William Wiard Jr.	Programs - JUV (SPLF HJA SRP)	275.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 22,332.25		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 9332368	06/25/25	3808	Xcel Energy	Energy	\$ 4,151.26	230-4231-3600-0000	Electricity
51-7976594-1 9332368	06/25/25	3808	Xcel Energy	Energy	\$ 280.64	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 4,431.90		
GRAND TOTAL							
					\$ 26,764.15		

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							
774	7/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1NJM-QXHJ-PGQ1	6/28/2025	5115	Amazon Business	Library Supplies	81.92	230-4230-2101-0000	General Supplies
1NJM-QXHJ-PGQ1	6/28/2025	5115	Amazon Business	Materials - Processing	21.29	230-4230-3404-0000	Processing Fee
1MYV-Y1VY-KC7G	6/30/2025	5115	Amazon Business	Library Janitorial Equipment	294.96	230-4231-2302-0000	Other Minor Equipment
1CHQ-9QLQ-T199	7/1/2025	5115	Amazon Business	Materials - Processing	42.70	230-4230-3404-0000	Processing Fee
17P4-MWN7-3D3G	7/2/2025	5115	Amazon Business	Materials - Juv (SPLF)	61.80	232-4232-2113-0000	Materials
1HRH-LJGY-6CRD	7/2/2025	5115	Amazon Business	Library Janitorial Supplies	142.50	230-4231-2102-0000	Janitorial Supplies
1Q6R-FFY6-3L1M	7/2/2025	5115	Amazon Business	Library Janitorial Supplies	55.17	230-4231-2102-0000	Janitorial Supplies
1VPM-RH3Q-3WKJ	7/2/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	92.49	232-4232-2407-0000	Programs
19W4-NNNY-DG6L	7/7/2025	5115	Amazon Business	Library Supplies	42.73	230-4230-2101-0000	General Supplies
14G7-HJFK-JGRQ	7/9/2025	5115	Amazon Business	Library Supplies	62.14	230-4230-2101-0000	General Supplies
2202340	6/26/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	171.93	229-4229-2113-0000	Materials
245397908	7/1/2025	683	Comcast - 963209363	Library Internet/WIFI	186.85	230-4230-3098-0000	Technology Support
306-02444792-3-20250	6/30/2025	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
113155	7/14/2025	6121	Greater Stillwater Chamber Foundation	Library Advocacy - Lumberjack Days Parade (SPLF)	250.00	232-4232-4099-0000	Miscellaneous Charges
20250627-LEN	6/27/2025	5755	Kristin Lentz	Programs - Juv (SPLF HJA SRP)	150.00	232-4232-2407-0000	Programs
57204	7/3/2025	2124	Menards	Library Janitorial Supplies	39.96	230-4231-2102-0000	Janitorial Supplies
507259906	5/31/2025	2175	Midwest Tape	Materials - Processing	22.40	230-4230-3404-0000	Processing Fee
2170001735	7/8/2025	2807	Regents of the U of M	Materials - Processing (Barcodes)	47.46	230-4230-3404-0000	Processing Fee
19878	7/2/2025	6503	Talewise, LLC	Programs - Juv (SPLF HJA SRP)	350.00	232-4232-2407-0000	Programs
302	7/9/2025	6502	The Bazillions	Programs - Juv (SPLF HJA SRP)	375.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 2,933.20		
LIBRARY CREDIT CARD							
Order #IAyy	5/7/2025	6501	Carpe Noctem Candle Co	Programs - Adult SRP (SPLF)	55.00	232-4232-2407-0000	Programs
199526707	5/7/2025	4394	Darn Knit Anyway	Programs - Adult SRP (SPLF)	30.00	232-4232-2407-0000	Programs
W1866090	5/2/2025	6498	Discount School Supply	Equipment - Juv (SPLF)	119.74	232-4232-2302-0000	Other Minor Equipment
W1866090 - CR 1	5/8/2025	6498	Discount School Supply	Equipment - Juv (SPLF)	-9.76	232-4232-2302-0000	Other Minor Equipment
W1866090 - CR2	5/14/2025	6498	Discount School Supply	Equipment - Juv (SPLF)	-12.00	232-4232-2302-0000	Other Minor Equipment
2080386-2025-05-11-1	5/12/2025	4157	Dream Host	Library - Web Hosting	23.99	230-4230-3098-0000	Technology Support
179	5/7/2025	1293	Greater Stillwater Chamber of Commerce	Programs - Adult SRP (SPLF)	50.00	232-4232-2407-0000	Programs
768089453	5/11/2025	3882	Lakeshore Learning Materials	Programs - Adult SRP (SPLF)	172.29	232-4232-2407-0000	Programs
377	5/7/2025	6499	MN Nice Cream	Programs - Adult SRP (SPLF)	25.00	232-4232-2407-0000	Programs
Order #DtuM	5/7/2025	6500	River Valley Business Holding LLC	Programs - Adult SRP (SPLF)	25.00	232-4232-2407-0000	Programs
24033	5/7/2025	6091	Rose Mille Inc	Programs - Adult SRP (SPLF)	30.00	232-4232-2407-0000	Programs
3633-7	4/29/2025	3020	Sherwin Williams	Library - Janitorial Supplies	84.88	230-4231-2102-0000	Janitorial Supplies
499098	5/8/2025	3589	Valley Bookseller	Programs - Adult SRP (SPLF)	31.00	232-4232-2407-0000	Programs
			CREDIT CARD SUBTOTAL		\$ 625.14		
CITY/SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL							
					\$ 3,558.34		

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: 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 July 8, 2025, prior to the Library Board meeting that evening, Troendle shared a message from Ryan Collins regarding a Social District in Stillwater. As it is now the community engagement phase of the process, Collins shared a community survey for those wanting to provide feedback. There will also be a public open house on Wednesday, July 16, 2025, from 4 - 6 pm in the Margaret Rivers Room at the library.</p> <p>On July 28, 2025, Troendle emailed trustees with an update that the board meeting scheduled for Monday, August 4 at 5:30 PM will be held.</p> <p>The City's Annual Boards and Commissions Summer Picnic 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>The Foundation will be holding a Townie Tuesday Fundraiser on Tuesday, August 26 from 5-9 PM at Lift Bridge Brewing. This is a family-friendly event with prizes and food. A portion of the proceeds from the sale of pints, growlers, to-go specialty bottle or 12-packs are donated to the Stillwater Public Library Foundation.</p> <p>The Appreciation Breakfast for library volunteers, staff, the Foundation Board, and the Friends board will be held on Friday, September 12 from 8 - 9:30 AM. An email will be sent later in August requesting RSVPs.</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: Boards & Commissions Picnic Invite	
<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: 2026 Capital Budget Funding Source	
OWNER: Hansen, Treasurer	PRESENTER: Hansen, Treasurer
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the use of the Library's fund balance, rather than capital bonding, to fund the 2026 capital projects.	
BACKGROUND/CONTEXT: <p>At a July 28 meeting with the City Administrator and other staff to review the Library's operating and capital budget requests, the City Administrator asked whether the Library Board would consider funding all 2026 capital projects (\$73,100) using the Library's fund balance—the accumulated unspent operating funds from prior years—instead of relying on capital bonding. This would reduce the need for the City to go out to bond.</p> <p>When the Board approved the 2026 capital budget last month, it also approved a recommended funding source. In light of the City Administrator's request, we are bringing the question back to the Library Board for discussion and potential action.</p> <p>Attached is the capital budget approved last month.</p> <p>As of the most recent update, the Library's total fund balance is \$206,894.58, divided into two portions:</p> <ul style="list-style-type: none"> • Spendable Fund Balance: \$167,198.87 This portion is available to be spent on board-approved items. • Restricted Fund Balance for Compensated Absences: \$39,695.71 This portion is not available for general use. It serves as a holding account for the unused vacation time that benefitted employees are allowed to carry forward per personnel policy and union contracts. These funds may not be spent outright or used to cover budget overages. <p>In practical terms, \$167,198 is the amount currently available for the Library to spend at the Board's discretion.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS 2026 Operating Budget from the July 2025 Board Packet	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY 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 & 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 & 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
TOTAL FACILITIES PROJECTS	10,000	80,000	128,000	424,188	400,000	1,042,188

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
TOTAL IT PROJECTS	63,100	130,000	25,000	0	0	218,100

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
TOTAL CAPITAL	73,100	210,000	153,000	424,188	400,000	1,260,288

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

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

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).

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Advocacy Date: Wednesday, July 9, 2025, 4 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hausman Lohmer, Hullander, Howe, O'Brien, Simon Absent: None</p> <p>Agenda Item 1: Approval of Minutes Minutes approved.</p> <p>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</p> <ul style="list-style-type: none"> • <i>Trustees/Staff:</i> At the Boards & Commissions training in June, the City Attorney provided updates on open meeting law and clarified that this applies to meetings with a quorum of trustees. • <i>Friends:</i> The Friends will next meet in September. • <i>Foundation:</i> <ul style="list-style-type: none"> ○ The Foundation held Light a Spark on Friday, July 4. This sold-out event was a success, and special thanks to trustee Craig Hansen who performed at the event. ○ The Impact Report was sent out in June. ○ The Foundation met the standards of the Charities Review Council and is certified for three years. ○ The Foundation updated its mission statement: "To inspire our community to promote, champion and invest in the success of Stillwater Public Library." ○ Join the Foundation for Townie Tuesday on August 26 from 5-9 PM at Lift Bridge Brewing. <p>Agenda Item 3: Review of Outreach, Possible Calendar Dates, Library Stories No updates.</p> <p>Agenda Item 4: Project Updates</p> <ul style="list-style-type: none"> • Lumberjack Days Sub-committee members O'Brien, Hullander, and Hausman Lohmer led the discussion about the Lumberjack Days Parade on Sunday, July 20. The parade officially starts at 11 AM, with the staging area at the Stillwater Middle School. Information about the library's line-up time and location will be emailed on Wednesday, July 16. Line-up time will be no earlier than 10 AM. The parade route is about 1.5 miles, starting near the middle school and ending near Pioneer Park. Volunteers need to be 10 and older to walk. 	

Hullander is the parade day coordinator. She will serve as the point of contact for parade staff and library walkers. She will communicate with volunteers about parade details, including the assigned line-up time and location and a link to a photo-release form.

Committee discussed that Foundation and Friends members were contacted via email about walking in parade. Trustees discussed at the July board meeting, and Goeltl will email more specifics to trustees. O'Brien reached out to NHS at the high school.

Hausman Lohmer is coordinating the printing of materials. She is coordinating printing and pick-up of library sandwich boards, paddle signs, and a banner. She is finalizing the ordering this week. Goeltl will send a tax-exempt form for printing.

Simon will bring a wagon for water and a speaker for music (if needed, depending on surrounding groups in the parade).

- **Summer Tuesdays**

Hullander led discussion about Summer Tuesdays on July 15, July 29, and August 12. Hullander will follow a plan similar to last year. The booth will have information about the library, Foundation, and Friends; sign-up box for library newsletter and opportunity to win a mug; and a face painting activity.

A volunteer will be coming to the library to pick up supplies for the booth, including the library tent, 2 tables, 5 chairs, table covering, handouts, and supplies. In addition to the 2024 list, the following supplies are needed for 2025:

- Volunteer buttons
- Clicker to count people
- Laminated August/September calendar sign
- Laminated "share your photos" signs
- Painter/Masking Tape
- Selfie Frames from Foundation
- Water

- **Library Stories Project:** Howe, Simon, and Goeltl led discussion on the Library Stories project. They reported on their meeting with Lead Sheep Productions. Goeltl will reach out to Mediamazing to schedule a meeting as well. Hausman Lohmer suggested, in addition to library stories, it might be nice to explore the idea of a community stories or oral history project at some point, in possible collaboration with Washington County Historical Society.

Agenda Item 5: Polco Survey Results

Committee did not discuss.

Next Meetings:

~~Wednesday, September 10, 4-6 PM~~ (The Committee meeting has since been changed to Wednesday, September 17, 4 PM)

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

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Event Planning Report	
OWNER: Library Event Planning Task Force	PRESENTER: Library Event Planning Task Force
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Library Event Planning Date: Thursday, July 17, 2025, 1:30 PM Location: Stillwater Public Library Present: Sarah Foslien, Susie Danielson, Kaytee Estall, Larry Panciera, Kim Glidden</p> <p>Agenda Item 1: Sub-team activity status updates & next steps</p> <p>a. Bingo Card Design - Kaytee & Larry</p> <ol style="list-style-type: none"> i. Inputs from team members on ideas for the squares – Design of Bingo card is complete ii. Printing of bingo cards, supply of pencils / pens – <ol style="list-style-type: none"> 1. Kaytee will print Bingo cards on thick stock. 2. Pencils / pens will be available for use. 3. Will up-cycle book covers to use a clipboards for the Bingo cards. 4. Sarah will identify alligator clips to order 5. Will provide written Bingo instruction with Bingo cards, pencils / pens, and clipboards. This will include types of Bingos (traditional 5-in-a-row, Cover All, Postage Stamp, etc.), what to write on the card and how to submit the completed Bingo card. We will provide labelled boxes from which to draw final winner for those who submit “Bingos”. <p>b. Food & Refreshments - Susie & Kim</p> <ol style="list-style-type: none"> i. Contract and deposit – Mark signed contract for Lake Elmo Inn to supply the food and Keri provided credit card for use as the deposit ii. Updated numbers to Lake Elmo Inn by September 4 iii. Any additions / changes to menu? <ol style="list-style-type: none"> 1. Susie to check on use of the Foundation’s Keurig machine and supply of pods for tea 2. Will decide on quantity of juice and type when placing the order with Lake Elmo Inn on September 4 <p>c. Invitations & RSVPs - Sarah</p> <ol style="list-style-type: none"> i. Any feedback from "Hold the Date" email? Only a couple of responses; one who can’t make it and one who is excited about the event. ii. Updates – Sarah will do a final edit for the email with a hyperlink for RSVPs iii. Schedule for distribution of Invitations and RSVPs by August 14. Will request RSVPs by September 2. <ol style="list-style-type: none"> 1. Sarah will send invitations to Employees and Foundation 2. Susie will update lists for Volunteers and Friends and send out invitations 	

3. Keri will send out invitations for Trustees

Agenda Item 2: Other materials needed

- a. Nametags – Sarah has leftover nametags that were utilized last year; if they can't be located, then will provide information to order
- b. Keurig for those who drink tea – see above notes
- c. Centerpieces – See link below for idea for centerpieces (need to make approximately 10)
 - a. Kim to collect a box of upcycled books
 - b. Team to collect flowers, ferns, other materials
 - c. Assemble centerpieces the week / week before the event
 - d. Here is the link - -> [Create a Stunning Folded Book & Flower Centerpiece | DIY Tutorial](#)
- d. Bingo winners prize – Will utilize Friends' Free Book coupon – Susie to check with Gemma to get her agreement

Agenda Item 3: Do we need to create a Volunteers Presentation?

Should we have an overview / summary with a total number of hours and activities supported? Should this be included in Mark's presentation in addition to an announcement of the Bingo winners? Kim to ask Mark to include in his presentation, specific comments regarding the impact from each of the volunteer groups on the library and community. May utilize information collected for the City Council presentation and / or to the State's Library report. Will need to make sure that the microphone is available for the event.

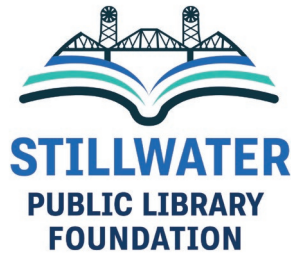
Agenda Item 4: Final Meeting before event in late August / early September

The final Meeting is set for Thursday, September 4 at 11:00 to review final plans before set-up on September 11 and event on September 12. Sarah will reserve a conference room for our meeting.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



Board Meeting Minutes

Friday, June 27, 2025, 8:30am - 10:00am

Stillwater Public Library Conference Room or Virtual

Members Present: Summer, Drew, Mark, Ryan, Lori, Cindy, Ingrid, Jeneane

Members Remote: Sandie, Roger (until 9 a.m.), Kevin (until 9:10 a.m.), Shawn

Members Absent: Erin

Staff Present: Elsbeth, Annette

1. **Call to Order** - Summer welcomed Ingrid, Cindy, and Lori to the board and each board member introduced themselves.
2. **Adoption of Agenda** - Motion to approve the agenda as presented. Jeneane/Drew. Motion carried.
3. **Consent Agenda**
 - a. Board Meeting Minutes
 - b. Library Director Report
 - c. Executive Director Report
 - d. Development Committee Report

Motion to approve the consent agenda items. Shawn/Ryan. Motion carried.

4. **Reports**
 - a. President Report - none
 - b. Treasurer Report
 - i. Balance Sheet - The balance sheet is in a strong position with assets of \$4.2 million. The library will submit its list of activities for reimbursement in July.
 - ii. P & L Statement Budget vs. Actual - Total income is at 77% of our annual goal. There have been several tribute gifts and a legacy gift, which have strengthened our fundraising position.

Stillwater Public Library Foundation is a 501(c)(3) non-profit organization, EIN 26-1103540
www.stillwaterlibraryfoundation.org

Our Mission: To inspire our community to promote, champion, and invest in the success of Stillwater Public Library.



Event expenses and payroll expenses are on track for the year. Other income is also on track, but this will be something to watch in the upcoming months as the financial markets fluctuate.

iii. Audit - We are ahead of schedule on the audit, and Jeneane and Elsbeth met with Chris, the auditor, on June 26. Jeneane will be distributing the auditor's comments to the board, which we'll discuss at our July board meeting.

This was the second audit for the Foundation, with the previous audit being completed in 2021. Gifts over \$750,000 automatically trigger an audit for a nonprofit, and we received a large bequest in 2024.

Motion to approve the Treasurer's Report. Cindy/Shawn. Motion carried.

c. Board Updates

5. Old Business:

a. Foundation Mission Review

i. The Development Committee has been reviewing several options for an updated mission statement and shared four options with the board.

Our new mission:

Our mission is to inspire our community to promote, champion, and invest in the success of Stillwater Public Library.

Motion Shawn/Jeneane. Motion carried.

b. Donor Acknowledgement Policy (third reading)

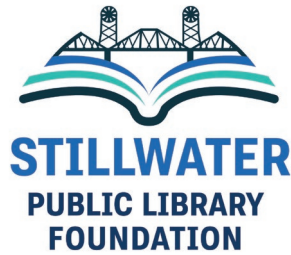
Amend: Change Donor Recognition section - Change to: Donors **may** be included in the Foundation's annual report. And a formatting change for Memorial Gifts.

Motion to approve the Donor Acknowledgment Policy as amended. Jeneane/Drew. Motion carried.

c. Record Retention Policy revision (Kevin's suggestion) - Discussion postponed until Kevin is present.

Stillwater Public Library Foundation is a 501(c)(3) non-profit organization, EIN 26-1103540
www.stillwaterlibraryfoundation.org

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6. New Business:

a. Donor Contact List

Board members selected individuals/organizations to call and thank for their May donations. Here is a script available to aid in your conversations.

Elsbeth explained that every board meeting includes the entire list of donors who've contributed since our last board meeting. Some of the names listed are people who need to be called per our newly approved Donor Acknowledgement Policy (donors over \$500). However, board members should review the entire list and thank individuals they know as part of donor stewardship.

7. Discussion/Topics for Future Discussion

a. Review using a consent agenda

We will add Board and Staff Updates as a separate agenda item after the Consent Agenda and before Reports to provide an opportunity to highlight new items or the most important items in the consent agenda.

Light a Spark is close to being sold-out. There was discussion on ticket pricing. Please continue to take note of feedback from people, so the Light a Spark task force can review these comments.

8. Adjourn 9:37 a.m.

2025 Board Meeting Dates

- July 25
- September 26
- October 24
- December 5

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Stillwater Public Library

2025 Calendar

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

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2025 LIBRARY BOARD

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

Members	Term	Ward
Stan Burns	2nd Term: Jan 1, 2025 - Dec 31, 2027	3
Kim Glidden	1st Term: Jan 1, 2025 - Dec 31, 2027	2
Craig Hansen Treasurer	2nd Term: Jan 1, 2024 - Dec 31, 2026	1
Pat Lockyear President	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Ashley Hausman Lohmer	1st Term: Jan 1, 2025 - Dec 31, 2027	1
Bevin O'Brien 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> Ryan Collins		1
<i>Library Director:</i> 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