

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, September 9, 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 August 4, 2025 Minutes +
  - b) Acknowledgement of Bills Paid in August +
  - c) August 2025 Budget Status Report +

Informational/Discussion (10 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. 2026 Budget Update I+
6. Board Update — Interviewing and Nominating Committees I+

Decisional (5 minutes)

7. Grant Request A+

Reports (10 minutes)

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

11. Public Commentary

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

Closed Session (45 minutes)

12. Director Evaluation: Annual Review D+

Return to Open Session

13. Director Step Movement A+

14. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, September 8, 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  
Monday, August 4, 2025**

**Minutes**

**PRESENT:** Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon, Council Liaison Collins

**ABSENT:** None

**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. Glidden second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None.*

**AGENDA ITEM 3: Consent Calendar**

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

**AGENDA ITEM 4: Trustee & Council Liaison Information Sharing**

Lockyear noted the three events on the cover sheet:

- August 13: City Boards & Commissions Picnic
- August 26: Foundation's Townie Tuesday at Lift Bridge Brewing
- September 12: Appreciation Breakfast

Trustees discussed recent visits to other public libraries.

O'Brien reported that Stillwater Area School District will have one media specialist for the entire district for the 2025-2026 school year. This staff person will office in the Central Services Building.

**AGENDA ITEM 5: 2026 Capital Budget Funding Source**

Hansen reported that he and Troendle met with the City Administrator (Joe Kohlmann), Administrative Services Director (Elizabeth Bechel), and Finance Director (Sharon Provos) to review the library's 2026 operating and capital budget request. At this meeting, Kohlmann asked whether the Library Board would consider funding all 2026 capital projects (\$73,100) using the library's fund balance, instead of relying on capital bonding. This would reduce the need for the City to go out to bond. Hansen noted that there is about \$167,000 of spendable balance at this time.

Trustees discussed available balance and possible fund balance use in 2025 (perhaps elevator repairs). They discussed past precedent for using fund balance, strong recent support from city in tile and terrace roof projects, and reduced interest costs to city if fund balance is used.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Monday, August 4, 2025**

**Minutes**

*Motion to approve the use of the library's fund balance, rather than capital bonding, to fund the 2026 capital projects. Hausman Lohmer moved. Burns second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None.*

**AGENDA ITEM 6: Director and Other Staff Reports**

This was deferred until next month.

**AGENDA ITEM 7: Board Committee Reports**

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Report in packet. Simon reported that there were 14 volunteer walkers in the Lumberjack Days Parade. A big shout out to advocacy volunteer Karah Hullander for her help in leading this on event day!
- e) Library Event Planning Task Force: Report in packet. Glidden reported that next steps are sending out the invites and getting RSVPs.

**AGENDA ITEM 8: Foundation & Friends Report**

See reports in packet.

**AGENDA ITEM 9: Public Commentary**

Council member Odebrecht received an email from a constituent regarding the August 6, 2025, City Council Packet. The constituent expressed concern that a specific budget number was not included in the library's proposal and that the City's contribution to the library's maintenance of effort is higher than any other community in the county.

Odebrecht responded and noted that Stillwater Public Library is a high-quality and heavily used library. He also addressed the two major capital projects at the library. Odebrecht asked Troendle to provide additional data to the constituent on patron counts, circulation totals, and usage metrics.

Troendle sent back an email with the 2024 progress report, available on the library's website. He also discussed that the Library Board strives to be transparent in its work and responsible in its stewardship of public funds. He shared that the Library Board regularly meets and noted that members of the public are always welcome.

**AGENDA ITEM 10: Trustee Check-in/Topics for Future Discussion**

None.

**AGENDA ITEM 11: Adjournment**

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

Meeting adjourned at 6:07 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in August 2025</b>																													
OWNER: <b>Goetl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>																											
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?																											
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of August 2025 bills paid</b>																													
BACKGROUND/CONTEXT:  Following is a bill report summary for the month of August:																													
<table border="1"> <thead> <tr> <th colspan="5"><b>August 2025 (2025 Fiscal Year)</b></th> </tr> <tr> <th></th> <th><i>City</i></th> <th><i>Foundation</i></th> <th><i>Other Supplemental</i></th> <th><i>Total</i></th> </tr> </thead> <tbody> <tr> <td><b>Operating Expenditures</b></td> <td>\$ 38,622.38</td> <td>\$ 10,928.04</td> <td>\$ 1,860.80</td> <td>\$ 51,411.22</td> </tr> <tr> <td><b>Capital Expenditures</b></td> <td>\$ 42,123.38</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 42,123.38</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ 80,745.76</b></td> <td><b>\$ 10,928.04</b></td> <td><b>\$ 1,860.80</b></td> <td><b>\$ 93,534.60</b></td> </tr> </tbody> </table>					<b>August 2025 (2025 Fiscal Year)</b>						<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>	<b>Operating Expenditures</b>	\$ 38,622.38	\$ 10,928.04	\$ 1,860.80	\$ 51,411.22	<b>Capital Expenditures</b>	\$ 42,123.38	\$ -	\$ -	\$ 42,123.38	<b>Total</b>	<b>\$ 80,745.76</b>	<b>\$ 10,928.04</b>	<b>\$ 1,860.80</b>	<b>\$ 93,534.60</b>
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<p><i>Bill Resolution: August 6, 2025 (Total: \$84,961.51)</i></p> <ul style="list-style-type: none"> <li>\$36,900 was paid to A&amp;K Construction for masonry repairs, funded with city capital dollars.</li> <li>\$14,777 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials.</li> <li>\$12,342 was paid to SHI International for new staff desktops and monitors.</li> <li>\$5,979 was paid to Xcel Energy for gas and electricity.</li> <li>\$4,153 was paid through Washington County Library to Overdrive for eBooks and eAudiobooks.</li> </ul> <p><i>Bill Resolution: August 19, 2025 (Total: \$8,573.19)</i></p> <ul style="list-style-type: none"> <li>\$5,223 was paid to High Point Networks for wireless access points and mounts as part of a capital project.</li> <li>\$945 was paid to Corval for repairs to the HVAC roof-top unit #1.</li> </ul>																													
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 8/6/2025 Bill Resolution 8/19/2025 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							
886	7/29/2025	5135	A&K Construction	Library Masonry (CIP 99-4231-962)	36900.00	120-4230-5200-0000	C/O & Improvements
1HGV-LHCL-1V1M	7/14/2025	5115	Amazon Business	Library Janitorial Supplies	300.64	230-4231-2102-0000	Janitorial Supplies
1G3Y-7DF7-RW7G	7/17/2025	5115	Amazon Business	Library Janitorial Supplies	154.99	230-4231-2102-0000	Janitorial Supplies
1M7G-QDVC-7N9N	7/24/2025	5115	Amazon Business	Library Supplies	19.99	230-4230-2101-0000	General Supplies
1M7G-QDVC-7N9N	7/24/2025	5115	Amazon Business	Materials - Adult Book Club Kit (SPLF)	7.57	232-4232-2113-0000	Materials
1KPM-LCHF-HYCQ	7/25/2025	5115	Amazon Business	Library Supplies	41.99	230-4230-2101-0000	General Supplies
13RT-X7N6-3DCD	7/29/2025	5115	Amazon Business	Library Supplies	72.35	230-4230-2101-0000	General Supplies
20250730AW	7/30/2025	6328	Andrew Weaver	Programs - Juv (SPLF HJA Nature)	1200.00	232-4232-2407-0000	Programs
2039196482	7/21/2025	280	Baker and Taylor	Materials - Juv Vox (SPLF)	98.92	232-4232-2113-0000	Materials
2203758	7/10/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	43.99	229-4229-2113-0000	Materials
2205166	7/22/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	182.27	229-4229-2113-0000	Materials
B7012301	6/26/2025	452	Brodart Co	Materials - Juv	4.75	230-4230-2400-0000	Childrens Books
B7012301	6/26/2025	452	Brodart Co	Materials - Adult Fiction	272.26	230-4230-2401-0000	Adult Books - Fiction
B7012301	6/26/2025	452	Brodart Co	Materials - Adult Nonfiction	25.80	230-4230-2405-0000	Adult Books - Non Fiction
B7012301	6/26/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7012301	6/26/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF Selnes)	71.12	232-4232-2113-0000	Materials
B7012412	6/26/2025	452	Brodart Co	Materials - Juv	14.03	230-4230-2400-0000	Childrens Books
B7012412	6/26/2025	452	Brodart Co	Materials - Adult Fiction	71.19	230-4230-2401-0000	Adult Books - Fiction
B7012412	6/26/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B7012412	6/26/2025	452	Brodart Co	Materials - Juv (SPLF)	120.69	232-4232-2113-0000	Materials
B7014289	6/30/2025	452	Brodart Co	Materials - Adult Fiction	1619.14	230-4230-2401-0000	Adult Books - Fiction
B7014289	6/30/2025	452	Brodart Co	Materials - Processing Fee	315.12	230-4230-3404-0000	Processing Fee
B7015096	7/1/2025	452	Brodart Co	Materials - Juv	8.00	230-4230-2400-0000	Childrens Books
B7015096	7/1/2025	452	Brodart Co	Materials - Adult Fiction	75.79	230-4230-2401-0000	Adult Books - Fiction
B7015096	7/1/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B7015096	7/1/2025	452	Brodart Co	Materials - Juv (SPLF)	30.06	232-4232-2113-0000	Materials
B7015809	7/2/2025	452	Brodart Co	Materials - Juv	8.92	230-4230-2400-0000	Childrens Books
B7015809	7/2/2025	452	Brodart Co	Materials - Adult Fiction	84.52	230-4230-2401-0000	Adult Books - Fiction
B7015809	7/2/2025	452	Brodart Co	Materials - Adult Nonfiction	115.58	230-4230-2405-0000	Adult Books - Non Fiction
B7015809	7/2/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B7015809	7/2/2025	452	Brodart Co	Materials - Juv (SPLF)	36.86	232-4232-2113-0000	Materials
B7016192	7/3/2025	452	Brodart Co	Materials - Adult Fiction	305.01	230-4230-2401-0000	Adult Books - Fiction
B7016192	7/3/2025	452	Brodart Co	Materials - Adult Nonfiction	460.61	230-4230-2405-0000	Adult Books - Non Fiction
B7016192	7/3/2025	452	Brodart Co	Materials - YA	239.87	230-4230-2406-0000	Teen Books - Materials
B7016192	7/3/2025	452	Brodart Co	Materials - Processing Fee	79.12	230-4230-3404-0000	Processing Fee
B7016192	7/3/2025	452	Brodart Co	Materials - Juv (SPLF)	728.23	232-4232-2113-0000	Materials
B7017011	7/7/2025	452	Brodart Co	Materials - Adult Fiction	279.37	230-4230-2401-0000	Adult Books - Fiction
B7017011	7/7/2025	452	Brodart Co	Materials - Adult Nonfiction	15.09	230-4230-2405-0000	Adult Books - Non Fiction
B7017011	7/7/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7017422	7/8/2025	452	Brodart Co	Materials - Processing Fee	-27.36	230-4230-3404-0000	Processing Fee
B7018110	7/9/2025	452	Brodart Co	Materials - Juv	17.74	230-4230-2400-0000	Childrens Books
B7018110	7/9/2025	452	Brodart Co	Materials - Adult Fiction	49.47	230-4230-2401-0000	Adult Books - Fiction
B7018110	7/9/2025	452	Brodart Co	Materials - YA	22.12	230-4230-2406-0000	Teen Books - Materials
B7018110	7/9/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B7018110	7/9/2025	452	Brodart Co	Materials - Juv (SPLF)	50.71	232-4232-2113-0000	Materials
B7018753	7/10/2025	452	Brodart Co	Materials - Juv	193.37	230-4230-2400-0000	Childrens Books
B7018753	7/10/2025	452	Brodart Co	Materials - Adult Fiction	74.35	230-4230-2401-0000	Adult Books - Fiction
B7018753	7/10/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7019809	7/11/2025	452	Brodart Co	Materials - Juv	826.03	230-4230-2400-0000	Childrens Books
B7019809	7/11/2025	452	Brodart Co	Materials - Adult Fiction	155.73	230-4230-2401-0000	Adult Books - Fiction
B7019809	7/11/2025	452	Brodart Co	Materials - Adult Nonfiction	455.93	230-4230-2405-0000	Adult Books - Non Fiction
B7019809	7/11/2025	452	Brodart Co	Materials - YA	87.10	230-4230-2406-0000	Teen Books - Materials
B7019809	7/11/2025	452	Brodart Co	Materials - Processing Fee	315.12	230-4230-3404-0000	Processing Fee
B7019809	7/11/2025	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	74.75	235-4235-2101-0000	General Supplies
B7019809	7/11/2025	452	Brodart Co	Materials - Adult Nonfiction (Prentiss)	31.83	235-4235-2101-0000	General Supplies
B7021259	7/15/2025	452	Brodart Co	Materials - Juv	17.79	230-4230-2400-0000	Childrens Books
B7021259	7/15/2025	452	Brodart Co	Materials - Adult Fiction	47.51	230-4230-2401-0000	Adult Books - Fiction
B7021259	7/15/2025	452	Brodart Co	Materials - Adult Nonfiction	48.94	230-4230-2405-0000	Adult Books - Non Fiction
B7021259	7/15/2025	452	Brodart Co	Materials - YA	13.49	230-4230-2406-0000	Teen Books - Materials
B7021259	7/15/2025	452	Brodart Co	Materials - Processing Fee	10.32	230-4230-3404-0000	Processing Fee
B7021259	7/15/2025	452	Brodart Co	Materials - Juv (SPLF)	102.81	232-4232-2113-0000	Materials
B7021908	7/16/2025	452	Brodart Co	Materials - Juv	117.15	230-4230-2400-0000	Childrens Books
B7021908	7/16/2025	452	Brodart Co	Materials - Adult Fiction	96.12	230-4230-2401-0000	Adult Books - Fiction
B7021908	7/16/2025	452	Brodart Co	Materials - Adult Nonfiction	121.12	230-4230-2405-0000	Adult Books - Non Fiction
B7021908	7/16/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7022021	7/16/2025	452	Brodart Co	Materials - Adult Fiction	32.39	230-4230-2401-0000	Adult Books - Fiction
B7022021	7/16/2025	452	Brodart Co	Materials - Adult Nonfiction	18.90	230-4230-2405-0000	Adult Books - Non Fiction
B7022021	7/16/2025	452	Brodart Co	Materials - YA	59.12	230-4230-2406-0000	Teen Books - Materials
B7022021	7/16/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B7022021	7/16/2025	452	Brodart Co	Materials - Juv (SPLF)	104.41	232-4232-2113-0000	Materials
B7022034	7/16/2025	452	Brodart Co	Materials - Juv	444.88	230-4230-2400-0000	Childrens Books
B7022034	7/16/2025	452	Brodart Co	Materials - Adult Fiction	1302.46	230-4230-2401-0000	Adult Books - Fiction
B7022034	7/16/2025	452	Brodart Co	Materials - Adult Nonfiction	681.60	230-4230-2405-0000	Adult Books - Non Fiction
B7022034	7/16/2025	452	Brodart Co	Materials - Processing Fee	548.43	230-4230-3404-0000	Processing Fee
B7022034	7/16/2025	452	Brodart Co	Materials - Adult Fiction (OBrien LP Mysteries)	78.78	232-4232-2113-0000	Materials
B7022034	7/16/2025	452	Brodart Co	Materials - Juv (SPLF)	261.18	232-4232-2113-0000	Materials
B7022034	7/16/2025	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	67.80	235-4235-2101-0000	General Supplies
B7022034	7/16/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	31.84	235-4235-2101-0000	General Supplies

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B7022135	7/16/2025	452	Brodart Co	Materials - Adult Fiction	16.20	230-4230-2401-0000	Adult Books - Fiction
B7022135	7/16/2025	452	Brodart Co	Materials - YA	46.28	230-4230-2406-0000	Teen Books - Materials
B7022135	7/16/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B7022135	7/16/2025	452	Brodart Co	Materials - Juv (SPLF)	126.97	232-4232-2113-0000	Materials
B7022833	7/17/2025	452	Brodart Co	Materials - Juv (Lawson)	75.73	224-4224-2404-0000	Other Books
B7022833	7/17/2025	452	Brodart Co	Materials - Adult Fiction	166.07	230-4230-2401-0000	Adult Books - Fiction
B7022833	7/17/2025	452	Brodart Co	Materials - Adult Nonfiction	65.33	230-4230-2405-0000	Adult Books - Non Fiction
B7022833	7/17/2025	452	Brodart Co	Materials - YA	65.85	230-4230-2406-0000	Teen Books - Materials
B7022833	7/17/2025	452	Brodart Co	Materials - Processing Fee	12.90	230-4230-3404-0000	Processing Fee
B7022833	7/17/2025	452	Brodart Co	Materials - Juv (SPLF)	125.76	232-4232-2113-0000	Materials
B7022833	7/17/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	15.66	235-4235-2101-0000	General Supplies
B7023574	7/18/2025	452	Brodart Co	Materials - Juv (Lawson)	91.16	224-4224-2404-0000	Other Books
B7023574	7/18/2025	452	Brodart Co	Materials - Adult Nonfiction	46.01	230-4230-2405-0000	Adult Books - Non Fiction
B7023574	7/18/2025	452	Brodart Co	Materials - Processing Fee	0.86	230-4230-3404-0000	Processing Fee
B7024213	7/21/2025	452	Brodart Co	Materials - Juv (Lawson)	122.48	224-4224-2404-0000	Other Books
B7024213	7/21/2025	452	Brodart Co	Materials - Adult Fiction	31.86	230-4230-2401-0000	Adult Books - Fiction
B7024213	7/21/2025	452	Brodart Co	Materials - Adult Nonfiction	51.27	230-4230-2405-0000	Adult Books - Non Fiction
B7024213	7/21/2025	452	Brodart Co	Materials - YA	39.40	230-4230-2406-0000	Teen Books - Materials
B7024213	7/21/2025	452	Brodart Co	Materials - Processing Fee	9.46	230-4230-3404-0000	Processing Fee
B7026847	7/24/2025	452	Brodart Co	Materials - Juv (Lawson)	284.76	224-4224-2404-0000	Other Books
B7026847	7/24/2025	452	Brodart Co	Materials - Adult Fiction	45.48	230-4230-2401-0000	Adult Books - Fiction
B7026847	7/24/2025	452	Brodart Co	Materials - Adult Nonfiction	26.66	230-4230-2405-0000	Adult Books - Non Fiction
B7026847	7/24/2025	452	Brodart Co	Materials - YA	53.95	230-4230-2406-0000	Teen Books - Materials
B7026847	7/24/2025	452	Brodart Co	Materials - Processing Fee	32.68	230-4230-3404-0000	Processing Fee
B7026847	7/24/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	33.46	232-4232-2113-0000	Materials
B7026847	7/24/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	202.65	232-4232-2113-0000	Materials
B7026847	7/24/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	18.36	235-4235-2101-0000	General Supplies
B7028593	7/28/2025	452	Brodart Co	Materials - Juv (Lawson)	10.25	224-4224-2404-0000	Other Books
B7028593	7/28/2025	452	Brodart Co	Materials - Juv (Lawson)	14.74	224-4224-2404-0000	Other Books
B7028593	7/28/2025	452	Brodart Co	Materials - Juv	5.94	230-4230-2400-0000	Childrens Books
B7028593	7/28/2025	452	Brodart Co	Materials - Adult Fiction	50.90	230-4230-2401-0000	Adult Books - Fiction
B7028593	7/28/2025	452	Brodart Co	Materials - YA	21.58	230-4230-2406-0000	Teen Books - Materials
B7028593	7/28/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B7028593	7/28/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	17.80	235-4235-2101-0000	General Supplies
B7029797	7/29/2025	452	Brodart Co	Materials - Juv (Lawson)	379.79	224-4224-2404-0000	Other Books
B7029797	7/29/2025	452	Brodart Co	Materials - Adult Fiction	169.37	230-4230-2401-0000	Adult Books - Fiction
B7029797	7/29/2025	452	Brodart Co	Materials - Adult Nonfiction	87.55	230-4230-2405-0000	Adult Books - Non Fiction
B7029797	7/29/2025	452	Brodart Co	Materials - Processing Fee	151.50	230-4230-3404-0000	Processing Fee
B7029797	7/29/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	269.36	232-4232-2113-0000	Materials
54800380	2/10/2025	4765	Brodini Comedy Magic Show	Programs - JUV (SPLF HJA SRP)	600.00	232-4232-2407-0000	Programs
7674017	7/24/2025	855	Demco Inc.	Materials - Processing	260.76	230-4230-3404-0000	Processing Fee
7674017	7/24/2025	855	Demco Inc.	Programs - JUV (SPLF HJA ELSA)	163.81	232-4232-2407-0000	Programs
20421702	7/15/2025	5848	Huebsch/Cintas	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
10004333641	7/17/2025	1561	Info USA Marketing Inc.	Materials - Adult Nonfiction (SPLF)	390.00	232-4232-2113-0000	Materials
2025003	7/18/2025	3293	ISD #834 Stillwater Area Schools	Advocacy - Community Ed Ad (SPLF)	800.00	232-4232-4099-0000	Miscellaneous Charges
20250730HUN	7/30/2025	5877	Kurtis L Hunter	Programs - JUV (SPLF HJA SRP)	400.00	232-4232-2407-0000	Programs
246	3/17/2025	6528	Malt Shop Melodies, LLC	Programs - Adult (SPLF)	338.00	232-4232-2407-0000	Programs
57480	7/9/2025	2124	Menards	Library Janitorial Supplies	62.20	230-4231-2102-0000	Janitorial Supplies
57865	7/17/2025	2124	Menards	Library Janitorial Supplies	61.60	230-4231-2102-0000	Janitorial Supplies
507349787	6/24/2025	2175	Midwest Tape	Materials - Video (SAV)	56.23	230-4230-2408-0000	Film/Video
507349787	6/24/2025	2175	Midwest Tape	Materials - Processing Fee	5.98	230-4230-3404-0000	Processing Fee
507349788	6/24/2025	2175	Midwest Tape	Materials - Audio (AM)	106.43	230-4230-2402-0000	Audio
507349788	6/24/2025	2175	Midwest Tape	Materials - Processing Fee	24.43	230-4230-3404-0000	Processing Fee
507400940	7/2/2025	2175	Midwest Tape	Materials - Audio (AM)	40.47	230-4230-2402-0000	Audio
507400940	7/2/2025	2175	Midwest Tape	Materials - Processing Fee	11.07	230-4230-3404-0000	Processing Fee
507430408	7/9/2025	2175	Midwest Tape	Materials - Video (SAV)	24.74	230-4230-2408-0000	Film/Video
507430408	7/9/2025	2175	Midwest Tape	Materials - Processing Fee	7.49	230-4230-3404-0000	Processing Fee
507523634	7/29/2025	2175	Midwest Tape	Materials - Audio (AM)	9.74	230-4230-2402-0000	Audio
507523634	7/29/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
507523636	7/29/2025	2175	Midwest Tape	Materials - Video (JV)	26.99	230-4230-2408-0000	Film/Video
507523636	7/29/2025	2175	Midwest Tape	Materials - Processing Fee	2.29	230-4230-3404-0000	Processing Fee
MN25723	4/2/2025	5914	Miss Nina LLC	Programs - JUV (SPLF HJA SRP)	400.00	232-4232-2407-0000	Programs
W25060668	7/14/2025	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
3641862	7/29/2025	209	Per Mar Security Services	Library Monitoring Service	285.18	230-4231-3707-0000	Maintenance Agreements
505772	7/11/2025	5582	Playaway Products	Materials - Audio (Wonderbooks - SPLF)	845.37	232-4232-2113-0000	Materials
2170001751	7/24/2025	2807	Regents of the U of M	Materials - Processing (Barcodes)	60.46	230-4230-3404-0000	Processing Fee
202219	6/2/2025	6527	Richard C. Carlson	Programs - Juv (SPLF HJA SRP)	450.00	232-4232-2407-0000	Programs
73451878	6/27/2025	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	470.69	232-4232-2407-0000	Programs
73475288	7/9/2025	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	334.06	232-4232-2407-0000	Programs
231481	7/24/2025	3657	Washington County Library	Materials - Electronic (Overdrive)	4153.02	230-4230-2409-0000	Electronic Materials
231483	7/24/2025	3657	Washington County Library	Q2 Overdue Notices	254.44	230-4230-3102-0000	Postage
231484	7/24/2025	3657	Washington County Library	Q2 Lost & Damaged	21.98	230-0000-3880-0030	Lost Materials
73501480	7/21/2025	3956	Weston Woods Studios	Materials - Juv Audio Books (SPLF)	286.70	232-4232-2113-0000	Materials
73502495	7/21/2025	3956	Weston Woods Studios	Materials - Juv Audio Books (SPLF)	59.32	232-4232-2113-0000	Materials
			INVOICES SUBTOTAL		\$ 65,224.06		
LIBRARY CREDIT CARD							
2080386-2025-06-11-1	6/12/2025	4157	Dream Host	DreamHost Web Hosting	23.99	230-4230-3098-0000	Technology Support
787006031	5/28/2025	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA SRP)	25.49	232-4232-2407-0000	Programs
MB-192856	6/9/2025	5259	Mobile Beacon	Materials - Circulating Hotspots (SPLF)	330.00	232-4232-2113-0000	Materials
24204295162001200000000	6/11/2025	6518	Oculus	Programs - Adult (Friends)	1.00	229-4229-2407-0000	Programs
74204295162002019188056 CR	6/11/2025	6518	Oculus	Programs - Adult (Friends)	-1.00	229-4229-2407-0000	Programs
1530	5/28/2025	5292	Sara's Topsy Pies	Programs - Adult SRP (Friends)	25.99	229-4229-2407-0000	Programs
R053608151	6/3/2025	6522	Sticker Mule	Programs - Juv (SPLF HJA SRP)	282.00	232-4232-2407-0000	Programs
775	6/20/2025	4158	Stillwater Post Office	Library Postage	82.00	230-4230-3102-0000	Postage
			CREDIT CARD SUBTOTAL		\$ 769.47		
CITY/SPECIAL BILL PAYOUTS							
31640	7/9/2025	1423	Heritage Printing Inc.	Newsletter Printing	646.66	232-4232-4099-0000	Miscellaneous Charges

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
<b>INVOICES PAYABLE</b>							
776	8/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
11720452	7/31/2025	5172	Access Corp	Library - Shredding	204.81	230-4230-4099-0000	Miscellaneous Charges
1T1H-VDTP-HR4R	8/1/2025	5115	Amazon Business	Library Supplies	225.14	230-4230-2101-0000	General Supplies
1XV7-INYC-7MKH	8/4/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	39.60	232-4232-2407-0000	Programs
1HHX-G3JD-LR3W	8/12/2025	5115	Amazon Business	Materials - LOT (SPLF)	180.30	232-4232-2113-0000	Materials
19691	8/13/2025	122	Amdahl Locksmith Inc, Chris	Library - Locksmith	156.80	230-4231-3099-0000	Other Professional Services
2039215195	7/31/2025	280	Baker and Taylor	Materials - Juv Vox (SPLF)	206.84	232-4232-2113-0000	Materials
2207282	8/8/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	208.74	229-4229-2113-0000	Materials
247933138	8/1/2025	683	Comcast - 963209363	Internet - Library	186.85	230-4230-3098-0000	Technology Support
900080	7/31/2025	3994	Corval Constructors	Library HVAC RTU#1 Repairs	945.00	230-4231-3703-0000	Building Repair Charges
161209177786	7/17/2025	782	Cub Foods	Library Programs - Adult (Friends)	117.56	229-4229-2407-0000	Programs
161207118831	7/24/2025	782	Cub Foods	Library Programs - Adult (Friends)	45.30	229-4229-2407-0000	Programs
306-02444792-3-20250	7/31/2025	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
20428141	8/12/2025	5848	Huebsch/Cintas	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
58863	8/7/2025	2124	Menards	Library Janitorial Supplies	43.96	230-4231-2102-0000	Janitorial Supplies
73524137	7/29/2025	3956	Weston Woods Studios	Materials - Juv Audio Books (SPLF)	29.66	232-4232-2113-0000	Materials
			<b>INVOICES SUBTOTAL</b>		<b>\$ 3,349.71</b>		
<b>LIBRARY CREDIT CARD</b>							
None							
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
276156	7/30/2025	6232	High Point Networks LLC	Library APs and Mounts (CIP 25-4230-015)	\$ 5,223.48	120-4230-5310-0000	C/O MIS Computer Equipment
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 5,223.48</b>		
<b>GRAND TOTAL</b>							
					<b>\$ 8,573.19</b>		

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: <b>2025 Budget Status Report</b>	
OWNER: <b>Troendle, Library Director Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Following is a budget status report through August 2025.</p> <p><b>Fund 120 – Capital Outlay</b> The capital budget for 2025 is \$102,000. \$48,421 expended to date.</p> <ul style="list-style-type: none"> <li>• <b>Masonry (\$50,000):</b> \$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. \$36,900 has been spent to date, funded by city capital outlay.</li> <li>• <b>Wi-Fi Access Replacement (\$12,000):</b> \$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 was shifted to a future year. For 2025, IT will instead do Wi-Fi access replacement, which aligns with other Wi-Fi work being done across the city. \$5,224 has been expended to date, funded by city capital outlay.</li> <li>• <b>ADA Enhancements (\$20,000):</b> \$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 completed yet. If project occurs, Foundation will provide funding up to \$20,000 in 2025. Project could roll to 2026.</li> <li>• <b>Terrace Enhancements (\$20,000):</b> \$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.</li> <li>• <b>2024 Lawn/Terrace Enhancements (\$0 New for 2025, \$4,074 in supplemental remaining from 2024):</b> In 2024, \$15,926 of \$20,000 was expended for the 4<sup>th</sup> Street garden area. \$4,074 has been expended in 2025.</li> </ul> <p><b>Fund 230 – Library (City \$)</b> <u>Revenue</u> The library's city revenue for 2025 was budgeted at \$1,687,871.</p> <ul style="list-style-type: none"> <li>• <b>City Levy (\$1,658,084)</b></li> <li>• <b>In-Kind Gifts (\$17,167):</b> 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.</li> <li>• <b>Interest Earnings and Unrealized Gains/Losses (\$0):</b> TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit.</li> <li>• <b>Library Generated Revenues (\$12,620):</b> This reflects library meeting room fees, card fees for out of state residents, lost/damaged fees, printer/copier fees, and gallery income. \$7,806 received to date.</li> </ul>	

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 \$759,527 to date, about \$20,000 behind budgeted pace.

**Collection:** The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$48,896 expended to date.

**Technology:** The library budgeted \$67,100 for technology-related expenditures. \$39,690 expended to date.

**Other:** The library budgeted \$32,436 for other operating expenses. \$15,377 expended to date.

Plant Expenditures

**Plant Personnel:** The plant personnel budget is \$139,781. \$89,980 expended to date, in line with budgeted pace.

**Plant Supplies & Equipment:** The plant supplies budget is \$6,500. \$6,145 expended to date.

**Plant Services and Charges:** The plant services and charges budget is \$155,873. \$76,626 expended to date.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2026.
- *Energy (\$80,000):* \$38,187 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$34,911 expended. Significant expenditures were incurred for unexpected repairs to the elevator nearest 4<sup>th</sup> Street.
- *Other (\$3,203):* \$2,837 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: \$43,714 expended.

**224 Lawson:** Expenditures include prior year funds.

- Donations: \$10,444 donation received.
- Materials: \$979 expended.

**227 Government Gifts:** Expenditures include prior year funds.

- Donations: \$5,000 donation received.

**229 Friends:** *Expenditures include prior year funds.*

- Donations: \$15,000 donation received.
- Materials: \$1,078 expended.
- Programs: \$3,915 expended.

**232 Foundation:** *Expenditures include prior year funds.*

- Donations: \$109,675 in reimbursements for 232 and 223 received to date.
- Materials: \$12,267 expended.
- Minor Equipment: \$98 expended.
- Programs: \$14,779 expended.
- Misc: \$43,392 expended (\$5,188 advocacy; \$13,797 signage; \$24,407 newspaper digitization).

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

- Donations: \$6,363 received to date.
- Materials (235-4235): \$463 expended.
- Programs (235-4236): \$0 expended.
- Misc (235-4238): \$598 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 825 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AND |

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Fund120 - CAPITAL OUTLAY</b>					
<b>Segment4230 - LIBRARY</b>					
<b>Expenditure</b>					
120-4230-5200-0000	C/O & Improvements(E)	90,000.00	43,197.05	46,802.95	47.99%
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	5,223.48	6,776.52	43.52%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>102,000.00</b>	<b>48,420.53</b>	<b>53,579.47</b>	
c		<b>102,000.00</b>	<b>48,420.53</b>	<b>53,579.47</b>	
<b>Segment4231 - LIBRARY</b>					
<b>Expenditure</b>					
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%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
c		<b>.00</b>	<b>.00</b>	<b>.00</b>	
e		<b>102,000.00</b>	<b>48,420.53</b>	<b>53,579.47</b>	
<b>Fund230 - LIBRARY FUND</b>					
<b>Segment0000 - LIBRARY FUND</b>					
<b>Revenue</b>					
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	-1,987.50	-2,012.50	49.68%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-2,651.78	-848.22	75.76%
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	-122.00	-1,378.00	8.13%
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	-180.00	-240.00	42.85%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-715.16	-1,284.84	35.75%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%



Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	-590.00	90.00	118.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-.21	.21	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-135.08	-64.92	67.54%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,658,084.00	-1,305,389.36	-352,694.64	78.72%
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%
<b>Total Revenue:</b>		<b>-1,687,871.00</b>	<b>-1,313,195.29</b>	<b>-374,675.71</b>	
<b>Expenditure</b>					
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%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>c</b>		<b>-1,687,871.00</b>	<b>-1,313,195.29</b>	<b>-374,675.71</b>	

#### Segment4230 - LIBRARY OPERATIONS

##### Revenue

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

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Total Revenue:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Expenditure</b>					
230-4230-1000-0000	Full Time Salaries(E)	249,356.78	153,167.72	96,189.06	61.42%
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	10,844.10	-7,344.10	309.83%
230-4230-1113-0000	Vacation Pay(E)	.00	33,551.39	-33,551.39	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	410,470.80	303,400.28	57.49%
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	43,152.18	29,090.26	59.73%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	46,592.97	27,094.64	63.23%
230-4230-1430-0000	PFML(E)	.00	.00	.00	100.00%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	59,182.19	33,687.71	63.72%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	2,198.36	1,591.24	58.01%
230-4230-1540-0000	Life Insurance(E)	769.00	366.45	402.55	47.65%
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	1,390.40	1,609.60	46.34%
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	12,342.00	7,858.00	61.09%
230-4230-2400-0000	Childrens Books(E)	14,500.00	14,195.44	304.56	97.89%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	13,112.37	2,387.63	84.59%
230-4230-2402-0000	Audio(E)	1,900.00	985.32	914.68	51.85%
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	8,960.21	1,739.79	83.74%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	2,345.57	1,154.43	67.01%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	2,059.37	3,440.63	37.44%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	4,153.02	1,346.98	75.50%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	7,035.48	2,464.52	74.05%
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	1,708.01	-208.01	113.86%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	7,398.04	3,601.96	67.25%
230-4230-3500-0000	General Insurance(E)	4,045.00	.00	4,045.00	0.00%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	2,112.62	887.38	70.42%
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	196.03	3.97	98.01%
230-4230-4000-0000	Memberships and Dues(E)	500.00	495.00	5.00	99.00%
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	1,210.40	744.60	61.91%
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%
<b>Total Expenditure:</b>		<b>1,386,889.41</b>	<b>863,488.71</b>	<b>523,400.70</b>	
<b>c</b>		<b>1,386,889.41</b>	<b>863,488.71</b>	<b>523,400.70</b>	

#### 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%
<b>Total Revenue:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	

##### Expenditure

230-4231-1000-0000	Full Time Salaries(E)	78,690.91	44,295.56	34,395.35	56.29%
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	3,050.34	-3,050.34	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	4,149.09	-4,149.09	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	17,404.69	13,121.00	57.01%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-1410-0000	PERA(E)	8,130.38	5,068.62	3,061.76	62.34%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	5,342.53	3,012.54	63.94%
230-4231-1430-0000	PFML(E)	.00	.00	.00	100.00%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	10,225.74	3,232.79	75.97%
230-4231-1520-0000	Dental Insurance(E)	505.20	399.95	105.25	79.16%
230-4231-1540-0000	Life Insurance(E)	116.00	42.63	73.37	36.75%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	21.98	178.02	10.99%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	4,696.52	-696.52	117.41%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	321.28	1,178.72	21.41%
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	1,104.56	-304.56	138.07%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	156.80	843.20	15.68%
230-4231-3101-0000	Telephone(E)	1,700.00	534.42	1,165.58	31.43%
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	26,592.11	28,407.89	48.34%
230-4231-3601-0000	Natural Gas(E)	25,000.00	11,595.17	13,404.83	46.38%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	26,299.09	-14,299.09	219.15%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	8,611.47	2,388.53	78.28%
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	2,837.03	-807.03	139.75%
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%
<b>Total Expenditure:</b>		<b>302,154.78</b>	<b>172,749.58</b>	<b>129,405.20</b>	
c		<b>302,154.78</b>	<b>172,749.58</b>	<b>129,405.20</b>	

#### 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%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
c		<b>.00</b>	<b>.00</b>	<b>.00</b>	
r		<b>1,173.19</b>	<b>-276,957.00</b>	<b>278,130.19</b>	
T		<b>103,173.19</b>	<b>-228,536.47</b>	<b>331,709.66</b>	
nt					

## CITY OF STILLWATER

**Library Supplemental Funds Report**

End.GLPeriod 825 AND [Account].AccountNumber 2200000000000000{-}2299999999999999

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

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

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

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

223-4223-1000-0000	Full Time Salaries(E)	535.59
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223-4223-1112-0000	Sick Pay(E)	1,015.34
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223-4223-1113-0000	Vacation Pay(E)	746.99
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223-4223-1200-0000	Part Time Salaries(E)	34,255.30
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223-4223-1410-0000	PERA(E)	2,532.68
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223-4223-1420-0000	FICA/Medicare(E)	2,868.00
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223-4223-1500-0000	Hospital / Medical(E)	1,712.86
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223-4223-1520-0000	Dental Insurance(E)	14.90
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223-4223-1540-0000	Life Insurance(E)	31.40
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<b>Total Expenditure:</b>		<b>43,713.06</b>
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**Fund224 - HELEN LAWSON FUND****Revenue**

Account Number	Account Title	YTD
224-0000-3810-0210	Unrealized Gains/Losses(R)	-366.96
224-0000-3820-0100	Donations(R)	-10,444.00
<b>Total Revenue:</b>		<b>-10,810.96</b>
<b>Expenditure</b>		
224-4224-2404-0000	Other Books(E)	978.91
<b>Total Expenditure:</b>		<b>978.91</b>

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#### Fund226 - VAN MEIER FUND

##### Revenue

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

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#### Fund227 - GOVERNMENT GIFTS

##### Revenue

227-0000-3810-0210	Unrealized Gains/Losses(R)	-156.64
227-0000-3820-0100	Donations(R)	-5,000.00
<b>Total Revenue:</b>		<b>-5,156.64</b>

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#### Fund229 - FRIENDS OF STILLWATER LIBRARY

##### Revenue

229-0000-3810-0100	Donations(R)	-15,000.00
<b>Total Revenue:</b>		<b>-15,000.00</b>

##### Expenditure

229-4229-2113-0000	Materials(E)	1,077.05
229-4229-2407-0000	Programs(E)	3,914.28
<b>Total Expenditure:</b>		<b>4,991.33</b>

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#### Fund232 - STILLWATER LIBRARY FOUNDATION

##### Revenue

232-0000-3820-0100	Donations(R)	-40,587.18
232-0000-3820-0305	Donations - Library Equipment(R)	-97.98
232-0000-3820-0310	Donations - Library Materials(R)	-12,266.21
232-0000-3820-0315	Donations - Library Miscellane(R)	-41,944.98
232-0000-3820-0320	Donations - Library Programs(R)	-14,778.62
<b>Total Revenue:</b>		<b>-109,674.97</b>

Account Number	Account Title	YTD
<b>Expenditure</b>		
232-4232-2113-0000	Materials(E)	17,043.94
232-4232-2302-0000	Other Minor Equipment(E)	97.98
232-4232-2407-0000	Programs(E)	19,609.72
232-4232-4099-0000	Miscellaneous Charges(E)	43,391.64
<b>Total Expenditure:</b>		<b>80,143.28</b>
<b>Fund233 - KILTY FUND</b>		
<b>Revenue</b>		
233-0000-3810-0210	Unrealized Gains/Losses(R)	-190.49
<b>Total Revenue:</b>		<b>-190.49</b>
<b>Fund235 - LIBRARY DONATIONS FUND</b>		
<b>Revenue</b>		
235-0000-3810-0210	Unrealized Gains/Losses(R)	-104.33
235-0000-3820-0100	Donations(R)	-4,600.00
235-3235-3820-0100	Donations-Library Materials(R)	-1,658.00
<b>Total Revenue:</b>		<b>-6,362.33</b>
<b>Expenditure</b>		
235-4235-2101-0000	General Supplies(E)	462.49
235-4238-4099-0000	Miscellaneous Charges(E)	597.01
<b>Total Expenditure:</b>		<b>1,059.50</b>
<b>Fund236 - WICK ESTATE FUND</b>		
<b>Revenue</b>		
236-0000-3810-0210	Unrealized Gains/Losses(R)	-58.36
<b>Total Revenue:</b>		<b>-58.36</b>
<b>T</b>		<b>-16,567.87</b>
<b>n</b>		

## Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee &amp; Council Liaison Information Sharing</b>	
OWNER: <b>Trustees &amp; Council Liaison</b>	PRESENTER: <b>Trustees &amp; Council Liaison</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></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 August 21, 2025, Troendle emailed trustees on behalf of Hansen with an article from <i>The Guardian</i> titled <a href="#"><u>'Deeply concerning': reading for fun in the US has fallen by 40%, new study says.</u></a></p> <p>On August 21, 2025, Troendle emailed trustees an article from the <i>White Bear Press</i> about Ryan Collins titled <a href="#"><u>Mahtomedi's Teacher of the Year brings civic responsibility to life.</u></a></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.</p> <p>Following the coversheet are photos from Lockyear's visit to libraries in Wales.</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: <b>Photos for Lockyear's visit to libraries in Wales</b>	
<p><b>BOARD NORMS:</b></p> <ul style="list-style-type: none"> <li>• Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice.</li> <li>• We follow open meeting law.</li> <li>• We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share.</li> <li>• We follow Robert's Rules of Order and stick to the agenda.</li> <li>• 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.</li> <li>• We respect each other's time. We start meetings on time and move through meetings efficiently.</li> <li>• We attend meetings regularly and provide notice if absent.</li> </ul>	



Photos from Lockyear's visit to libraries in Wales in August



The children's area at Haverfordwest, Wales, library is set up like a castle.



The entryway to the library in Cowbridge, Wales, features a black book display unit with light green and stainless-steel trim. A large shelving unit, angled along the wall, is also black with areas for seasonal decals.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2026 Budget Update</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>At the July board meeting, the library board approved an overall 2026 city operating budget request of \$1,787,813 for the library. At the August board meeting, the library board also approved using its operating fund balance, instead of city bonds, to pay for the 2026 capital request of \$73,100. This use of fund balance brought the library's total operating budget to \$1,860,913. Although the planned expenditure of \$73,100 is for a capital purpose, the city records spending from the operating fund balance within the operating appropriation. This ensures it is tracked in budget reports while not forming the basis for future operating funding levels.</p> <p>On August 19, the City Council met to review the 2026 budget proposal from the City Administrator and City Finance Director. They proposed a transfer in from property taxes of \$1,755,560 and total expenditures of \$1,861,015 for the library, essentially matching the Library Board's operating request with a \$102 adjustment in personnel services.</p> <p>Attached is a pdf of the budget presented by the city on August 19. See page 25 for library operating funding and page 29 for library capital funding. Note: In addition to the city operating budget, the library is projecting a need for an additional \$383,861 in funding for 2026 from the Foundation, Friends, and other supplemental accounts.</p> <p>At the city council workshop session on September 2, the proposed operating and capital amounts for the library remained the same from August 19 and were approved.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2026 City of Stillwater Budget Proposal (August 19, 2025)</b> <b>2026 City of Stillwater Budget Proposal (September 2, 2025)</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**DATE:** August 19, 2025

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Joe Kohlmann, City Administrator  
Sharon Provos, Finance Director

**SUBJECT:** 2026 Budget Proposal

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Pursuant to Article VII. Section 7.01 of the Stillwater City Charter, I am pleased to present the City Administrator's 2026 Budget Recommendation for the City of Stillwater for your review and consideration. The 2026 Budget Recommendations propose a budget that continues and enhances excellence from city services and programs to meet the needs of the citizens of Stillwater.

The City Council has consistently worked through Strategic Planning to address: revenue enhancement; increasing service demand; increasing operational costs; managing infrastructure needs; maximizing economic development opportunities; and planning for changing dynamics in the workforce and community.

With the TIF District #10 being decertified, this will allow for significant enhancements, resilience, and increased financial strength going forward. This will significantly reduce budget pressures into the future. This proposed budget allows for the City to specifically address some major budget pressures that include:

- Public Safety Staffing
- Technology Improvements/streamlining
- Long Range Financial Planning
- Reducing future indebtedness
- Future Road Improvements
- Lumberjack Landing
- Bridgeview Park
- CSAH 15 – South Segment
- Lily Lake Roof Replacement
- Skate Park
- City Hall Parking Lot

The recommended total property levy increase for property owners in 2026 is: **7.308%**.

The recommended total property levy increase in revenue is: **13.472%**

**Closing**

The City Council will meet on Tuesday, August 19<sup>th</sup> at 4:30 p.m. for a preliminary review of the City Administrator's 2026 budget recommendations included in the slide deck.

The City Council must adopt a preliminary 2026 budget and certify the maximum City property tax levy to the County by September 30, 2025.





# 2026 Proposed Budget

City of Stillwater - August 19, 2025



# 2022 – Present – Organizational Pressures

## Operating Pressures

- Public Safety Studies – 13 positions (Police and Fire)
- Public Works Manager
- Communications
- Building Inspections
- Facilities Maintenance
- IT Position
- Administration
- Downtown Service Demand
- Technology / Cyber Security

## Major Capital Pressures

- Riverfront Parks
- Downtown Streetlights
- Curve Crest Utilities
- Library Roof/Terrace
- Rec Center Roof
- PW Roof
- Entrance Monuments
- City Hall Renovations
- Downtown Security (cameras/barriers)
- Parking Infrastructure
- Reducing future indebtedness

# Long Range Financial and Strategic Planning – conducted in 2022

## Operating Pressure Solutions

- Utilization of Public Safety Funds
  - SAFER Grant
- Combined positions for efficiency
- Streamlined IT Operations
- Facility Study streamlined operations
- Creation of Special Service District



# Long Range Financial and Strategic Planning – conducted in 2022

## Capital Pressure Solutions

- \$millions in State Grant Funding
- Voters approved L.O.S.T.
- Strategic Utilization of Fund Balance
- ARPA Funding Utilization
- Parking Program updated





# 2022 – Present – Organizational Pressures

## Operating Pressures

- Public Safety 13 positions (Police and Fire)
  - ✓ 8 of 13 positions funded
- ✓ Public Works Manager
- ✓ Communications
- ✓ Building Inspections
- ✓ Facilities Maintenance
- ✓ IT Position
- ✓ Administration
- ✓ Downtown Service Demand
- ✓ Technology / Cyber Security

## Major Capital Pressures

- ✓ Riverfront Parks
- ✓ Downtown Streetlights
- ✓ Curve Crest Utilities
- ✓ Library Roof/Terrace
- ✓ Rec Center Roof
- ✓ PW Roof
- ✓ Entrance Monuments
- ✓ City Hall Renovations
- ✓ Downtown Security (cameras/barriers)
- ✓ Parking Infrastructure
- ✓ Reducing future indebtedness

# 2026 Budget Pressures

- Local Government Aid
  - \$507,324 LGA in General Fund
  - \$755,066 LGA for Capital Outlay
  - \$1,262,390 *Total LGA*
- Health Insurance Premiums  
(~6% increase)
- Fuel/Energy Costs
- Opportunities to diversify revenues
- Staffing
- Capital Requests
- \$158,411 Increase/Decrease in Operating Expenditures
  - 1% of operating Levy
- Special Revenue Funds

# Budget Overview and Background

- This Budget results in a 7.308% increase to property owners as shown below.

2025 Adopted	CITY-WIDE LEVY	2026 Proposed	\$ Increase	% Increase
\$15,841,130	General Operating Tax Levy	\$17,333,265	\$1,492,135	9.419%
\$4,320,053	Debt Service Tax Levy	\$4,301,287	(\$18,766)	(0.434%)
<b>\$20,161,183</b>	<b>Totals</b>	<b>\$21,634,552</b>	<b>\$1,473,369</b>	<b>7.308%</b>

- TIF District coming online payable 2026 alters some of the calculations above

# Strategic Budget Elements - 2026

- TIF District coming online results in increased revenue ~\$1,200,000
- Complete reduction in Local Government Aid (LGA) for operating expenditures – complete move to capital purchasing (\$500,000)
  - Reduces reliance on LGA for annual operation costs
  - Reduces the amount of capital borrowing for the city
  - Enhances adaptability for unplanned LGA changes
- Reconfiguration of Road Assessment Policy and practice (\$400,000)
  - Preliminary plan and calculations will be presented, likely in Fall 2025
- Remainder allocated to working capital for Long Range Financial Planning scheduled for the Fall of 2026

## Strategic Plan

# Alignment of 2026 Proposed Budget Items

- Public Safety Staffing – police and fire
- Update Financial Management Planning
- Operational streamlining on technology front
- Comprehensive Plan
- Reducing debt service

# New Positions

Proposed - 2026

Department	Position	FTE	Proposed
Administration/Engineering	Administrative Assistant	1.0	\$81,800
Police Department	Patrol Officer	1.0	\$139,000
Fire Department	Firefighter/Engineer	1.0	\$120,200
<b>TOTALS</b>		<b>3.0</b>	<b>\$341,000</b>

# Property Tax Levy

## Proposed 2026

CITY-WIDE LEVY		
<b>General Revenue Tax Levy</b>		<b>\$18,625,989</b>
Required Debt Service Tax Levy	\$3,876,287	
<b>New Debt Service Tax Levy</b>	<b>\$375,000</b>	
Total Debt Service Levy		\$4,251,287
<b>TOTAL CITY-WIDE LEVY</b>		<b>\$22,877,276</b>

PARCEL-SPECIFIC LEVY	
WMO Levy	\$43,600

Required Debt Service Tax Levy	Amount
G.O. Capital Outlay 2014A	474,801
G.O. Capital Outlay 2016A	147,000
G.O. Capital Outlay 2017A	169,095
G.O. Capital Outlay 2018A	134,838
G.O. Capital Outlay 2019A	435,750
G.O. Capital Outlay 2021A	402,938
G.O. Capital Outlay 2022A	570,780
G.O. Capital Outlay 2023A	585,480
G.O. Capital Outlay 2024A	580,650
G.O. Capital Outlay 2025A	374,955
<b>Total</b>	<b>\$3,876,287</b>

### New Bond Issue to fund:

<b>2026 Capital Improvement Projects</b>	<b>\$2,500,000</b>
--	--------------------

\*TIF District and LGA offset of \$500,000 reduced borrowing to \$2,500,000

# Property Tax Levy

## Proposed 2026 vs Adopted 2025

2025 Adopted	CITY-WIDE LEVY	2026 Proposed	\$ Increase	% Increase
\$15,841,130	General Operating Tax Levy	\$18,625,989	\$2,784,859	17.580%
\$4,320,053	Debt Service Tax Levy	\$4,251,287	(\$68,766)	-1.592%
<b>\$20,161,183</b>	<b>Totals</b>	<b>\$22,877,276</b>	<b>\$2,716,093</b>	<b>13.472%</b>

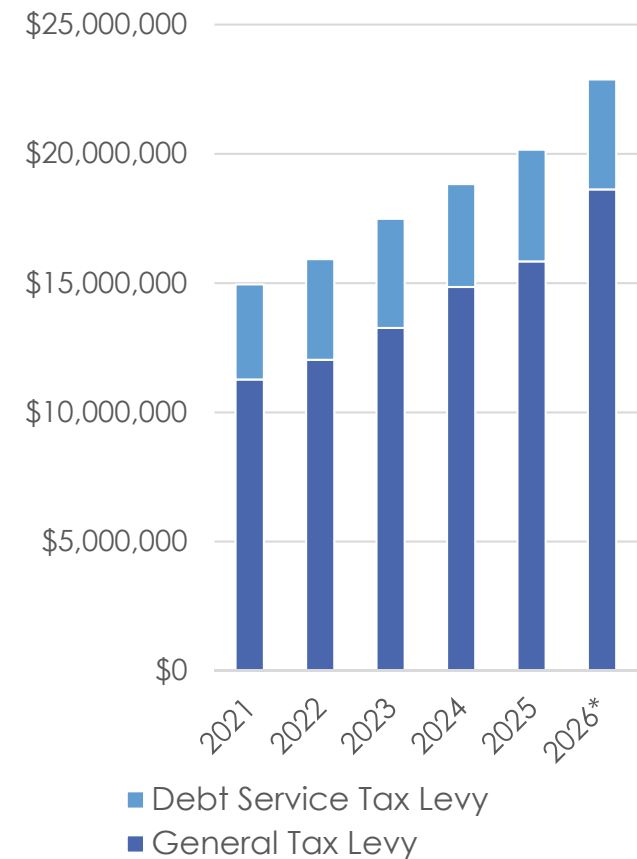
2025 Adopted	PARCEL-SPECIFIC LEVY	2026 Proposed	\$ Increase	% Increase
\$41,800	WMO Tax Levy	\$43,600	\$1,800	4.306%



# Property Tax Levy

## Last 5 years and Proposed (2) 2026\*

Year	General Tax Levy	Debt Service Tax Levy	Total Property Tax Levy	\$ Increase from Prior Year	% Increase from Prior Year
2021	\$11,270,799	\$3,678,755	\$14,949,554	\$339,851	2.326%
2022	\$12,032,975	\$3,890,822	\$15,923,797	\$974,243	6.517%
2023	\$13,265,987	\$4,221,060	\$17,487,047	\$1,563,250	9.817%
2024	\$14,847,295	\$3,982,058	\$18,829,353	\$1,342,306	7.676%
2025	\$15,841,130	\$4,320,053	\$20,161,183	\$1,331,830	7.073%
<b>2026*</b>	<b>\$18,625,989</b>	<b>\$4,251,287</b>	<b>\$22,877,276</b>	<b>\$2,716,093</b>	<b>13.472%</b>
				<b>Average</b>	<b>7.814</b>



# Property Tax Rate

Proposed 2026

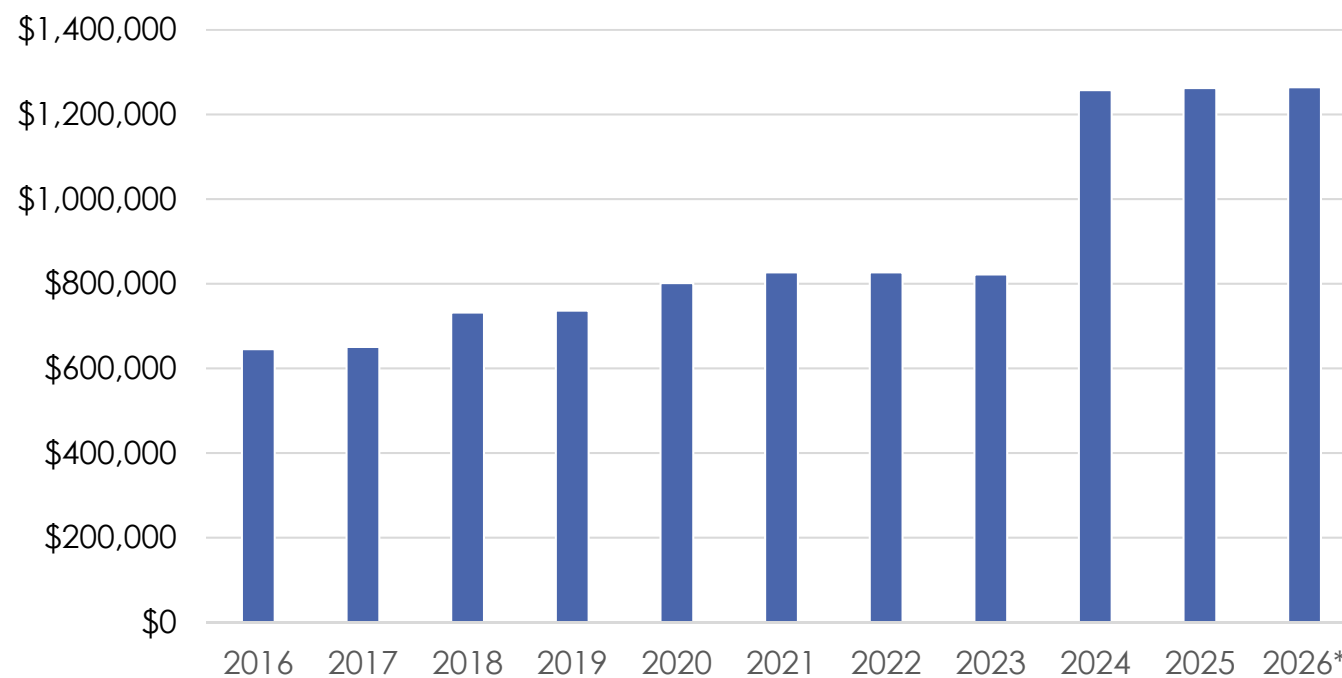
**Formula: Total City Property Tax Levy ÷  
City's Taxable Tax Capacity = City Tax Rate**

Item		Proposed 2026 no TIF Decert	Proposed 2026 with TIF Decert
Property Tax Levy		\$21,634,552	\$22,877,276
Fiscal Disparity Portion of Levy*	-	1,562,767	1,562,767
City's Portion of Levy	=	20,071,785	21,314,509
City's Taxable Tax Capacity*	÷	36,513,090	38,774,802
City Tax Rate	=	54.971%	54.971%

\*2026 Taxable Tax Capacity and fiscal disparity numbers are estimates from Washington County.

# Local Government Aid (LGA)

## Received in last 10 years and Certified 2026\*



Year	Amount
2016	\$645,603
2017	\$650,846
2018	\$732,114
2019	\$736,496
2020	\$801,740
2021	\$827,165
2022	\$827,165
2023	\$822,214
2024	\$1,257,758
2025	\$1,262,390
2026*	\$1,264,297



# GENERAL FUND

Operating Revenues/Expenditures – Proposed (2)



# General Fund

## Operating Revenues

2025 Adopted	CITY-WIDE LEVY	2026 Proposed	Increase	% of Budget
<b>\$12,575,256</b>	<b>Levy</b>	<b>15,192,719</b>	<b>\$2,617,463</b>	<b>80.30%</b>
490,000	Franchise Fees	495,000	5,000	2.62%
44,600	Other Property Taxes	44,600	0	0.24%
737,625	Licenses and Permits	828,780	91,155	4.38%
<b>1,392,224</b>	<b>Intergovernmental</b>	<b>679,000</b>	<b>(713,224)</b>	<b>3.59%</b>
1,470,721	Charges for Services	1,554,478	83,757	8.22%
49,400	Fines and Forfeits	33,000	(16,400)	0.17%
227,750	Miscellaneous	90,200	(137,550)	0.48%
<b>\$16,987,576</b>	<b>Total Revenues</b>	<b>\$18,917,777</b>	<b>\$1,930,201</b>	

- ▶ **\$0 Local Government Aid (LGA) in General Fund**
- ▶ 1,264,297 LGA for Capital Outlay
- ▶ \$1,264,297 Total LGA

# General Fund

## Operating Expenditures

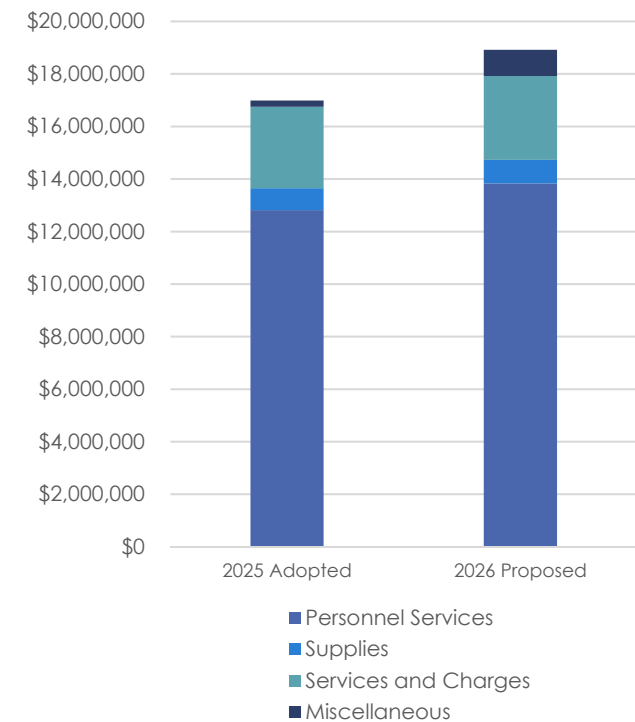
2025 Adopted	Expenditure Type	2026 Proposed	Increase
\$214,520	Mayor & Council	\$222,915	8,395
7,000	Elections	32,770	25,770
769,374	MIS Support Services	835,327	65,953
626,440	Finance	673,158	46,718
355,698	Human Resources	379,365	23,667
1,010,220	Administration	1,117,048	106,828
201,330	Legal/City Attorney	198,330	(3,000)
525,989	Plant/City Hall	535,899	9,910
625,010	Community Development	696,164	71,154
5,897,504	Police	6,460,222	562,718
2,960,330	Fire	3,211,403	251,073
653,590	Inspections	814,154	160,564
22,385	Emergency Management	26,035	3,650
520,065	Engineering	607,094	87,029
1,620,321	Street	1,627,193	6,872
<b>977,800</b>	<b>Unallocated</b>	<b>1,480,700</b>	<b>502,900</b>
<b>\$16,987,576</b>	<b>Total Operating Expenditures</b>	<b>\$18,917,777</b>	<b>\$1,930,201</b>

# General Fund

## Total

2025 Adopted	Expenditure Type	2026 Proposed	Increase
\$12,810,320	Personnel Services	\$13,828,606	\$1,018,286
836,350	Supplies	899,325	62,975
3,103,291	Services and Charges	3,187,581	84,290
<b>237,615</b>	<b>Miscellaneous</b>	<b>1,002,265</b>	<b>764,650</b>
<b>\$16,987,576</b>	<b>Total Operating Expenditures</b>	<b>\$18,917,777</b>	<b>\$1,930,201</b>

Operating Expenditures



### 2026 Budget Impacts

- ▶ **11.36% proposed increase in General Fund operating expenditures**





# SPECIAL REVENUE FUNDS

OPERATING REVENUES/EXPENDITURES

*Stillwater*  
THE BIRTHPLACE OF MINNESOTA

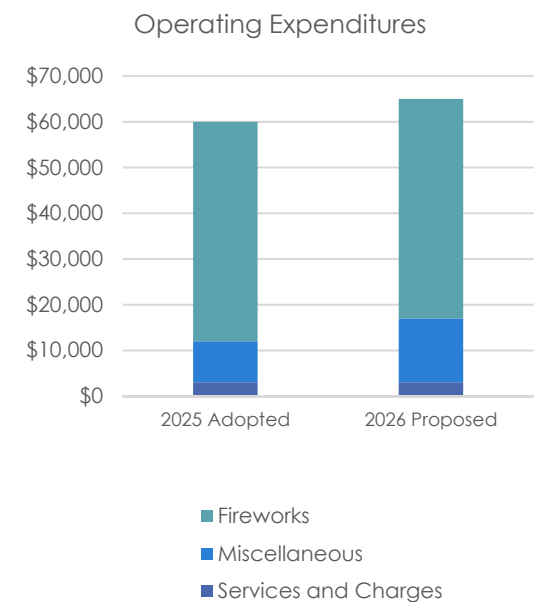


# Special Revenue Fund

## Special Events

2025 Adopted	Revenue Type	2026 Proposed	Increase
\$48,000	Property Taxes	\$60,000	\$12,000
12,000	Donations	5,000	(7,000)
<b>\$60,000</b>	<b>Total Revenues</b>	<b>\$65,000</b>	<b>\$5,000</b>

2025 Adopted	Expenditure Type	2026 Proposed	Increase
\$3,050	Services and Charges	\$3,050	\$0
8,950	Miscellaneous	13,950	5,000
48,000	Fireworks	\$48,000	\$0
<b>\$60,000</b>	<b>Total Expenditures</b>	<b>\$65,000</b>	<b>\$5,000</b>



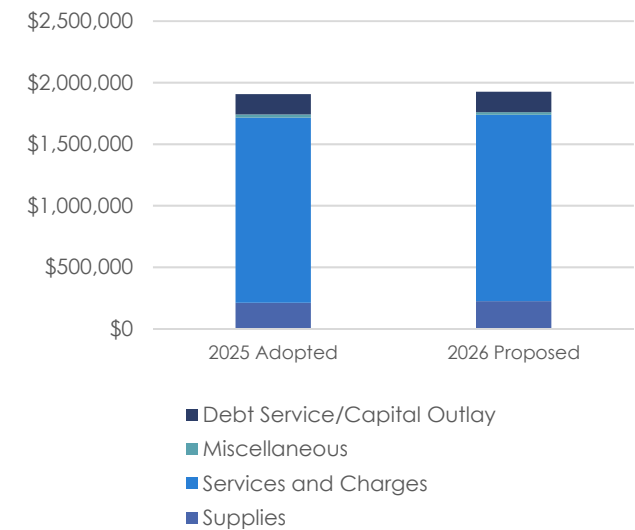
# Special Revenue Fund

## St Croix Valley Recreation Center

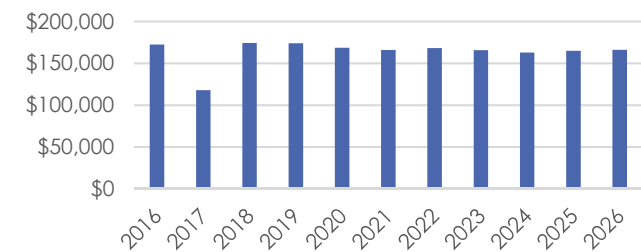
2025 Adopted	Revenue Type	2026 Proposed	Increase
\$2,120,043	Charges for Services	\$2,295,242	\$175,199
<b>\$2,120,043</b>	<b>Total Revenues</b>	<b>\$2,295,242</b>	<b>\$175,199</b>

2025 Adopted	Expenditure Type	2026 Proposed	Increase
\$211,617	Supplies	\$223,800	\$12,183
1,503,832	Services and Charges	1,515,073	\$11,241
26,500	Miscellaneous	21,000	(5,500)
164,975	Debt Service Contribution	166,025	1,050
212,000	Transfer to Capital Outlay	419,000	207,000
<b>\$2,118,924</b>	<b>Total Expenditures</b>	<b>\$2,344,898</b>	<b>\$225,974</b>

Operating Expenditures



Debt Service Contribution



# Special Revenue Fund

## Library

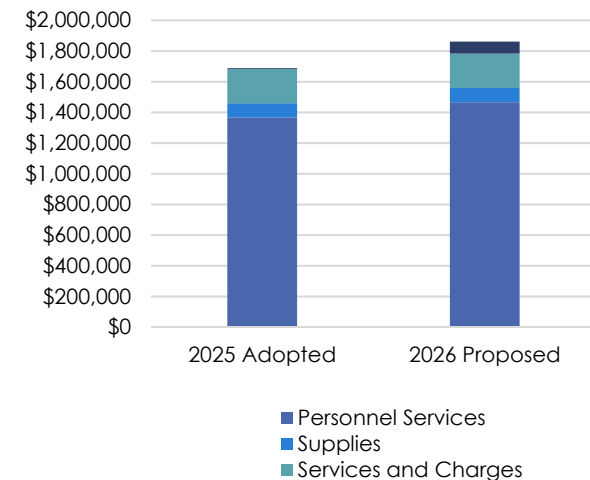
2025 Adopted	Revenue Type	2026 Proposed	Increase
\$1,658,084	Property Taxes	\$1,755,560	\$97,476
8,200	Services and Charges	8,420	220
21,587	Miscellaneous	23,833	2,246
<b>\$1,687,871</b>	<b>Total Revenues</b>	<b>\$1,787,813</b>	<b>\$99,942</b>

2025 Adopted	Expenditure Type	2026 Proposed	Increase
\$1,367,035	Personnel Services	\$1,465,905	\$98,870
92,500	Supplies	92,500	0
224,488	Services and Charges	224,815	327
5,021	Miscellaneous	4,695	(326)
\$0	Transfer to Capital Outlay	73,100	73,100
<b>\$1,689,044</b>	<b>Total Expenditures</b>	<b>\$1,861,015</b>	<b>\$171,971</b>

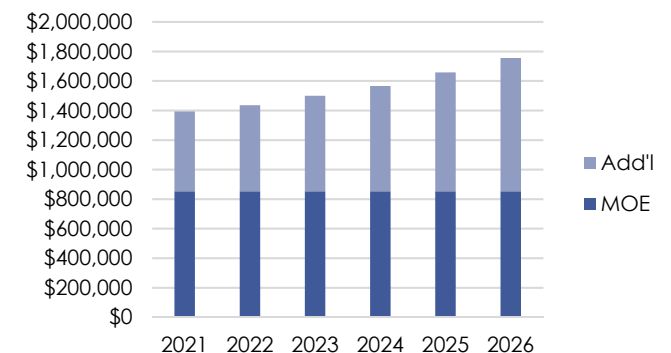
### 2026 Budget Impacts

- ▶ 5.9% increase in property taxes (2026 Proposed vs 2025 Adopted)
- ▶ 2025 Maintenance of Effort (MOE) requirement = \$852,617

Operating Expenditures



Property Taxes



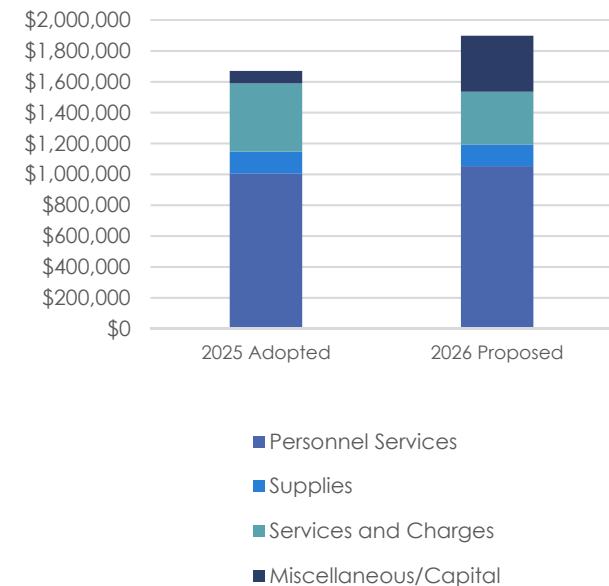
# Special Revenue Fund

## Parks

2025 Adopted	Revenue Type	2026 Proposed	Increase
\$1,490,790	Property Taxes	\$1,548,710	\$57,920
39,000	Services and Charges	59,650	20,650
10,000	Miscellaneous	10,000	0
<b>\$1,539,790</b>	<b>Total Revenues</b>	<b>\$1,618,360</b>	<b>\$78,570</b>

2025 Adopted	Expenditure Type	2026 Proposed	Increase
\$1,004,635	Personnel Services	\$1,052,895	\$48,260
143,150	Supplies	139,500	(3,650)
441,505	Services and Charges	342,965	(98,540)
80,500	Miscellaneous	83,000	2,500
0	Transfer to Capital Outlay	280,000	280,000
<b>\$1,669,790</b>	<b>Total Expenditures</b>	<b>\$1,898,360</b>	<b>\$228,570</b>

Operating Expenditures



Includes use of \$280,000 fund balance.

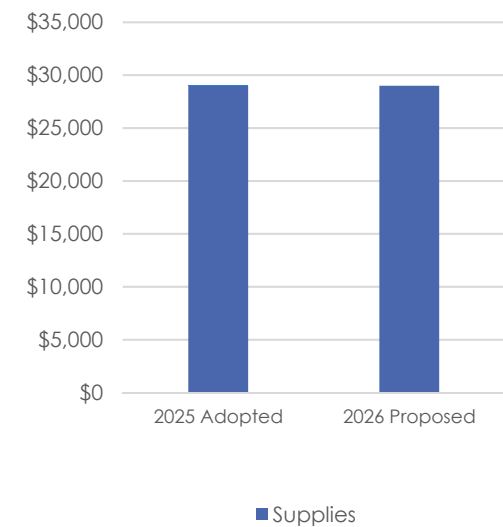
# Special Revenue Fund

## Community Beautification

2025 Adopted	Revenue Type	2026 Proposed	Increase
\$69,000	Property Taxes	\$69,000	\$0
1,205	Miscellaneous		(1,205)
<b>\$70,205</b>	<b>Total Revenues</b>	<b>\$70,205</b>	<b>(\$1,205)</b>

2025 Adopted	Expenditure Type	2026 Proposed	Increase
\$29,000	Supplies	\$29,000	\$0
<b>\$29,000</b>	<b>Total Expenditures</b>	<b>\$29,000</b>	<b>\$0</b>

Operating Expenditures



### 2026 Budget Impacts

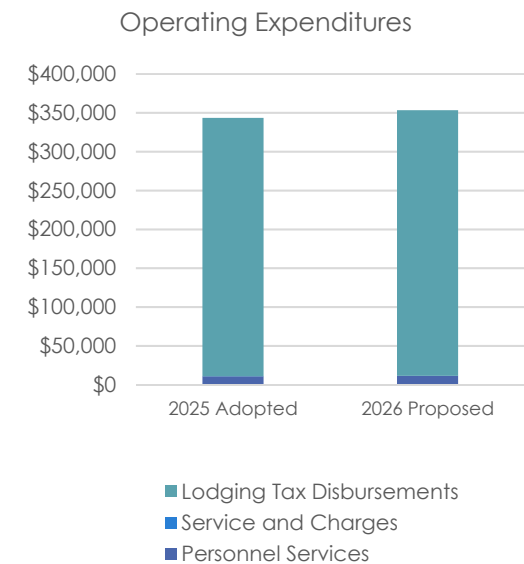
- ▶ Per Resolution #2013-162, dated September 17, 2013 – requires a minimum \$15,000 budget appropriation.

# Special Revenue Fund

## Lodging Tax

2025 Adopted	Revenue Type	2026 Proposed	Increase
\$350,000	Intergovernmental	\$360,000	\$10,000
\$6,000	Miscellaneous	\$6,000	0
<b>\$356,000</b>	<b>Total Revenues</b>	<b>\$366,000</b>	<b>\$10,000</b>

2025 Adopted	Expenditure Type	2026 Proposed	Increase
\$10,855	Personnel Services	\$11,344	\$489
40	Services and Charges	35	(5)
332,500	Lodging Tax Disbursements	342,000	9,500
<b>\$343,395</b>	<b>Total Expenditures</b>	<b>\$353,379</b>	<b>\$9,984</b>



# Capital Outlay

Department/Fund	2026 Proposed
<b>General Fund</b>	
Building Inspections	\$45,000
Engineering	49,000
Emergency Operations	35,000
Fire	160,000
MIS	335,000
Plant/City Hall	440,000
Police	432,638
Streets	420,000
<b>Total General Fund</b>	<b>\$1,916,638</b>
<b>St Croix Valley Recreation Center</b>	<b>\$419,000</b>
<b>Library</b>	<b>73,100</b>
<b>Parks</b>	<b>990,000</b>
<b>Permanent Improvement</b>	<b>11,350,000</b>
<b>TOTAL</b>	<b>\$14,748,738</b>

# Permanent Improvement Projects

## Proposed

2026 Proposed Projects	Annual GO Debt	State Bonding Bill	Municipal State Aid	Sales Tax Bond	Special Assessments	2026 Budget
Moore St retaining wall	\$50,000				\$50,000	\$100,000
CSAH 15 - south segment	\$150,000				\$600,000	\$750,000
Bridgeview Park - south area		\$750,000				\$750,000
Bridgeview Park - Bergstein Shoddy Mills		\$1,100,000				\$1,100,000
Bridgeview Park - courtesy docks/central area		\$2,000,000		\$400,000		\$2,400,000
Lumberjack Landing (site work)		\$800,000				\$800,000
Lumberjack Landing (riverbank stabilization)				\$2,000,000		\$2,000,000
CSAH 5 Olive Street (phase 4)			\$275,000		\$275,000	\$550,000
Annual Street improvement project	\$1,250,000				\$1,250,000	\$2,500,000
Sidewalk project	\$50,000				\$50,000	\$100,000
City Hall parking lot	\$300,000					\$300,000
<b>TOTAL</b>	<b>\$1,800,000</b>	<b>\$4,650,000</b>	<b>\$275,000</b>	<b>\$2,400,000</b>	<b>\$2,225,000</b>	<b>\$11,350,000</b>



# Major Capital Project Overview

2026

- Lumberjack Landing
- Bridgeview Park
- CSAH 15 – South Segment
- Lily Lake Roof Replacement
- Skate Park
- City Hall Parking Lot

# Utility Improvement Projects

2026 Proposed Projects	Sanitary Sewer	Street Lighting	Storm Sewer	Water
Lift station conversions	\$690,000			
Lift Station Upgrade	\$45,000			
Rutherford Forcemain Air Release/Insertion Valves	\$80,000			
Bucket truck (used)		\$125,000		
LED Light Conversions		\$25,000		
Street Sweeper			\$300,000	
Well 5 – Driveway & Site Improvements				\$45,000
Well 9 – PFAS Treatment				\$3,500,000
Water Tower Painting				\$800,000
Switch				\$5,300
<b>TOTAL</b>	<b>\$815,000</b>	<b>\$150,000</b>	<b>\$300,000</b>	<b>\$4,350,300</b>



**DATE:** September 2, 2025

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Joe Kohlmann, City Administrator  
Sharon Provos, Finance Director

**SUBJECT:** 2026 Budget Proposal

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## **DISCUSSION**

Pursuant to Article VII. Section 7.01 of the Stillwater City Charter, I am pleased to present the City Administrator's 2026 Budget Recommendation for the City of Stillwater for your review and consideration. The 2026 Budget Recommendations propose a budget that continues and enhances excellence from city services and programs to meet the needs of the citizens of Stillwater.

The City Council has consistently worked through Strategic Planning to address: revenue enhancement; increasing service demand; increasing operational costs; managing infrastructure needs; maximizing economic development opportunities; and planning for changing dynamics in the workforce and community.

With the TIF District #10 being decertified, this will allow for significant enhancements, resilience, and increased financial strength going forward. This will significantly reduce budget pressures into the future. This proposed budget allows for the City to specifically address some major budget pressures that include:

- Public Safety Staffing
- Technology Improvements/streamlining
- Long Range Financial Planning
- Reducing future indebtedness
- Future Road Improvements
- Lumberjack Landing
- Bridgeview Park
- CSAH 15 – South Segment
- Lily Lake Roof Replacement
- Skate Park
- City Hall Parking Lot

The recommended total property levy increase for property owners in 2026 is: **7.308%**.

The recommended total property levy increase in revenue is: **13.472%**

### **ACTION REQUESTED**

The City Council will meet on September 2<sup>nd</sup> at 7:00 p.m. for a review of the City Administrator's 2026 budget recommendations.

The City Council must adopt a preliminary 2026 budget and certify the maximum City property tax levy to the County by September 30, 2025.

To meet these requirements, Council should consider and pass motions approving:

- Resolution 2025-xxx Adopting the Proposed Tax Levy for the Payable Year 2026
- Resolution 2025-xxx Adopting the Proposed Budget Appropriations for the Year 2026.
- Resolution 2025-xxx Setting Payable 2026 Truth-In-Taxation Public Meeting

City of Stillwater  
Washington County, Minnesota

**RESOLUTION 2025-xxx**

**ADOPTING THE PROPOSED TAX LEVY FOR THE PAYABLE YEAR 2026**

**BE IT RESOLVED**, by the City Council of the City of Stillwater, Minnesota, that the sum of \$22,877,276 is hereby levied against all of the taxable property of the City of Stillwater, Washington County, Minnesota, for City purposes for the payable year 2026.

**FURTHER BE IT RESOLVED**, that the sum of \$43,600 is hereby levied against all taxable properties within the WMO (Watershed Management Organization) parcel-specific taxing district of the City of Stillwater, Washington County, Minnesota, for City purposes for the payable year 2026.

The Levy consists of the following:

**GENERAL TAX LEVY:** \$18,625,989

**DEBT SERVICE TAX LEVY:**

<u>Fund</u>	<u>Required Levy for 2026</u>	<u>Amount</u>
314	G.O. Capital Outlay 2014A	474,801
326	G.O. Capital Outlay 2016A	147,000
327	G.O. Capital Outlay 2017A	169,095
318	G.O. Capital Outlay 2018A	134,838
339	G.O. Capital Outlay 2019A	435,750
321	G.O. Capital Outlay 2021A	402,938
322	G.O. Capital Outlay 2022A	570,780
323	G.O. Capital Outlay 2023A	585,480
324	G.O. Capital Outlay 2024A	580,650
325	G.O. Capital Outlay 2025A	374,955
	Subtotal	<u>\$3,876,287</u>

**New Debt**

G.O. Capital Outlay 2026	<u>375,000</u>
Total Debt Service Tax Levy	<u>\$4,251,287</u>

**TOTAL TAX LEVY** \$22,877,276

**PARCEL-SPECIFIC LEVY**

**WMO Levy** \$43,600

Adopted by the Stillwater City Council this 2<sup>nd</sup> day of September, 2025.

**CITY OF STILLWATER**

\_\_\_\_\_  
Ted Kozlowski, Mayor

ATTEST:

\_\_\_\_\_  
Beth Wolf, City Clerk

City of Stillwater  
Washington County, Minnesota

**RESOLUTION 2025-xxx**

**ADOPTING THE PROPOSED BUDGET APPROPRIATIONS FOR THE YEAR 2026**

**BE IT RESOLVED**, by the City Council of the City of Stillwater, Minnesota, that the proposed budget appropriations for the year 2026 in the amounts for the following funds:

<b><u>Fund</u></b>	<b><u>Fund Name</u></b>	<b><u>Amount</u></b>
100	General Fund	\$ 22,351,047
200	Special Events Fund	105,000
202	St Croix Valley Recreation Center Fund	2,344,898
230	Library Fund	1,861,015
240	Parks Fund	1,898,360
251	Downtown Beautification Fund	29,000
255	Washington County Recycling Fund	37,050
285	Lodging Tax	353,379
	Total	<u>\$ 28,979,749</u>

Adopted by the Stillwater City Council this 2<sup>nd</sup> day of September, 2025.

**CITY OF STILLWATER**

\_\_\_\_\_  
Ted Kozlowski, Mayor

ATTEST:

\_\_\_\_\_  
Beth Wolf, City Clerk

City of Stillwater  
Washington County, Minnesota

**RESOLUTION 2025-xxx**

**SETTING PAYABLE 2026 TRUTH-IN-TAXATION PUBLIC MEETING**

**BE IT RESOLVED**, by the City Council of the City of Stillwater, Minnesota, that the Payable 2026 Truth-in-Taxation meeting shall be at 7:00 p.m., Tuesday, December 2<sup>nd</sup>, 2025.

Adopted by the Stillwater City Council this 2<sup>nd</sup> day of September, 2025.

**CITY OF STILLWATER**

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Ted Kozlowski, Mayor

ATTEST:

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Beth Wolf, City Clerk

## Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Update — Interviewing and Nominating Committees</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>The Board President will appoint trustees to two committees—an Interviewing Committee and a Nominating Committee—by the end of September. Additional details regarding these committees will be provided at the September 9 Board meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Request</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Action is requested to approve the Caselle grant request</b>	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>Ordinarily, the library seeks board approval prior to submitting any grant application so that trustees remain informed and can endorse the activity. In this case, the library was notified of a grant opportunity by the City of Stillwater with a short turnaround time. The award, themed <i>Commitment to Community</i>, is given by Caselle, the municipal accounting software provider for the City.</p> <p>Working in partnership with the City's Assistant Finance Director, the library submitted a proposal and was the only city department to do so. The application, <i>Video Yearbook Preservation at Stillwater Public Library</i>, seeks \$1,000 to digitize and preserve historic Stillwater Area High School video yearbooks from 1985–1996. These yearbooks are nationally notable as the first student-produced video yearbooks in the United States. Preservation will protect these VHS recordings and make them accessible to students, alumni, families, and researchers. If funds remain, we will extend preservation efforts to other unique media in the library's collection, such as 8mm, 16mm, and recordings of community programs and oral histories.</p> <p>We respectfully request the board's retroactive approval of this grant submission so that our actions are consistent with standard practice and formally supported by the board.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

### Major Accomplishments

- The library's 2026 operating and capital budget requests were submitted to the Finance department following the July board meeting.
- On July 28, met with the City Administrator, Finance Director, and Administrative Services Director alongside Finance Committee Chair and Treasurer Craig Hansen to review and discuss the library's funding requests. Craig also gave an informative presentation to City Council on August 6.
- City IT replaced the library's Wi-Fi access points and reconfigured staff and guest networks.
- Met with Library Foundation Executive Director Elsbeth Howe, Matt Thueson, and donors to secure funding for the third phase of the newspaper digitization project, which will begin in January and continue through next year to complete the digitization of approximately 67,718 pages of the Stillwater Evening Gazette (1946–1977).
- Held a virtual meeting with Washington County and Bayport library directors.
- Participated in a fixed asset inventory meeting with the city's Assistant Finance Director and Business & Communications Manager Keri Goeltl to review and update the library's list of capital assets.
- Keri and Mark met with two Bibliotheca representatives in person.
- Collaborated with the Assistant Finance Director and the library's Information Services Supervisor to submit a grant for a vendor's Commitment to Community Award.
- Held meetings with two different commercial designers to discuss terrace planning.
- Caulking was completed on the 3rd Street exterior, concluding the library's exterior caulking and tuckpointing needs for the foreseeable future.
- Most enhancements to the parking ramp-level entrance were completed on August 24. Three discrepancies from the approved proof were identified during the vinyl wrap installation and will be corrected the week of September 8.
- Attended the city boards & commissions picnic.
- Held a Labor–Management Committee meeting.
- Assisted the Library Foundation with Light a Spark.
- The library served as a temporary collection site for United Way's "Stuff the Bus," an annual campaign that gathers backpacks and school supplies for students in need.
- Submitted nine Library Corner articles over the past two months. The July issue of ShelfLife was published July 4, and the September issue (no August issue) was published August 26. The September issue featured a link to the new Fall Program Catalog—a first for the library and a major staff effort requiring extensive advance planning. Special thanks to staff for producing this excellent resource.

### Near-Term Future Focus

- Continue planning for enhanced terrace amenities.
- Staff are preparing a donor report due October 1.
- Finalize plans for the October 13 half-day staff training.
- Evaluate recommendations from the ADA report when delivered.

### Adult Summer Reading Program, June 7-August 9, 2025

- 452 adult book reviews shared
- 42 adult programs and one-on-one sessions
- 478 adult participants at programs

### Art & Music

#### July

- **Valley Concert Winds:** On Thursday, July 10, the community band [Valley Concert Winds](#) performed an excellent wind ensemble repertoire on the library terrace for 172 people.
- **A Chrysanthemum on My Buffet in Acrylic with Karen Chan:** On Thursday, July 17, 20 people attended the painting class. This program was funded by the Arts and Cultural Heritage Fund.
- **Polymer Clay Millefiori Magic:** On Tuesday, July 22, teaching artist Layl McDill introduced 18 people to the millefiori technique with polymer clay. This program was funded by the Arts and Cultural Heritage Fund. Participant comments:  
*The instructor, Layl was phenomenal! So well organized and prepared. Very patient as attentive with all. Makes doing something new very easy and fun.*  
*Great instructor. Great supplies. Really enjoyed the class. Superb stress relief.*
- **Artist Reception for Lysette Hunziker:** On Thursday, July 24, Lysette hosted 25 attendees at the reception for her July-August 2025 exhibit of collage and paperwork.
- **Stained Glass Watercolor with Parcel Arts:** On Monday, July 28, 7 art enthusiasts joined [Parcel Arts](#) to create colorful watercolor paintings that mimic stained glass. This program was funded by the Arts and Cultural Heritage Fund. Participant comments:  
*"What a fun and patient teacher!"*  
*"These classes are amazing and we are so grateful that they are offered, please keep offering art classes to the community."*
- **Malt Shop Melodies:** On Tuesday, July 29, 47 people attended a high-energy concert featuring music from the 1950s and 1960s. Participant comments: *"awesome show," "she has a great voice," "such fun," "I loved it," and "It was really good! We need more happy things in life!"*

#### August

- **Unwrapping Music, The Jazz Age, 1920s & Tin Pan Alley:** On Wednesday, August 6, 15 attendees joined [MacPhail Center for Music](#) to learn about a variety of styles of music from the 1920s. This program was funded by the Arts and Cultural Heritage Fund. Participant comments:  
*"The instructor was fabulous! She has an obvious mastery of the material and is able to contextualize the information according to what was happening in history. Her presentation skills were excellent!"*
- **Earthen Jug in Acrylic with Karen Chan:** On Thursday, August 21, 17 people attended the painting class. This program was funded by the Arts and Cultural Heritage Fund. Participant comment: *I love the welcoming activities. Good stuff!*

### Books Clubs & Literature

#### July

- **Mystery:** On Wednesday, July 16, 11 participants had a lively conversation about mysteries featuring cold cases, or a crime that was not solved by police. [Find Mystery Book Club book lists on our website.](#)
- **Shelf Indulgence:** On Monday, July 14, 5 attendees discussed [Can't We Talk about Something More Pleasant? by Roz Chast](#)

## Book Clubs & Literature

### August

- **Mystery:** On Wednesday, August 20, 9 participants had a lively conversation about mysteries with the theme of police procedurals. [Find Mystery Book Club book lists on our website.](#)
- **Shelf Indulgence:** On Monday, August 11, 4 attendees discussed [The Other Black Girl by Zakiya Dalila Harris.](#)

## Lifelong Learning

### July

- **Tech Help:** 8 Tech Help appointments were offered in July and 3 were attended. Appointments are available on Tuesdays and Fridays.
- **Medicare Counseling with Senior Linkage:** On Monday, August 4, 1 person attended a 1:1 counseling session with Senior Linkage.

### August

- **Tech Help:** 9 Tech Help were offered in August and 3 were attended. Appointments are available on Tuesdays and Fridays.
- **Medicare Counseling with Senior Linkage:** On Monday, August 4, 1 person attended a 1:1 counseling session with Senior Linkage.

## Book Displays

- **July Nonfiction Displays** were titled *Check Out Music this Summer!* and *Appreciating Nature*. Both displays were featured in social media videos.
- **August Nonfiction Displays** featured international cookbooks and outdoor activities.
- **Sci-Fi and Fantasy Displays** in July featured time travel and in August featured books about shapeshifters, e.g. werewolves, werepanthers, frog princes, etc.

## Outreach

### July

- **Estates at Greeley:** On Monday, July 7, staff delivered materials to 4 people at [The Estates at Greeley.](#)
- **The Lodge:** There was not a visit to [The Lodge](#) in July.
- **Farmers Market:** On Saturday, July 19, library staff hosted a table at the Stillwater Farmers Market where they received 10 library card applications and invited people to play a book-centric game of Would You Rather...be a main character in a fantasy, mystery, realistic fiction or historical fiction book? 44 people voted, including children and adult. The winner was FANTASY for both adults and children.

### August

- **Estates at Greeley:** On Monday, August 4, staff delivered materials to 3 people at [The Estates at Greeley.](#)
- **The Lodge:** On Monday, August 11, staff shared materials with 9 residents at [The Lodge.](#)

## St. Croix Collection

### July

- **Monthly Visits:** 21 visits were recorded in July, including 12 visitors and 9 residents.
- **Research Topics and sources:** Runk photos, yearbooks, home history research, newspapers on microfilm, Women's Reading Club history, St. Michaels Microfilm, City Directories, St. Michael's

Baptism Records from 1800s, masonic temple, American legion, maps, hanging files on various subjects, Holcombe photos.

- **Genealogy Research Appointment:** The July appointment was rescheduled for August.

#### August

- **Monthly Visits:** 20 visits were recorded in August, including 10 visitors and 10 residents.
- **Research Topics and sources:** Runk photos, St. Joseph's Church, Family Genealogy, Holcombe photos, Knips Brewery, Lumbermen and logging photos, Bakery and Business history, Gazette on Microfilm.
- **Genealogy Research Appointment:** On Saturday, August 16, two genealogy appointments were filled. Patrons received help with Ancestry Library Edition and learned about Genealogy Research specifically for people who were adopted.
- **Historical Research Appointment:** On Saturday, August 16, the first Historical Research Appointment was offered. This appointment is a monthly opportunity to meet one-on-one with a volunteer historian who specializes in Minnesota History. The first session was not filled.

#### Programing Photos July and August 2025

##### A Chrysanthemum on My Buffet in Acrylic with Karen Chan, Thursday, July 17





Farmers Market, Saturday, July 19



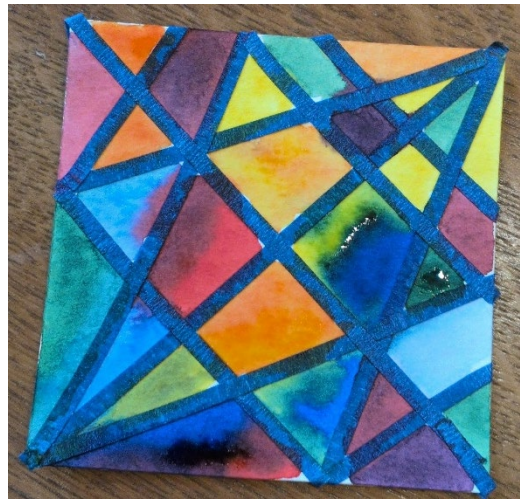
Library Assistant Ellen Callet at the Farmers Market stand

### WOULD YOU RATHER? Activity





Stained Glass, Monday, July 28



Malt Shop Melodies, Tuesday, July 29





# Malt Shop Melodies, Tuesday, July 29





Earthen Jug in Acrylic with Karen Chan, Thursday, August 21



**July Programs and Activities** – Summer is flying by and the library is certainly a destination! Fall Storytime planning and prop creation is around the corner. Preschool Storytimes will return Wednesday, September 3. Baby and Toddler Storytimes will return Thursday, September 4.

**Early Literacy (0-5)**

- Evening Preschool Storytime – Theme: Lights and Shadows (6)
- Weekday morning Preschool Storytime – Theme: Lights and Shadows (37)

**School-aged (6-12)**

- On the Rainforest Trail (15)
  - *"She loved tasting the rainforest foods. My daughter really had fun at this program! Love the hands on building the boat and was proud of it holding so much weight, 100 pennies."*
- Silly Millies - Clay Critter Cave #1 (25)
  - *"Creating unique components of their creations and getting (and giving) ideas to those around them. Class was great. The kids learned a lot about techniques with clay (texture, color, etc.) and had fun doing it."*
- Silly Millies - Clay Critter Cave #2 (30)
  - *"The amount of freedom the kids had to do their own thing. This was an excellent activity and the instructor was amazing. She was patient and helpful with all the kids."*
- Minnesota DNR – Outdoor Survival (39)
  - *"Fire starting with a flint. Very informative and he loved it. Learned what is most important in an emergency."*
- LEGO Club (18)
- Drop in craft – Thumbprint Animals (30)
- Stream Ecology with Andy Weaver (indoors) (6)
- Stream Ecology with Andy Weaver (Brown's Creek) (17)
  - *'Being able to see and touch specimens. The presenter was interesting, knowledgeable and engaging with the kids. Kids. A lot of great information and Hands-On activities!'*
- Minnesota DNR program – Timber! (22)
  - *"Looking at photos of logging operations. How the logs got from the forest to the saw mills. Interesting. Copies of Original photographs were shown. Included 2 meaningful activities for children."*

**All ages**

- Chess Club #1 (18) – 3 kids, 12 teens, 3 adults
- Chess Club #2 (24) – age breakdown n/a

**Summer Family Performance Attendance**

- Science Heroes Performance (162)
- The Bazillions – Children's Music Performance (164)
- Brodini Magic Show – Saturday (105)
- Brodini Magic Show - Wednesday (222)
- Meet a Llama with Carlson Farm (297)
- Rap, Rock & Read with Miss Nina (100)
- Hunter Marionettes (97)

### **Children's Drop-in Activities**

- Camping Scavenger Hunt (500+)
- Forest Discovery Room – According to survey responses received in July:
  - 46% live in Stillwater.
  - 75% previously visited the Discovery Room.
  - 43% said the Discovery Room was the main reason for their visit.
  - 93% reported that their child practiced social skills such as sharing, helping, and cooperating.
  - 68% said their child talked about the Discovery Room after their visit.

### **Upcoming Programs**

- *Three Little Pigs Puppet Show* – August 6
- *Three Little Pigs Puppets and Popsicles* – End of Summer Reading Celebration– August 9
- *Who Would Win? - St. Croix Edition* with Wild Rivers Conservancy – August 12 (based on book series by Jerry Pallotta)
- *Exploring Poetry Through Art* with COMPAS – September 23
- *Mystery Writing Contest Workshop* with The LOFT for ages 8-12 – September 27
- *Trees for Many Reasons* with Wild Rivers Conservancy – October 2
- *Felt Friends* for grades 6-8 – October 4
- *Acrylic Painting* with artist Karen Chan (ages 8-12) – October 16
- *All About MN Prairies* with Andy Weaver – October 22
- *Mystery Youth Writing Contest* and Jacqueline West Author Visit – October 30 – (Entry deadline is October 17)





**August Programs and Activities** – That’s a Wrap! Summer Explorers 2025 was a great success.

**Summer Explorers Numbers**

- 730 registrations
- 1600 books given away
- 1000 reading records taken
- 380 Read, Write, Draw forms submitted
- 42 programs attended by 2900

**Early Literacy (0-5)**

- Weekday morning Puppet Show “Three Little Pigs” (175)
- Saturday morning Puppet Show “Three Little Pigs” (94)

**School-aged (6-12)**

- Wild Rivers Conservancy – “Who Would Win?” (25)
  - *What's not to love, fun and gets them to use their brain and logic.*
  - *They love these books so it was fun to be in a program talking about it in person.*
  - *Favorite part was the debate at the end.*

**Children’s Drop-in Activities**

- Wild Animals Scavenger Hunt (700)
- Forest Discovery Room – According to survey responses received in August:
  - 55% reside in Stillwater. Other cities listed were Lake Elmo, Hugo and River Falls, WI
  - 80% previously visited the Discovery Room.
  - 60% selected the Discovery Room as the main reason for their visit.
  - 58% also checked out books during their visit.
  - 64% reported that their child practiced social skills such as sharing, helping, and cooperating.
  - 73% said their child talked about the Discovery Room after their visit.

**\*\*\*Other Discovery Room feedback:**

- *Awesome! Thanks. I’m so glad we discovered your library. We will be back (bringing siblings as well) from the River Falls, WI visitors.*
- *Grandkids loved it. I live in Grant and use both this and the Wildwood library. This one is gorgeous*
- *We love all the open and flexible play options!*
- *Super great outdoor set-up! My 7-year-old son loved playing with all the fish and store items! You guys do a wonderful job of creating a fun place to play and learn!*
- *We absolutely love this library! It’s always a special trip for the kids when we come here from Woodbury.*

**Teen and Tweens**

- self-directed activity – Teens were asked to mark the spot of their last trip OR where they would most like to travel to. The U.S. map was pretty sparse but the world map had quite a few pins. No surprise most pins were in Europe!

**Outreach**

- Lake Area Discovery Center Puppet Show “Three Little Pigs” (50)
- New Heights (K-5) Library Orientation and Tour (45)
  - Note: New Heights grades 6-8 will have an orientation and tour September 2.
  - Class groups K-5 & 6-8 will visit alternate Tuesdays.

**Upcoming Programs**

- Exploring Poetry Through Art with COMPAS - 4:00pm Tuesday, September 23
- Mystery Writing Contest Workshop with The LOFT - 10:30am Saturday, September 27
- Trees for Many Reasons with Wild Rivers Conservancy - 4:00pm Thursday, October 2
- Felt Friends for grades 6-8 - 10:30am Saturday, October 4
- Acrylic Painting with artist Karen Chan (ages 8-12) - 2:30pm Thursday, October 16
- All About MN Prairies with Andy Weaver - October 22
- Mystery Youth Writing Contest and Jacqueline West Author Visit - 6:00pm, Thursday, October 30



## YOUTH SERVICES AUGUST 2025

### End-of-Summer Celebration - Puppets and Popsicles (and the always popular button making!)



Teams voted on the battle winner from the fact cards on their table until it was narrowed down to two animals.



Each of the two team of finalists chose a spokesperson to debate why their animal would win in the battle.

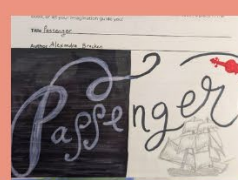
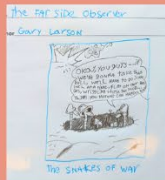
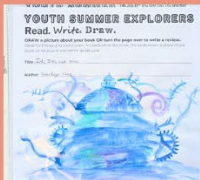


The heat is on for these two excellent debaters.



The winner was...  
Channel Catfish

### A few Read Write Draw submissions - check out the binders in the children's and teen spaces to see more!



### Fall is here. It's time to make some apple pies in the Discovery Room.



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Event Planning Report</b>	
OWNER: <b>Library Event Planning Task Force</b>	PRESENTER: <b>Library Event Planning Task Force</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p><b>Committee:</b> Library Event Planning  <b>Date:</b> Thursday, September 4, 2025, 11:00 AM  <b>Location:</b> Stillwater Public Library  <b>Present:</b> Sarah Foslien, Susie Danielson, Kaytee Estall, Larry Panciera, Kim Glidden</p> <p><b>Agenda Item 1: Sub-team activity status updates &amp; next steps</b></p> <p>a. RSVP Numbers – Sarah, Kaytee, Susie; <b>Only 36 people are attending so far based on RSVPs to date. Sarah, Susie and Kaytee will send out a reminder note requesting RSVP by end of day for the final food count. Kim will send a list of employees who have not yet RSVP'd to Kaytee who will follow up. Update: There are 70 responses to date, with approximately 60 attending.</b></p> <p>b. Bingo Card Design - Kaytee &amp; Larry</p> <ul style="list-style-type: none"> <li>i. Printed Bingo cards: <b>Complete.</b></li> <li>ii. Bingo instruction sheet: <b>Will provide a stand-up instruction sheet on the table where Bingo cards and clipboards are distributed.</b></li> <li>iii. Book cover clipboards: <b>Complete.</b></li> <li>iv. Supplies - pencils, pens, clips: <b>Colorful clips and golf pencils will be provided.</b></li> <li>v. <b>Kim to bring collapsible fabric box to hold clipboards and slotted box for submitting completed Bingo cards. Bring small boxes or baskets for clips and pencils.</b></li> </ul> <p>c. Food &amp; Refreshments - Susie &amp; Kim</p> <ul style="list-style-type: none"> <li>i. Final Menu - should we include a juice beverage? <b>Final menu will be a Full Breakfast Buffet including scrambled eggs, bacon, waffles, caramel rolls, hashbrowns, coffee and water.</b></li> <li>ii. Final Count and communications to the Lake Elmo Inn: <b>Final count with selections will be communicated on Friday, September 5.</b></li> </ul> <p><b>Agenda Item 2: Other materials needed</b></p> <ul style="list-style-type: none"> <li>a. Nametags: <b>Sarah will provide from last year.</b></li> <li>b. Keurig for those who drink tea: <b>Susie will coordinate.</b></li> <li>c. Bingo winners prize – Friends Corner Coupon: <b>Susie will get 10 coupons.</b></li> </ul> <p><b>Agenda Item 3: Centerpieces</b></p> <ul style="list-style-type: none"> <li>a. A few possible designs              HORIZONTAL <a href="#">Create a Stunning Folded Book &amp; Flower Centerpiece   DIY Tutorial</a>              VERTICAL <a href="#">Christmas Book Flower Arrangement</a> OR <a href="#">Upcycled Book Vase With Ivory &amp; Orange Sola Wood Flowers, Unique Literature Decor, Perfect Gift for Friends, Family or You're Home - Etsy</a></li> <li>b. Kim to bring some materials. <b>3 samples provided.</b></li> </ul>	



- c. Centerpiece creation team activity. Will create the remaining centerpieces on Thursday, September 11 during set-up. Materials are provided and stored in kitchen.

**Agenda Item 4: Set-up on Thursday, September 11 at 2:30 pm**

- a. Set-up Margaret Rivers room with 6 round tables
- b. Set-up Table for sign-ins, Bingo materials
- c. Will use a White Board near the Sign-in table to list the day's activities: Sign-in, Mingle and Bingo, Submit Bingos (by ~8:50) , Mark's Talk (~9:00), Winners Announced
- d. Bingo winners can choose a Centerpiece or Friends coupon
- e. Microphone available for speaker
- f. Will create 4 - 6 additional centerpieces to place on tables

**Agenda Item 5: Set-up on Friday, September 12 at 7:00 am**

- a. Open Employee door and garage door for the event
- b. Set-up a couple of stand-up tables for the Terrace
- c. Larry will staff the Sign-in Table with others helping to direct traffic and food set-up

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation: Annual Review (Closed Session)	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> The September meeting will include the annual director performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> <li>• Library Director position description</li> <li>• Annual Review Form completed by Director Troendle</li> <li>• Goal Development Worksheet completed by Director Troendle</li> </ul> <p>The trustees are to prepare for a discussion using the topics outlined in the Annual Review Form. This discussion will take place in a recorded closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. The closed session will conclude with a brief discussion among the trustees only.</p> <p><u>Request to Hold a Closed Meeting:</u> Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board's authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p> <p><u>Request to Reopen Meeting:</u> Motion to reopen meeting following the conclusion of the annual performance evaluation of the director.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Step Movement</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve movement to step 11 effective the first full pay period following the director's anniversary date and subject to satisfactory performance evaluation.</b>	
BACKGROUND/CONTEXT: <b>Troendle is currently at grade 11, step 10 on the class compensation pay grid. Per the performance evaluation process, future annual step movement occurs along the compensation pay grid and is subject to a satisfactory performance review. If the board evaluates the director's performance as satisfactory, a motion should be made to approve a step increase effective the first full pay period following the director's anniversary date of September 5. The next step on the new grid would be step 11.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater Public Library

## 2025 Calendar

<b>January</b> 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"> <li>Board passes ratification of wages prepared by Director (if needed)</li> <li>Annual Meeting</li> </ul>	<b>February</b> 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 17: Library Closed, Presidents' Day	<b>March</b> 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"> <li>Director evaluation: 6-month progress check</li> <li>Library not on Township agenda for 2025</li> </ul>
<b>April</b> 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"> <li>Annual report data to board</li> </ul>	<b>May</b> 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"> <li>Begin 2025 budget prep</li> <li>Facilities 101</li> </ul>	<b>June</b> 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"> <li>2025 budget discussions</li> <li>Finance 101</li> </ul>
<b>July</b> 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"> <li>2025 operating budget due and 2025-2029 CIP due</li> <li>Preview August library presentation to council</li> </ul>	<b>August</b> 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"> <li>Library presentation to Council</li> <li>City budget recommended to Council</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> 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"> <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> 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"> <li>Implement board self-assessment survey every 2-3 years (last done in 2024)</li> </ul>	<b>November</b> 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"> <li>Report on self-assessment results every 2-3 years</li> <li>Adopt holidays for succeeding year</li> </ul>	<b>December</b> 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"> <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 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