

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, October 14, 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 September 9, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in September +
 - c) September Budget Status Report +
 - d) Library Supplemental Funds: Gifts & Grants Received +

Informational/Discussion (10 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Interviewing and Nominating Committee Assignments I+
6. Director Evaluation Summary I+

Decisional (0 minutes)

Reports (10 minutes)

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Monday, September 9, 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. Panciera 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. Glidden moved. Simon second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None.

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Trustees congratulated Ryan Collins on his recognition as the Mahtomedi Teacher of the Year and a Minnesota Teacher of the Year semifinalist.

Lockyear reminded trustees of the upcoming Appreciation Breakfast on Friday, September 12.

Lockyear discussed her visits to two community libraries in Wales.

Collins reported that the 2026 budget was passed by the City Council and thanked Hansen for his presentation to the City Council. He also noted that he received positive feedback from a school colleague regarding the library. Collins also shared that his daughter had a very positive experience volunteering for the library this summer.

AGENDA ITEM 5: 2026 Budget Update

Troendle reported that the 5.9% increase in the transfer-in from the general fund that the board recommended to the city was then recommended by the City Administrator to the City Council and was then approved by the City Council. This budget does include moving the three supervisors from 36 to 40 hours per week in 2026. In December, City Council will finalize the budget.

AGENDA ITEM 6: Board Update

Lockyear reported that there will be both an interviewing committee and a nominating committee this fall. Lockyear will have served three terms in December and will term out. Panciera and Simon's terms also end in 2025, but they are eligible to reapply for another term.

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The interviewing committee will interview applicants for the open trustee positions. The nominating committee will provide officer recommendations as Lockyear will be vacating the role of President.

Trustees interested in serving on these committees should contact Lockyear.

AGENDA ITEM 7: Grant Request

Troendle requested approval of a grant request that was made to Caselle, the city's municipal accounting software provider, for \$1,000 to digitize and preserve Stillwater Area High School's video yearbooks from 1985-1996. Due to the timing of this opportunity, the request has already been submitted and this is a retroactive request for board approval.

Burns advised working with the vendor to ensure that the digitization is saved in a format that does not become obsolete and remains readable into the future.

Motion to approve the Caselle grant request. Hansen moved. Quijano second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None.

AGENDA ITEM 8: Director and & Other Staff Reports

Troendle highlighted the fall programming catalog and recapped summer programming statistics.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Did not meet.
- e) Library Event Planning Task Force: Report in packet. Glidden reminded trustees that the event is on Friday from 8-9:30 AM with activities planned.

AGENDA ITEM 10: Foundation & Friends Report

Troendle reported that the Friends met last night. Plans are underway for the fall book sale in November. October is round up for the Friends at River Market Co-op. The Friends are also looking for a treasurer as long-time Friends officer Jan Kilkelly would like to step away from this position.

The Foundation is working on numerous projects, including a legacy circle, year-end appeal, and assessment of Light a Spark.

AGENDA ITEM 11: Public Commentary

None.

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AGENDA ITEM 12: Director Evaluation: Annual Review (Closed Session)

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

Closed session to evaluate the performance of the library director began at 5:57 PM.

The director presented his progress report. Board discussed the evaluation in the absence of the director from 6:30 to 6:40 PM. Director returned to the meeting, and the evaluation process was completed. Trustee Simon left the meeting at 6:38 PM due to other obligations.

Motion to reopen meeting following the conclusion of the annual performance evaluation of the director. Burns moved. Panciera second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano; No: None.

Meeting reopened at 6:40 PM.

AGENDA ITEM 13: Director Step Movement

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

AGENDA ITEM 14: Adjournment

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

Meeting adjourned at 6:42 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in September 2025																													
OWNER: Goetl, Business & Communications Manager		PRESENTER: Troendle, Director																											
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?																											
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of September 2025 bills paid																													
BACKGROUND/CONTEXT: Following is a bill report summary for the month of September:																													
<table border="1"> <thead> <tr> <th colspan="5">September 2025 (2025 Fiscal Year)</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>Operating Expenditures</td> <td>\$ 10,883.89</td> <td>\$ 6,856.28</td> <td>\$ 3,018.84</td> <td>\$ 20,759.01</td> </tr> <tr> <td>Capital Expenditures</td> <td>\$ 9,300.00</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 9,300.00</td> </tr> <tr> <td>Total</td> <td>\$ 20,183.89</td> <td>\$ 6,856.28</td> <td>\$ 3,018.84</td> <td>\$ 30,059.01</td> </tr> </tbody> </table>					September 2025 (2025 Fiscal Year)						<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>	Operating Expenditures	\$ 10,883.89	\$ 6,856.28	\$ 3,018.84	\$ 20,759.01	Capital Expenditures	\$ 9,300.00	\$ -	\$ -	\$ 9,300.00	Total	\$ 20,183.89	\$ 6,856.28	\$ 3,018.84	\$ 30,059.01
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Bill Resolution: September 2, 2025 (Total: \$24,191.16) \$9,300 was paid to A&K Construction for masonry repairs, funded with city capital dollars. \$6,912 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials. \$5,219 was paid to Xcel Energy for gas and electricity. Bill Resolution: September 16, 2025 (Total: \$5,867.85) \$1,149 was paid to Empathy Studios for staff training, funded by Wick. - All other purchases were under \$1,000.																													
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 9/2/2025 Bill Resolution 9/16/2025 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							
902	8/29/2025	5135	A&K Construction	Library Masonry (CIP 99-4231-962)	9300.00	120-4230-5200-0000	C/O & Improvements
1XJ4-TDTC-66CH	8/22/2025	5115	Amazon Business	Library Supplies	46.85	230-4230-2101-0000	General Supplies
1TLN-RKYR-N49X	8/24/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	317.64	232-4232-2407-0000	Programs
2039245122	8/19/2025	280	Baker and Taylor	Materials - Juv Vox (SPLF)	51.26	232-4232-2113-0000	Materials
2208581	8/21/2025	3906	Blackstone Publishing	Materials - Audio (SAAB - Friends)	35.99	229-4229-2113-0000	Materials
B7031249	7/31/2025	452	Brodart Co	Materials - Juv	16.90	230-4230-2400-0000	Childrens Books
B7031249	7/31/2025	452	Brodart Co	Materials - Adult Fiction	219.08	230-4230-2401-0000	Adult Books - Fiction
B7031249	7/31/2025	452	Brodart Co	Materials - Adult Nonfiction	124.10	230-4230-2405-0000	Adult Books - Non Fiction
B7031249	7/31/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7031404	7/31/2025	452	Brodart Co	Materials - Juv (Lawson)	68.85	224-4224-2404-0000	Other Books
B7031404	7/31/2025	452	Brodart Co	Materials - Juv (Lawson)	27.44	224-4224-2404-0000	Other Books
B7031404	7/31/2025	452	Brodart Co	Materials - Adult Fiction	13.06	230-4230-2401-0000	Adult Books - Fiction
B7031404	7/31/2025	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B7031404	7/31/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B7031404	7/31/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	19.04	232-4232-2113-0000	Materials
B7031404	7/31/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	447.39	232-4232-2113-0000	Materials
B7032235	8/1/2025	452	Brodart Co	Materials - Juv (Lawson)	95.30	224-4224-2404-0000	Other Books
B7032235	8/1/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B7032235	8/1/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	139.36	232-4232-2113-0000	Materials
B7032299	8/1/2025	452	Brodart Co	Materials - Juv (Lawson)	126.23	224-4224-2404-0000	Other Books
B7032299	8/1/2025	452	Brodart Co	Materials - Adult Fiction	46.44	230-4230-2401-0000	Adult Books - Fiction
B7032299	8/1/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B7032299	8/1/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	16.01	232-4232-2113-0000	Materials
B7032299	8/1/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	22.21	235-4235-2101-0000	General Supplies
B7033804	8/5/2025	452	Brodart Co	Materials - Juv (Lawson)	157.62	224-4224-2404-0000	Other Books
B7033804	8/5/2025	452	Brodart Co	Materials - Adult Fiction	64.80	230-4230-2401-0000	Adult Books - Fiction
B7033804	8/5/2025	452	Brodart Co	Materials - Processing Fee	8.60	230-4230-3404-0000	Processing Fee
B7033804	8/5/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	13.49	232-4232-2113-0000	Materials
B7033805	8/5/2025	452	Brodart Co	Materials - Juv (Lawson)	36.34	224-4224-2404-0000	Other Books
B7033805	8/5/2025	452	Brodart Co	Materials - YA	22.12	230-4230-2406-0000	Teen Books - Materials
B7033805	8/5/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B7033805	8/5/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	15.65	232-4232-2113-0000	Materials
B7033805	8/5/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	41.58	232-4232-2113-0000	Materials
B7033868	8/5/2025	452	Brodart Co	Materials - Juv	23.61	230-4230-2400-0000	Childrens Books
B7033868	8/5/2025	452	Brodart Co	Materials - Adult Fiction	100.15	230-4230-2401-0000	Adult Books - Fiction
B7033868	8/5/2025	452	Brodart Co	Materials - Adult Nonfiction	35.10	230-4230-2405-0000	Adult Books - Non Fiction
B7033868	8/5/2025	452	Brodart Co	Materials - Processing Fee	39.39	230-4230-3404-0000	Processing Fee
B7033868	8/5/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	56.72	232-4232-2113-0000	Materials
B7033868	8/5/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	35.56	235-4235-2101-0000	General Supplies
B7033881	8/5/2025	452	Brodart Co	Materials - Juv (Lawson)	103.93	224-4224-2404-0000	Other Books
B7033881	8/5/2025	452	Brodart Co	Materials - Adult Fiction	37.77	230-4230-2401-0000	Adult Books - Fiction
B7033881	8/5/2025	452	Brodart Co	Materials - Adult Nonfiction	10.71	230-4230-2405-0000	Adult Books - Non Fiction
B7033881	8/5/2025	452	Brodart Co	Materials - Processing Fee	106.05	230-4230-3404-0000	Processing Fee
B7033881	8/5/2025	452	Brodart Co	Materials - Adult Fiction (OBrien LP Mysteries)	22.11	232-4232-2113-0000	Materials
B7033881	8/5/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	31.66	232-4232-2113-0000	Materials
B7033881	8/5/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	357.69	232-4232-2113-0000	Materials
B7033932	8/5/2025	452	Brodart Co	Materials - Adult Fiction	75.47	230-4230-2401-0000	Adult Books - Fiction
B7033932	8/5/2025	452	Brodart Co	Materials - Adult Nonfiction	11.28	230-4230-2405-0000	Adult Books - Non Fiction
B7033932	8/5/2025	452	Brodart Co	Materials - Processing Fee	30.30	230-4230-3404-0000	Processing Fee
B7033932	8/5/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	56.06	232-4232-2113-0000	Materials
B7033932	8/5/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	33.80	232-4232-2113-0000	Materials
B7033932	8/5/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	40.05	235-4235-2101-0000	General Supplies
B7035484	8/7/2025	452	Brodart Co	Materials - Juv (Lawson)	27.26	224-4224-2404-0000	Other Books
B7035484	8/7/2025	452	Brodart Co	Materials - Juv (Lawson)	9.71	224-4224-2404-0000	Other Books
B7035484	8/7/2025	452	Brodart Co	Materials - Adult Fiction	70.89	230-4230-2401-0000	Adult Books - Fiction
B7035484	8/7/2025	452	Brodart Co	Materials - YA	39.91	230-4230-2406-0000	Teen Books - Materials
B7035484	8/7/2025	452	Brodart Co	Materials - Processing Fee	7.74	230-4230-3404-0000	Processing Fee
B7035484	8/7/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	15.12	232-4232-2113-0000	Materials
B7037690	8/11/2025	452	Brodart Co	Materials - Juv (Lawson)	21.52	224-4224-2404-0000	Other Books
B7037690	8/11/2025	452	Brodart Co	Materials - Adult Fiction	24.03	230-4230-2401-0000	Adult Books - Fiction
B7037690	8/11/2025	452	Brodart Co	Materials - Adult Nonfiction	15.12	230-4230-2405-0000	Adult Books - Non Fiction
B7037690	8/11/2025	452	Brodart Co	Materials - Processing Fee	39.39	230-4230-3404-0000	Processing Fee
B7037690	8/11/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	10.70	232-4232-2113-0000	Materials
B7037690	8/11/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	136.94	232-4232-2113-0000	Materials
B7038435	8/12/2025	452	Brodart Co	Materials - Juv (Lawson)	14.31	224-4224-2404-0000	Other Books
B7038435	8/12/2025	452	Brodart Co	Materials - Adult Fiction	29.90	230-4230-2401-0000	Adult Books - Fiction
B7038435	8/12/2025	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B7038435	8/12/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B7038435	8/12/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	66.40	232-4232-2113-0000	Materials
B7038435	8/12/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	223.36	232-4232-2113-0000	Materials
B7038450	8/12/2025	452	Brodart Co	Materials - Processing Fee	8.60	230-4230-3404-0000	Processing Fee
B7038450	8/12/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	91.78	232-4232-2113-0000	Materials
B7038450	8/12/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	62.63	235-4235-2101-0000	General Supplies
B7039744	8/14/2025	452	Brodart Co	Materials - Juv (Lawson)	60.79	224-4224-2404-0000	Other Books
B7039744	8/14/2025	452	Brodart Co	Materials - Adult Fiction	79.58	230-4230-2401-0000	Adult Books - Fiction

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B7039744	8/14/2025	452	Brodart Co	Materials - Adult Nonfiction	19.44	230-4230-2405-0000	Adult Books - Non Fiction
B7039744	8/14/2025	452	Brodart Co	Materials - Processing Fee	72.72	230-4230-3404-0000	Processing Fee
B7039744	8/14/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	104.25	232-4232-2113-0000	Materials
B7039744	8/14/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	155.12	232-4232-2113-0000	Materials
B7040675	8/15/2025	452	Brodart Co	Materials - Juv (Lawson)	16.65	224-4224-2404-0000	Other Books
B7040675	8/15/2025	452	Brodart Co	Materials - Adult Fiction	16.19	230-4230-2401-0000	Adult Books - Fiction
B7040675	8/15/2025	452	Brodart Co	Materials - Processing Fee	36.36	230-4230-3404-0000	Processing Fee
B7040675	8/15/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	60.75	232-4232-2113-0000	Materials
B7040675	8/15/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	88.78	232-4232-2113-0000	Materials
B7041469	8/18/2025	452	Brodart Co	Materials - Adult Fiction	47.52	230-4230-2401-0000	Adult Books - Fiction
B7041469	8/18/2025	452	Brodart Co	Materials - Adult Nonfiction	13.68	230-4230-2405-0000	Adult Books - Non Fiction
B7041469	8/18/2025	452	Brodart Co	Materials - Processing Fee	39.39	230-4230-3404-0000	Processing Fee
B7041469	8/18/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	15.13	232-4232-2113-0000	Materials
B7041469	8/18/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	124.49	232-4232-2113-0000	Materials
B7041469	8/18/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	32.40	235-4235-2101-0000	General Supplies
B7041712	8/18/2025	452	Brodart Co	Materials - Juv (Lawson)	10.25	224-4224-2404-0000	Other Books
B7041712	8/18/2025	452	Brodart Co	Materials - Processing Fee	5.16	230-4230-3404-0000	Processing Fee
B7041712	8/18/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	53.40	232-4232-2113-0000	Materials
B7041712	8/18/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	257.73	232-4232-2113-0000	Materials
B7041712	8/18/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	17.28	235-4235-2101-0000	General Supplies
B7041768	8/18/2025	452	Brodart Co	Materials - Juv (Lawson)	31.83	224-4224-2404-0000	Other Books
B7041768	8/18/2025	452	Brodart Co	Materials - Adult Fiction	56.39	230-4230-2401-0000	Adult Books - Fiction
B7041768	8/18/2025	452	Brodart Co	Materials - Adult Nonfiction	14.87	230-4230-2405-0000	Adult Books - Non Fiction
B7041768	8/18/2025	452	Brodart Co	Materials - Processing Fee	42.42	230-4230-3404-0000	Processing Fee
B7041768	8/18/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	26.71	232-4232-2113-0000	Materials
B7041768	8/18/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	143.75	232-4232-2113-0000	Materials
B7043516	8/20/2025	452	Brodart Co	Materials - Juv (Lawson)	151.59	224-4224-2404-0000	Other Books
B7043516	8/20/2025	452	Brodart Co	Materials - Processing Fee	12.04	230-4230-3404-0000	Processing Fee
B7043689	8/20/2025	452	Brodart Co	Materials - Juv (Lawson)	153.98	224-4224-2404-0000	Other Books
B7043689	8/20/2025	452	Brodart Co	Materials - Processing Fee	12.90	230-4230-3404-0000	Processing Fee
B7043689	8/20/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	78.84	232-4232-2113-0000	Materials
B7044230	8/21/2025	452	Brodart Co	Materials - Adult Fiction	32.39	230-4230-2401-0000	Adult Books - Fiction
B7044230	8/21/2025	452	Brodart Co	Materials - Adult Nonfiction	95.70	230-4230-2405-0000	Adult Books - Non Fiction
B7044230	8/21/2025	452	Brodart Co	Materials - Processing Fee	30.30	230-4230-3404-0000	Processing Fee
B7044230	8/21/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	32.40	232-4232-2113-0000	Materials
B7044230	8/21/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	35.59	232-4232-2113-0000	Materials
B7045825	8/22/2025	452	Brodart Co	Materials - Juv (Lawson)	38.08	224-4224-2404-0000	Other Books
B7045825	8/22/2025	452	Brodart Co	Materials - Processing Fee	9.46	230-4230-3404-0000	Processing Fee
B7045825	8/22/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	49.69	232-4232-2113-0000	Materials
B7045825	8/22/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	202.73	232-4232-2113-0000	Materials
B7045826	8/22/2025	452	Brodart Co	Materials - Juv (Lawson)	86.31	224-4224-2404-0000	Other Books
B7045826	8/22/2025	452	Brodart Co	Materials - Processing Fee	6.02	230-4230-3404-0000	Processing Fee
B7045826	8/22/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	17.76	232-4232-2113-0000	Materials
B7046758	8/25/2025	452	Brodart Co	Materials - Juv (Lawson)	181.27	224-4224-2404-0000	Other Books
B7046758	8/25/2025	452	Brodart Co	Materials - Processing Fee	8.60	230-4230-3404-0000	Processing Fee
B7046758	8/25/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	30.24	232-4232-2113-0000	Materials
B7046758	8/25/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	32.40	235-4235-2101-0000	General Supplies
20250827-FAU	8/27/2025	1062	Faurot, Kimberly	Programs - Juv (SPLF HJA SRP) Staff Reimbursement	539.39	232-4232-2407-0000	Programs
I-SG-21908-3	8/25/2025	6023	Image 360 Woodbury	Ramp Entry Signage Project (SPLF) - Pmt 3/3	345.00	232-4232-4099-0000	Miscellaneous Charges
59535	8/22/2025	2124	Menards	Library Janitorial Supplies	33.64	230-4231-2102-0000	Janitorial Supplies
507556090	8/5/2025	2175	Midwest Tape	Materials - Video (JV)	92.94	230-4230-2408-0000	Film/Video
507556090	8/5/2025	2175	Midwest Tape	Materials - Processing Fee	17.94	230-4230-3404-0000	Processing Fee
507584508	8/12/2025	2175	Midwest Tape	Materials - Video (JV)	18.74	230-4230-2408-0000	Film/Video
507584508	8/12/2025	2175	Midwest Tape	Materials - Processing Fee	2.29	230-4230-3404-0000	Processing Fee
507620547	8/20/2025	2175	Midwest Tape	Materials - Video (JV)	26.99	230-4230-2408-0000	Film/Video
507620547	8/20/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
W25070661	8/18/2025	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
1.00402E+11	8/11/2025	2565	Otis Elevator Company	Library - Quarterly Maintenance Agreement	706.95	230-4231-3707-0000	Maintenance Agreements
20250827-PET	8/27/2025	2652	Petrie, Angela	Programs - Juv (SPLF HJA SRP) Staff Reimbursement	80.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 18,621.15		
LIBRARY CREDIT CARD							
147778	7/2/2025	4678	American Button Machines	Programs - Juv (SPLF)	73.44	232-4232-2407-0000	Programs
2080386-2025-07-11-1	7/10/2025	4157	Dream Host	DreamHost Domain Renewal	19.99	230-4230-3098-0000	Technology Support
2080386-2025-07-11-1	7/12/2025	4157	Dream Host	DreamHost Web Hosting	23.99	230-4230-3098-0000	Technology Support
793715	7/22/2025	6543	Name Badge	Library Supplies	140.07	235-4238-4099-0000	Miscellaneous Charges
59474	7/14/2025	6542	ParkingZone	Library Building Repair Supplies	38.65	230-4231-2202-0000	Building Repair Supplies
298231795	7/16/2025	5715	The Zephyr Theatre	Programs - Adult (SPLF)	54.00	232-4232-2407-0000	Programs
			CREDIT CARD SUBTOTAL		\$ 350.14		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 9416756	08/25/25	3808	Xcel Energy	Energy	\$ 5,159.70	230-4231-3600-0000	Electricity
51-7976594-1 9416756	08/25/25	3808	Xcel Energy	Energy	\$ 60.17	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,219.87		
GRAND TOTAL							
					\$ 24,191.16		

Key: Blue = Foundation Funds; Green = Other Gift Funds; Pink = Prepaid Expense for Next Year; Orange = Capital Expense

2025 Bill Resolutions

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
INVOICES PAYABLE							
2209238	8/28/2025	3906	Blackstone Publishing	Materials - Audio (SAAB - Friends)	31.99	229-4229-2113-0000	Materials
1QLF-MJY3-447M	9/2/2025	5115	Amazon Business	Library Supplies	36.37	230-4230-2101-0000	General Supplies
1HHR-3D3D-3VYG	9/2/2025	5115	Amazon Business	Materials - Video (SAV)	16.99	230-4230-2408-0000	Film/Video
250482387	9/1/2025	683	Comcast - 963209363	Library Internet/WiFi	186.85	230-4230-3098-0000	Technology Support
778	9/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
20250906-CHR	9/6/2025	5089	Christian M Koegel	Cataloging / Processing	192.00	230-4230-3404-0000	Processing Fee
306-02444792-3-20250	8/31/2025	783	Culligan of Stillwater	Water	61.90	230-4230-4099-0000	Miscellaneous Charges
10621956	9/8/2025	674	Cole Papers	Library Janitorial Supplies	530.84	230-4231-2102-0000	Janitorial Supplies
59805	8/29/2025	2124	Menards	Library Janitorial Supplies	22.42	230-4231-2102-0000	Janitorial Supplies
ABR0356497X	8/30/2025	2246	MN Dept of Labor and Industry	Library Boiler	25.00	230-4231-4099-0000	Miscellaneous Charges
20434616	9/9/2025	5848	Huebsch/Cintas	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
8422595_2025	8/31/2025	3137	Star Tribune	Materials - Periodicals (SPLF Heuer)	798.62	232-4232-2113-0000	Materials
1GH9-LT9W-N6J3	9/1/2025	5115	Amazon Business	Materials - Adult Fiction (SPLF)	44.40	232-4232-2113-0000	Materials
1HHR-3D3D-3VYG	9/2/2025	5115	Amazon Business	Materials - LOT (SPLF)	42.81	232-4232-2113-0000	Materials
1LRM-7GK9-47TH	9/2/2025	5115	Amazon Business	Materials - Adult Book Club Kit (SPLF)	99.30	232-4232-2113-0000	Materials
19DJ-Y76Y-D3RC	9/8/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	7.30	232-4232-2407-0000	Programs
1W9D-YPXQ-VKTG	8/30/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	8.18	232-4232-2407-0000	Programs
11	9/3/2025	5738	Schroer, Steven Ronald	Programs - Adult (SPLF)	100.00	232-4232-2407-0000	Programs
20250803-BER	8/3/2025	6547	Bertie's Treats	Programs - Juv (SPLF HJA SRP)	209.72	232-4232-2407-0000	Programs
3182-25	7/31/2025	4675	Bayport Printing	Advocacy - Lumberjack Days (SPLF)	356.00	232-4232-4099-0000	Miscellaneous Charges
6.03854E+18	8/25/2025	5888	Empathy Studios LLC	Staff Training (Wick)	1149.00	236-4236-4099-0000	Wick - Miscellaneous
			INVOICES SUBTOTAL		\$ 4,616.94		
LIBRARY CREDIT CARD							
2080386-2025-08-11-1	8/12/2025	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
6185C9DA-0006	8/1/2025	5635	JotForm	Website Form Tool	348.00	230-4230-3098-0000	Technology Support
3426-2643	7/31/2025	6543	Name Badge	Library Supplies	-11.42	230-4230-2101-0000	General Supplies
R174184110	8/11/2025	6522	Sticker Mule	Programs - Juv (EL)	457.00	232-4232-2407-0000	Programs
			CREDIT CARD SUBTOTAL		\$ 817.57		
CITY/SPECIAL BILL PAYOUTS							
9162025	09/16/25	3578	Postmaster	Library - 2 pages	\$ 433.34	230-4230-3102-0000	Postage
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 433.34		
GRAND TOTAL					\$ 5,867.85		

Key: Blue = Foundation Funds; Green = Other Gift Funds; Pink = Prepaid Expense for Next Year; Orange = Capital Expense

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Following is a budget status report through September 2025. Fund 120 – Capital Outlay The capital budget for 2025 is \$102,000. \$57,720 expended to date. • Masonry (\$50,000): \$50,000 was budgeted for the completion of the multi-year masonry project in 2024. Due to the cost of the terrace roof, masonry was delayed until 2025. \$46,200 has been spent to date, funded by city capital outlay. • Wi-Fi Access Replacement (\$12,000): \$12,000 was originally budgeted for printer replacement in 2025. IT Director Rice determined that he would like to align the timing of library IT projects with similar projects occurring at the city. To accomplish this, the \$12,000 printer replacement project 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. • ADA Enhancements (\$20,000): \$20,000 was included in capital projects for possible ADA enhancements in coordination with the city’s plan to conduct an accessibility study of city facilities. Potential ADA enhancements include terrace and restroom entries. Study hasn’t been completed yet. If project occurs, Foundation will provide funding up to \$20,000 in 2025. Project could roll to 2026. • Terrace Enhancements (\$20,000): \$20,000 was approved from the Huelsmann Foundation to create a more inviting and welcoming terrace for library patrons. Initial improvements would include additional seating and new planters. \$2,223 has been expended to date. • 2024 Lawn/Terrace Enhancements (\$0 New for 2025, \$4,074 in supplemental remaining from 2024): In 2024, \$15,926 of \$20,000 was expended for the 4th Street garden area. \$4,074 has been expended in 2025. Fund 230 – Library (City \$) <u>Revenue</u> The library’s city revenue for 2025 was budgeted at \$1,687,871. • City Levy (\$1,658,084) • In-Kind Gifts (\$17,167): This line item is for the Volunteer Coordinator’s salary paid for directly by the Foundation. The updated projected expenditure for 2025 is \$19,633. • Interest Earnings and Unrealized Gains/Losses (\$0): TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit. • Library Generated Revenues (\$12,620): This reflects library meeting room fees, card fees for out of state residents, lost/damaged fees, printer/copier fees, and gallery income. \$8,705 received to date.	

Expenditures

The library's total city expenditures for 2025 were budgeted at \$1,689,044. The library's full operational funding request was adopted by the City during the budget process, but some small city adjustments were made to specific line items resulting in budgeted expenses of \$1,173 over projected revenues.

Operating Expenditures

Operating Personnel: The operating personnel budget is \$1,210,086 (excluding the in-kind Volunteer Coordinator). Expenditures are \$847,760 to date, about \$24,000 behind budgeted pace.

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$50,429 expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$40,256 expended to date.

Other: The library budgeted \$32,436 for other operating expenses. \$16,813 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$139,781. \$100,500 expended to date, in line with budgeted pace.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$6,731 expended to date.

Plant Services and Charges: The plant services and charges budget is \$155,873. \$82,984 expended to date.

- **Plant Insurance (\$46,970):** Expense will be entered by Finance in Spring of 2026.
- **Energy (\$80,000):** \$43,407 expended. Electricity is running under budgeted pace by about \$7,000. Natural gas is running under budgeted pace by about \$6,000.
- **Building Repairs & Maintenance Agreements (\$23,000):** \$36,618 expended to date. Significant expenditures were incurred for unexpected repairs to the elevator nearest 4th Street. In addition, \$10,510 in charges from Corval scheduled to be paid at the end of October for a new HVAC compressor and other HVAC repairs.
- **Other (\$3,203):** \$3,179 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: \$48,910 expended.

224 Lawson: Expenditures include prior year funds.

- Donations: \$10,444 donation received.
- Materials: \$2,399 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: \$1,145 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: \$21,353 expended.
- Minor Equipment: \$98 expended.
- Programs: \$20,872 expended.
- Misc: \$44,093 expended (\$5,544 advocacy; \$14,142 signage; \$24,407 newspaper digitization).

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

- Donations: \$6,363 received to date.
- Materials (235-4235): \$705 expended.
- Programs (235-4236): \$0 expended.
- Misc (235-4238): \$598 expended.

236 Wick Estate: *Expenditures include prior year funds.*

- Misc: \$1,149 expended (staff training).

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 925 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{-}2300000000000000{-}2309999999999999 AND

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Segment4230 - LIBRARY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	90,000.00	52,497.05	37,502.95	58.33%
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%
Total Expenditure:		102,000.00	57,720.53	44,279.47	
c		102,000.00	57,720.53	44,279.47	
Segment4231 - LIBRARY					
Expenditure					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
c		.00	.00	.00	
r		102,000.00	57,720.53	44,279.47	
Fund230 - LIBRARY FUND					
Segment0000 - LIBRARY FUND					
Revenue					
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-4,000.00	-1,987.50	-2,012.50	49.68%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-3,186.58	-313.42	91.04%
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	-240.00	-180.00	57.14%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-1,008.07	-991.93	50.40%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3880-0200	Gallery Fees(R)	-500.00	-590.00	90.00	118.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-6.71	6.71	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-140.08	-59.92	70.04%
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%
Total Revenue:		-1,687,871.00	-1,314,094.50	-373,776.50	
Expenditure					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
		-1,687,871.00	-1,314,094.50	-373,776.50	

Segment4230 - LIBRARY OPERATIONS

Revenue

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

Expenditure

230-4230-1000-0000	Full Time Salaries(E)	249,356.78	170,131.54	79,225.24	68.22%
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Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4230-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4230-1112-0000	Sick Pay(E)	3,500.00	13,300.97	-9,800.97	380.02%
230-4230-1113-0000	Vacation Pay(E)	.00	36,650.05	-36,650.05	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	458,841.55	255,029.53	64.27%
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	48,324.88	23,917.56	66.89%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	52,021.75	21,665.86	70.59%
230-4230-1430-0000	PFML(E)	.00	.00	.00	100.00%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	65,644.64	27,225.26	70.68%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	2,430.58	1,359.02	64.13%
230-4230-1540-0000	Life Insurance(E)	769.00	414.04	354.96	53.84%
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	1,473.62	1,526.38	49.12%
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	14,235.95	264.05	98.17%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	14,026.03	1,473.97	90.49%
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	9,300.21	1,399.79	86.91%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	2,429.18	1,070.82	69.40%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	2,215.03	3,284.97	40.27%
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	7,602.33	1,897.67	80.02%
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	2,141.35	-641.35	142.75%
230-4230-3200-0000	Mileage(E)	.00	.00	.00	100.00%
230-4230-3201-0000	Seminar/Conference Fees(E)	.00	.00	.00	100.00%
230-4230-3202-0000	Meals(E)	.00	.00	.00	100.00%
230-4230-3203-0000	Housing(E)	.00	.00	.00	100.00%
230-4230-3400-0000	Printing and Publishing(E)	500.00	.00	500.00	0.00%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	8,214.94	2,785.06	74.68%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-3500-0000	General Insurance(E)	4,045.00	.00	4,045.00	0.00%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	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	235.64	-35.64	117.82%
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	1,272.30	682.70	65.07%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
Total Expenditure:		1,386,889.41	955,257.81	431,631.60	
		1,386,889.41	955,257.81	431,631.60	

Segment4231 - LIBRARY OPERATIONS

Revenue

230-4231-1200-0100	Donations(R)	.00	.00	.00	100.00%
230-4231-1410-0305	Donations - Library Equipment(R)	.00	.00	.00	100.00%
230-4231-1420-0310	Donations - Library Materials(R)	.00	.00	.00	100.00%
230-4231-1500-0315	Donations - Library Miscellane(R)	.00	.00	.00	100.00%
230-4231-1520-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4231-1540-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-4231-3601-0245	Transfer In - Park Dedication(R)	.00	.00	.00	100.00%
230-4231-4099-0100	Interfund Revenue(R)	.00	.00	.00	100.00%
Total Revenue:		.00	.00	.00	

Expenditure

230-4231-1000-0000	Full Time Salaries(E)	78,690.91	49,843.17	28,847.74	63.34%
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	3,150.35	-3,150.35	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	4,782.29	-4,782.29	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	19,259.35	11,266.34	63.09%
230-4231-1410-0000	PERA(E)	8,130.38	5,678.79	2,451.59	69.84%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	5,973.86	2,381.21	71.49%
230-4231-1430-0000	PFML(E)	.00	.00	.00	100.00%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	11,321.87	2,136.66	84.12%
230-4231-1520-0000	Dental Insurance(E)	505.20	442.05	63.15	87.50%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-1540-0000	Life Insurance(E)	116.00	47.95	68.05	41.33%
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	5,283.42	-1,283.42	132.08%
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	623.49	1,076.51	36.67%
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	31,751.81	23,248.19	57.73%
230-4231-3601-0000	Natural Gas(E)	25,000.00	11,655.34	13,344.66	46.62%
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	9,318.42	1,681.58	84.71%
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	3,179.28	-1,149.28	156.61%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
Total Expenditure:		302,154.78	190,215.15	111,939.63	
		302,154.78	190,215.15	111,939.63	

Segment4900 - LIBRARY OPERATIONS

Expenditure

230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		.00	.00	.00	
		.00	.00	.00	

		1,173.19	-168,621.54	169,794.73	
		103,173.19	-110,901.01	214,074.20	

CITY OF STILLWATER

Library Supplemental Funds Report

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

220-0000-3810-0210	Unrealized Gains/Losses(R)	-131.55
Total Revenue:		-131.55

Fund221 - MC-WEBSTER FUND**Revenue**

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

Fund222 - H R MURDOCK FUND**Revenue**

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

Fund223 - PERSONNEL GRANT**Expenditure**

223-4223-1000-0000	Full Time Salaries(E)	535.59
223-4223-1112-0000	Sick Pay(E)	1,239.44
223-4223-1113-0000	Vacation Pay(E)	746.99
223-4223-1200-0000	Part Time Salaries(E)	38,420.20
223-4223-1410-0000	PERA(E)	2,831.96
223-4223-1420-0000	FICA/Medicare(E)	3,213.11
223-4223-1500-0000	Hospital / Medical(E)	1,870.95
223-4223-1520-0000	Dental Insurance(E)	16.04
223-4223-1540-0000	Life Insurance(E)	35.35
Total Expenditure:		48,909.63

Fund224 - HELEN LAWSON FUND**Revenue**

224-0000-3810-0210	Unrealized Gains/Losses(R)	-366.96
224-0000-3820-0100	Donations(R)	-10,444.00

Account Number	Account Title	YTD
Total Revenue:		-10,810.96
Expenditure		
224-4224-2404-0000	Other Books(E)	2,398.17
Total Expenditure:		2,398.17

Fund226 - VAN MEIER FUND

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

Fund227 - GOVERNMENT GIFTS

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

Fund229 - FRIENDS OF STILLWATER LIBRARY

Revenue		
229-0000-3810-0100	Donations(R)	-15,000.00
Total Revenue:		-15,000.00
Expenditure		
229-4229-2113-0000	Materials(E)	1,145.03
229-4229-2407-0000	Programs(E)	3,914.28
Total Expenditure:		5,059.31

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
Total Revenue:		-109,674.97
Expenditure		
232-4232-2113-0000	Materials(E)	21,352.55
232-4232-2302-0000	Other Minor Equipment(E)	97.98

Account Number	Account Title	YTD
232-4232-2407-0000	Programs(E)	20,871.95
232-4232-4099-0000	Miscellaneous Charges(E)	44,092.64
Total Expenditure:		86,415.12

Fund233 - KILTY FUND

Revenue

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

Fund235 - LIBRARY DONATIONS FUND

Revenue

235-0000-3810-0210	Unrealized Gains/Losses(R)	-104.33
235-0000-3820-0100	Donations(R)	-4,600.00
235-3235-3820-0100	Donations-Library Materials(R)	-1,658.00
Total Revenue:		-6,362.33

Expenditure

235-4235-2101-0000	General Supplies(E)	705.02
235-4238-4099-0000	Miscellaneous Charges(E)	597.01
Total Expenditure:		1,302.03

Fund236 - WICK ESTATE FUND

Revenue

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

Expenditure

236-4236-4099-0000	Wick - Miscellaneous(E)	1,149.00
Total Expenditure:		1,149.00

T		-2,220.69
n		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Q3 Gifts and Grants Received Report	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 3 of 2025.	
BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1 – September 30, 2025. Official acceptance of the gifts and grants received report is requested.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 9/30/25	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2025 GIFTS & GRANTS RECEIVED (January 1 - September 30, 2025) Updated 10/07/2025							
2025 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/14/2025	Unrestricted Check Donation	\$100	Unrestricted	235-0000-3820-0100	TBD	Board approved 4/8/25.
G2	2/12/2025	Unrestricted Cash Donation	\$4	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G3	3/31/2025	Tribute (Ann & Florence Kraemer)	\$1,000	Books	235-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G4	3/18/2025	Tribute (Mary Ann Sandeen)	\$25	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G5	3/25/2025	Tribute (Myrt Janilla)	\$30	Books	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G6	4/8/2025	In-Kind Donation of Gift Cards to Coffee	\$30	Puzzle Tournament	None	N/A	Board approved 7/8/25.
G7	4/18/2025	Unrestricted Cash Donation	\$8	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 7/8/25.
	5/14/2025	Athena Fund: Restricted Charitable Fund Distribution	\$1,458	Books	235-3235-3820-0100	Expend in 2026	Board approved 7/8/25.
	5/25/2025	In-Kind Donation of Soil, Watering Fixture	\$48	Library Grounds	None	N/A	Board approved 7/8/25.
G8	5/30/2025	Unrestricted Estate Gift	\$1,000	Unrestricted	235-0000-3820-0100	TBD	Board approved 7/8/25.
G9	5/30/2025	Unrestricted Check Donation	\$1,000	Unrestricted	235-0000-3820-0100	TBD	Board approved 7/8/25.
G10	5/30/2025	Unrestricted Check Donation	\$1,000	Unrestricted	235-0000-3820-0100	TBD	Board approved 7/8/25.
G11	5/30/2025	Unrestricted Charitable Fund Distribution	\$500	Unrestricted	235-0000-3820-0100	TBD	Board approved 7/8/25.
G12	7/9/2025	Unrestricted Donation from Stillwater Township	\$5,000	Unrestricted	227-0000-3820-0100	TBD	For board review and approval 10/14/25
G13	7/22/2025	Unrestricted Check Donation	\$50	Unrestricted	230-0000-3820-0100	Expend in 2025	For board review and approval 10/14/25
G14	7/30/2025	Unrestricted Cash Donation	\$5	Unrestricted	230-0000-3820-0100	Expend in 2025	For board review and approval 10/14/25
G15	8/19/2025	Restricted Donation	\$200	Books	235-3235-3820-0100	Expend in 2025 & 2026.	For board review and approval 10/14/25
G16	8/22/2025	Distribution from Helen Lawson Library Fund	\$10,444	Items of public service with recognition to Helen Lawson Library Fund, such as bookplates or other means of recognition	224-0000-3820-0100	TBD	For board review and approval 10/14/25
			\$21,902				
2025 FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
FRND1	2/12/2025	Friends 2025-02 Grant	\$15,000.00	\$10K Materials & \$5K Programs		229 Expend in 2025	Board approved 4/8/25.
			\$15,000				
2025 FOUNDATION GRANTS (This is a list of the grants awarded. SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF1	1/1/2025	232 SPLF 2025 Materials	\$20,000	Materials		232 Expend in 2025	Board approved 4/8/25.
SPLF2	1/1/2025	232 SPLF 2025 Programs	\$7,500	Programs		232 Expend in 2025	Board approved 4/8/25.
SPLF3	1/1/2025	232 SPLF 2025 Sundays	\$19,000	Staffing		223 Expend in 2025	Board approved 4/8/25.
SPLF4	1/1/2025	232 SPLF 2025 YS Librarian	\$44,600	Staffing		223 Expend in 2025	Board approved 4/8/25.
SPLF5	1/1/2025	232 SPLF 2025 Advocacy and ShelfLife	\$18,500	Advocacy		232 Expend in 2025	Board approved 4/8/25.
SPLF6	1/1/2025	232 SPLF 2025 ADA Enhancements	\$20,000	Building/Grounds		120 Expend in 2025/2026	Board approved 4/8/25.
SPLF7	1/1/2025	232 SPLF 2025 Design Plan for Library Space	\$60,000	Building/Grounds		232 Expend in 2025/2026	Board approved 4/8/25.
SPLF8	1/1/2025	232 SPLF 2025 Furnishings (Displays, LOT)	\$2,500	Building/Grounds		232 Expend in 2025	Board approved 4/8/25.
SPLF9	1/1/2025	232 SPLF 2025-01 DR HJA EL & SA	\$7,000	Programs		232 Expend in 2025	Board approved 4/8/25.
SPLF10	1/1/2025	232 SPLF 2025-01 DR HJA Nature	\$4,500	Programs		232 Expend in 2025	Board approved 4/8/25.
SPLF11	1/1/2025	232 SPLF 2025-01 DR HJA Summer Explorers	\$17,000	Programs		232 Expend in 2025	Board approved 4/8/25.
SPLF12	1/31/2025	232 SPLF 2025 DR Tributes - Books	\$180	Materials		232 Expend in 2025	Board approved 4/8/25.
SPLF13	3/31/2025	232 SPLF 2025-03 DR Huelsmann Terrace Enhancements	\$20,000	Building/Grounds		120 Expend in 2025	Board approved 4/8/25.
SPLF14	3/31/2025	232 SPLF 2025-03 DR FSBT Early Lit (Decodables, Vox,	\$500	Materials		232 Expend in 2025	Board approved 4/8/25.
SPLF15	4/30/2025	232 SPLF 2025-04 DR Lg Print Mystery (Obrien)	\$300	Materials		232 Expend in 2025	Board approved 7/8/25.
SPLF16	6/30/2025	232 SPLF 2025-06 DR Mystery Books (Schaffer)	\$1,586	Materials		232 Expend in 2025	Board approved 7/8/25.
			\$243,166				
2024 FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Board approved 7/8/25.
SPLF In Kind 2	2/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Board approved 7/8/25.
SPLF In Kind 3	3/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Board approved 7/8/25.
SPLF In	4/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Board approved 7/8/25.
SPLF In	5/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Board approved 7/8/25.
SPLF In	6/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	Board approved 7/8/25.
SPLF In	7/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	For board review and approval 10/14/25
SPLF In	8/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	For board review and approval 10/14/25
SPLF In	9/25/2025	Volunteer Coordinator Contract	\$1,636.08	Volunteer Coordinator	230-0000-3820-0110	Paid in 2025.	For board review and approval 10/14/25
			\$14,725				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: 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. On September 17, 2025, Troendle emailed trustees on behalf of Panciera an article titled Federal judge overturns part of Florida's book ban law, drawing on nearly 100 years of precedent protecting First Amendment access to ideas. November Board Meeting: Due to Veterans Day, the November board meeting is scheduled for Wednesday, November 12 at 5:30 PM in the Conference Room (not Margaret Rivers A). If possible, please arrive to the Conference Room by 5:15 PM. As part of the Advocacy Committee's Library Stories project, a videographer/photographer will be capturing shots of the meeting and may need to do some staging. <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>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
BOARD NORMS: • Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice. • We follow open meeting law. • We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share. • We follow Robert's Rules of Order and stick to the agenda. • We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board. • We respect each other's time. We start meetings on time and move through meetings efficiently. • We attend meetings regularly and provide notice if absent.	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Interviewing and Nominating Committee Assignments	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The following trustees have agreed to serve on the Interviewing and Nominating Committees: Interviewing — Larry Panciera, Jon Quijano, and Kim Glidden Nominating — Ashley Hausman Lohmer, Bevin O’Brien, and Pat Lockyear Per Beth Wolf, City Clerk, the deadline for new applications to the board will close on November 10. The Interviewing Committee will need to meet in November and/or early December to complete interviews and decide on recommendations to fill vacancies for the December board meeting. Those recommendations will be voted upon. Selected candidates will then be provided to the City Council for their approval at the council’s December 16th meeting. The Nominating Committee will need to meet in November to develop a slate of candidates to present to the board at the December meeting. Officer elections will occur at that meeting. Thank you to the trustees for their willingness to serve on these committees. Three trustees have terms ending in December. Two of the trustees may opt to renew their terms. The third trustee is terming out. Information about the vacancies will be available on the library’s website, social media accounts, two bulletin boards, and at the greeter desk.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Summary	
OWNER: Lockyear, President	PRESENTER: Lockyear, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: At the September board meeting, the trustees conducted the annual director performance evaluation process in closed session. Library Board President, Pat Lockyear, will provide a verbal summary at the October meeting in open session.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Major Accomplishments

- **Donor grant report:** Staff (Angie Petrie, Keri Goeltl, and Mark) collaborated on a year-end report for the Huelsmann Foundation and worked with the Library Foundation's Executive Director to submit the final version by the October 1 deadline. The library will learn the outcome of its 2026 funding request by the end of December.
- **Newspaper digitization:** The agreement between the library and the Minnesota Historical Society for Phase 3 of the newspaper digitization project was signed. As previously mentioned, this next phase will digitize approximately 67,718 pages of the *Stillwater Evening Gazette* (1946–1977).
- **Community involvement:** At the September meeting of the St. Croix Valley Optimist Club, board members were formally inducted for the October 2025–September 2026 term. In addition to serving on that board, Mark serves on the Community Development Committee.
- **Building maintenance:** Sealing of exterior library windows with silicone was completed.
- **Cooling system repair:** One of the building's cooling system compressors failed. Shain obtained quotes, and our regular contractor provided the lowest price. The unit was ordered and replaced in September. While this was an unexpected but necessary cost, much of it will be offset because Shain identified a lower-cost solution for addressing the parking ramp drainage issue.
- **Foundation:** Mark attended a meeting of the Library Foundation's Finance Committee to provide an update on the library's 2026 request. Their board will review it in more detail at their October meeting, with final approval expected in December.
- **Communications:** Four Library Corner articles were submitted, and the October issue of ShelfLife was published on September 24. Also, the city's quarterly print newsletter was mailed to residents and included a two-page library insert created by Business & Communications Manager Keri Goeltl. As customary, the PDF version was also provided to Stillwater Township for posting on its website.

Heads-Up

- On Monday, October 13, the library will open late so staff can take part in professional development and training. The library will be open to the public from 2:00 to 8:00 PM that day.
- Unfortunately, the library's grant request to Caselle to digitize video yearbooks was not funded; we will explore other funding options for this project.
- The Friends of the Stillwater Public Library are the October Round-Up recipient at the River Market Community Co-op, where shoppers can round up their purchases to support the library.

Near-Term Future Focus

- Continue planning for enhanced terrace amenities. The goal is to place orders by November.
- The Coordinators Team is finalizing preparations for the October 13 half-day staff training.
- The first union bargaining session for a new agreement is scheduled for October 30.
- Staff are working on the PLA Benchmark Survey, a national data collection and benchmarking tool for public libraries that assists with service evaluation and planning.
- Evaluate recommendations from the ADA report once delivered. The report is expected to be provided to the Facilities Manager the week of October 20, although that timeline could shift.

September Programs and Activities

Art & Music

- **Exploring the Arts: 1939, The Greatest Year in the History of Cinema:** 25 people attended this event with Steve Schroer on Wednesday, September 3. Participant Comments:
“The library offers a variety of appealing programs for adults. I especially enjoy lectures (on almost any topic) by an engaging presenter.”
“Steve Schroer does a wonderful job and researches his content well and presents enthusiastically on movies with his opinions. Really enjoy his events.”
“Just that I enjoyed the lecture immensely.”
- **Unwrapping Music: Swing Era, Big Bands, and WWII:** 11 people attended this event with MacPhail Center for Music on Monday, September 29. This event was funded by the Minnesota Arts and Cultural Heritage Fund.
- **Pumpkin Trio in Acrylic:** 19 people attended this event with Karen Chan on Thursday, September 18. This event was funded by the Minnesota Arts and Cultural Heritage Fund. Participant comments:
“Karen Chan is an amazing teacher and such an asset to the community and the library.”

Books Clubs & Literature

- **Mystery Book Club:** 6 participants had a lively conversation about Science Fiction or Fantasy Mysteries on Wednesday, September 17. [Find Mystery Book Club book lists on our website.](#)
- **Shelf Indulgence Book Club:** 4 participants discussed [In the Lake of the Woods by Tim O'Brien](#) on Monday, September 8.
- [One Book | One Minnesota:](#) On Wednesday, September 17, a virtual statewide book club met to discuss the book [Evidence of V: A Novel in Fragments, Facts, and Fictions](#). This free event was funded by The Friends of Saint Paul Public Library and included free eBook access for Minnesotans during September.
- **Words from the Valley Poetry Reading:** 24 people attended a poetry reading on Tuesday, September 30, that was hosted and curated by poet Joshua Davies in tandem with Cracked Walnut Writing Collective. The event featured local poets Diane Jarvenpa, Dralandra Larkins, Rosetta Peters, as well as Joshua Davies and had 24 attendees. Participant comments:
“I would love more poetry readings like this!”
- **The Great North Star Read Together:** On Saturday, September 20, Minnesotans were encouraged to visit their library and enjoy the space by reading together. No formal event was scheduled.

Lifelong Learning

- **Tech Help:** 4 appointments were filled in September. Staff supported patrons with varied topics and devices including iPad, eBook, Kindle eReader, Microsoft Office Software, MacBook, and Google accounts. Participant comment:
“I sincerely appreciate the tech consultation program. I have used it before and find it a valuable resource.”

Displays & Outreach

- **The Estates at Greeley:** Staff delivered a variety of library materials to 9 residents.
- **The Lodge:** Staff delivered a variety of large print materials to 12 residents.
- **Science Fiction & Fantasy Book Display:** Wonderful Wizarding Worlds for Harry Potter nostalgia.
- **Lower Level Adult Book Displays:** “How to” Do Everything, Constitution Week September 17-23, and Thick Books.

St. Croix Collection

- **Monthly Visits:** 11 visits were recorded in September, including 6 visitors and 5 residents.
- **Research Topics and sources included:** Yearbooks, Sanborn Maps, bird records, microfilm, SAHS yearbooks, Runk photos, maps, hanging files, and 1849.
- **Dumbwaiter Book Lift:** Volunteers are currently searching for an image of a “dumbwaiter/book lift” that was in Stillwater Public Library in the 1960s or 1970s before remodel. A former resident, who now lives in Maryland, remembers this feature and admits it used to “scare me to death” as a child. They sent an email asking for an image of their childhood fear. Volunteers and staff haven’t located an image of Stillwater’s dumbwaiter yet, but a [video of a dumbwaiter at a Carnegie Library in Oregon is available on YouTube](#).
- **Genealogy Research Appointment:** This appointment was filled in September.
- **Historical Research Appointment:** This appointment was not filled in September.

Programming Photos:

Pumpkin Trio in Acrylic with Karen Chan, Thursday, September 18



September Programs and Activities

Early Literacy (0-5)

- 8 Preschool Storytimes (398)
- 4 Baby/Toddler Storytimes (168)
- 1 Second Saturday Family Storytime (19)

School-aged (6-12)

- Mystery Writing Contest Workshop (10)
- LEGO Club (23)

Children's Drop-in Activities

- Favorite Picture Book Characters Scavenger Hunt (482)
- Apple Pie Fall Discovery Room

All ages

- Two Chess Club sessions (all ages)

Outreach – New Heights finalized their visit plan. Grades K-1 and 2-5 will visit separately every other Tuesday. Grades 6-8 will visit on the alternate Tuesdays. Whenever possible, youth services librarians will staff the children's area. September visits included:

- K-5 Library Orientation (45)
- 6-8 Library Orientation 1 of 2 (33)
- 6-8 Library Orientation 2 of 2 (33)
- K-1 Visit (10)
- 2-5 Visit (30)
- 6-8 Visit (33)
- Lake Area Discovery Center Storytime (35)

Upcoming Single Date Programs

- Felt Forest Critters for t(w)eens – Saturday, October 4, 10:30 am
- Petite Concerts (ages 0-5) – Tuesday, October 14, 10:30 am
- Acrylic Painting with artist Karen Chan (ages 8-12) – Thursday, October 16, 2:30 pm
- Entries Due: Youth Mystery Writing Contest – Friday, October 17
- All About MN Prairies with Andy Weaver(all ages) – Wednesday, October 22, 6 pm
- Mystery Youth Writing Contest with Jacqueline West (ages 8-12) – Thursday, October 30, 6 pm
- Family Jigsaw Puzzle Competition – Saturday, November 1, 2 pm
- Learn about Ballet with St. Croix Ballet (ages 3 and up) – Wednesday, November 5, 4 pm
- All About Raptors with Andy Weaver and Jackie Fallon (all ages) – Thursday, November 6, 6 pm

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Library Advocacy Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
DESCRIPTION: Committee: Advocacy Meeting Date & Time: Wednesday, September 17, 2025, 4 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Hausman Lohmer, Hullander, Howe, O'Brien, Simon Absent: None Agenda Item 1: Approval of Minutes Minutes approved Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff <i>Trustees:</i> Board President Lockyear's term ends in December. The board will be seeking a new trustee. Trustees received Troendle's framework for the 130th Anniversary Celebration planning. Advocacy will discuss this later in the meeting. <i>Foundation:</i> The Foundation is working on a year-end appeal. Give to the Max Day is in November. The Foundation will be piloting a small donor event in October, in conjunction with the library's artist reception. Former Foundation President Ann Wolff is hosting an event for past and present Foundation board members in November. <i>Friends:</i> The Friends are the Round-Up recipients for River Market Community Co-op in October. The Friends Book Drive and Sale is coming up in November. Friends Book Sale bags are being re-ordered. These bags are available to purchase at the Information Desk. <i>Staff:</i> For September's Library Card Sign-up Month, a library value calculator was created and a series of social media posts showing patrons being surprised at how much they saved using the library is underway. Staff members are exploring other ways to increase the number of library cardholders and promote the value of the library, and ideas from the Advocacy Committee are welcomed. Based on 2024 data, 9,070 Stillwater residents (46% of the population) have library cards. An additional 6,770 patrons selected Stillwater as their home library but live outside of the city's tax boundaries. These numbers fall within national averages for public libraries. Agenda Item 3: Review of Outreach, Possible Calendar Dates, Library Stories No updates. Agenda Item 4: Project Updates Lumberjack Days The group discussed that the parade went well. Suggestions for future years include: - Perhaps just one or two people could arrive at the designated line-up time with the rest of the walkers arriving closer to the parade start time.	

- Have music (speaker and playlist) for the library unit. Although units ahead and behind the library may have music, the units can spread out from one another as the parade progresses.
- It didn't seem necessary to pass anything out.
- Good to bring sunscreen, water, and snacks.
- Work with Susie earlier to recruit volunteers.
- Don't recommend a float for 2026 as this is significantly more work; Consider for the library's anniversary in 2027 - will require planning time.

- **Summer Tuesdays**

Hullander discussed that the library planned to attend three Summer Tuesday events, but the first event was cancelled due to weather. The remaining two events felt less busy than prior years. The location and spacing of the Summer Tuesday booths changed from last year, which may have contributed to this. The booth was staffed with three volunteers, but this should be increased to four next year. Two people are needed for face painting, one person to talk about the library, plus Hullander overseeing. It was very helpful to have separate volunteers (in addition to the four working the booth) pick up and drop off the booth and supplies. For next year, identify which movies seem the most popular and try to schedule to attend these. With the addition of Lumberjack Days to the summer schedule, the library could go back to two Summer Tuesday events and then possibly add in the birding festival in September.

- **Library Stories Project**

Howe, Simon, and Goeltl met with Lead Sheep Productions and Mediamazing to discuss options for the library stories project. The goal of the project is to get videos and still shots that convey the value of the library through depictions of patrons, volunteers, or donors sharing how the library personally impacted them or changed the trajectory of their lives.

Howe, Simon, and Goeltl recommend working with Lead Sheep Productions on this project. Goeltl will follow-up to let them know the library is interested in moving forward and will suggest Tuesday, November 11 as a possible filming date for interviews as the library is closed to the public. Simon will provide some suggested changes to Lead Sheep's proposal to better align it with the library's goals and resources.

Agenda Item 5: 130th Anniversary

The Advocacy Committee reviewed the 130th Anniversary Planning Framework document and was impressed with its breadth and depth, the quality of the ideas, and the timeline for managing the work.

The committee reviewed each area of the planning document and had preliminary discussions regarding ideas to pursue. Hausman Lohmer will work on summarizing the action items and identifying areas of responsibility to determine how the celebration work could be managed. Committee members will discuss this at the next meeting.

Agenda Item 6: Polco Survey Results

Committee did not discuss.

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

Meeting was rescheduled for Wednesday, October 29, 4-5:30 PM.

Sub-Committee: Pre-Production Meeting with Amanda Lathrop, Lead Sheep Productions

Meeting Date & Time: Wednesday, October 2, 2025, 9:30 AM

Location: Conference Room, Stillwater Public Library

Present: Amanda Lathrop, Elsbeth Howe, Carrie Simon, Keri Goeltl

Agenda Item 1: Contract

- Finalized and signed contract.
- Estimated Production time frame: Final Delivery by December 20, 2025
- Filming dates: November 11 and 12, 2025
 - 7 total interviews with three website videos about the impact of the library 2-3 minutes
 - 7 clips for social media from the same footage 30 sec - 1 minute each
 - 100 Branding Still Photos
 - Pre-Production: Two one-hour pre-production meetings to finalize details and align on goals
 - Production: A two-person, on-location crew with all necessary filming equipment. Two 6-8 hour shot days, agreed during pre-production.
 - Post-Production: Professional editing, including licensed music, closed captioning, and incorporation of branding elements. Delivery of draft videos within four weeks of filming. Two rounds of revisions based on library feedback. Assistance with uploading the final videos to one platform, such as YouTube.

Agenda Item 2: Goals of Project

- Feature the personal stories of library patrons, volunteers, and donors about how the library has made a difference in their lives.
- Share the value of the library with the community. Show as a vital community asset.
- Focus more on the feel, emotional appeal, and value of the library and less on the services.
- Looking for stories that open even non-user or irregular users' eyes to the importance of the library to the community ... and may even convince them to visit or give.

Agenda Item 3: Videos

- Donors (1-2 interviews): Feature personal story of why donors give and the impact that they make. Possibly work in why the Foundation exists and how it supports the library. Many don't even know about Foundation.
- Volunteers (1-2 interviews): Feature story about volunteers - why they volunteer at the library, what volunteering means to them, what impact they make and what they get back.
- Patrons (3-5 interviews): Feature stories of patrons and what the library means to them. How they have benefited from the library, how it has personally made a difference to them, specific moments or stories from the library that stand out.

Agenda Item 4: B-roll

Possible shots include:

1. Nature Programming/Raptor Shot - Adult and Kids
2. Chess Club - Adult and Kids
3. Art Program - Adults
4. Book Club - Adults
5. Gallery Exhibit - Adults
6. Friends Book Sale - Adults
7. Art Program - Kids

8. Lego Club - Kids
9. Puzzle Tournament - Adults (one type) or Families (another)
10. Patrons using library - checking out and returning books at self-checks and book return
11. Close up shots of kids and families playing in Discovery Room
12. Kids using Children's Room - doing Scavenger Hunt, reading books
13. Teens in teen area; playing board games; gaming on computer
14. Adults browsing in the stacks upstairs and downstairs
15. Adults and teens in the study carrels and study rooms
16. Family heading out of library with a wagon of books
17. Preschool Storytime with Miss Kim
18. Baby & Toddler Storytime with Miss Erin
19. Information Desk staff assisting patrons
20. YS Desk staff assisting patrons
21. Greeter desk staff assisting patrons
22. Close up shots of patrons using or doing:
 - a) Telescopes
 - b) Nature Backpacks
 - c) Birding Kits
 - d) Virtual Reality Kits
 - e) Laptops
 - f) Hotspots
 - g) Study Carrels & Study Rooms
 - h) SCC Room/Research
 - i) Book Flix
 - j) Libby
 - k) Printing
 - l) Public Computers
 - m) Reading throughout library

Agenda Item 5: To Do List

- Recruit raptor or other items for Naturalist B-roll (Elsbeth)
- Send Signed Contract to Amanda (Keri)
- Send Library's Photo Release form to Amanda (Keri)
- Send Pictures Over Stillwater aerial footage to Amanda (Keri)
- Reserve Library of Things items for filming (Keri)
- Check with Erin and Kim on Storytime filming (Keri)
- Identify, recruit and schedule interviewees (Keri: Patrons/Volunteers; Elsbeth: Donors)
- Identify, recruit, and schedule B-roll photo subjects (Keri)
- Recruit and solicit Open Call subjects (Keri)
- Send "Camera Ready" info to Keri (Amanda)
- Review/revise library's interview questions and send to Keri (Amanda)

Next Meeting: Thursday, October 23, 1:30 - 3 PM

- Finalize times/schedule for filming
- Walk through library and determine film locations
- Finalize interview questions

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



Board Meeting Minutes

Friday, July 25, 2025, 8:30am - 10:00am

Members Present: Summer, Erin, Mark, Lori, Cindy, Jeneane, Sandie, Roger, Kevin, Shawn

Members Remote: Ryan (until 8:55 a.m.), Ingrid

Members Absent: Drew

Staff Present: Elsbeth, Annette

1. **Call to Order** - Summer called the meeting to order at 8:32 a.m.
2. **Adoption of Agenda** - Motion to approve the agenda as presented.
Shawn/Jeneane. Motion carried.
3. **Consent Agenda** - Motion to approve the consent agenda items. Kevin/Erin.
Motion carried.
 - a. Board Meeting Minutes
 - b. Library Director Report
 - c. Executive Director Report
4. **Updates**
 - a. Board -
 - i. Mark shared that Craig Hansen will be presenting to the City Council to share library impact information on Wed., Aug 6 at 4:30 p.m. Please attend if you can to show support of the library. The City will present its draft 2026 budget at the August 19 meeting.
 - ii. Erin thanked Mark and library staff for their quick response to her request to find books to help her family process a family illness.
 - b. Staff
 - i. Elsbeth shared that as part of our donor acknowledgement policy we send flowers to memorial services when the Foundation has been listed as a beneficiary of donations. We received a kind note from Sarah Schaeffer in recognition of the flowers we sent to her mother's service.

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5. Reports

a. President's Report

- i. Thank you to all staff, volunteers, and board members for their work at Light a Spark. We are the River Market Co-op's August Round-up at the Register. Board members will staff a table outside Wed. Aug 6, Aug. 14, (11-noon slot is still open) Aug. 22. Contact Summer or Annette if you can fill a shift. Townie Tuesday is Aug. 26 at Lift Bridge Brewing. We'll have brats and hot dogs and door prizes from Nelson's ice cream and Loggers Trail Golf Course.

b. Treasurer's Report

i. 2024 Audit Review

1. Jeneane shared that Elsbeth and Jeneane met with the bookkeeper and are taking actions to address the recommendations in the 2024 audit. Items of note:
 - a. The Foundation's accounting policy has recommended amendments that are responsive to the audit.
 - b. The Foundation switched to accrual accounting in 2025. One back-dated check was not managed in accordance with general accepted accounting practices because we were using cash basis accounting in 2024. Jeneane and Elsbeth met with the bookkeeper regarding the issue and we're now using accrual accounting.
 - c. Segregation of duties will be implemented for better handling of deposits.
 - d. Donor database will be reconciled to the financial statement monthly. Switching to QuickBooks online will streamline this task, so we will be budgeting for this option in the 2026 budget.

Motion to accept the 2024 Audit Report, IRS 990 and Minnesota Attorney General Report as presented. Shawn/Roger Motion carried.

ii. Accounting Policy Amendment

1. Clarifies gifts to St. Croix Valley Foundation will be transferred monthly, change the capitalization of assets from

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\$1000 to \$2000. Remove the item indicating that hard copy timesheets must be signed, since we submit timesheets electronically.

**Motion to approve the amendments to the Accounting Policy. Kevin/Shawn.
Motion carried.**

- iii. June Financials
 - 1. 4.1 million in assets.
 - 2. We will change to one line item of restricted assets rather than having both Temporary and Permanently Restricted Net Assets. Elsbeth and Jeneane will check with the auditor before changing this on our financial statements.
 - 3. P&L we are on track with expenses and we're ahead in contributions. Investment income of \$104,000. The library expense reimbursement will be reflected on next month's balance sheet.

**Motion to approve the June financials and Treasurer's report. Sandie/Cindy
Motion carried.**

- iv. First State Bank and Trust 2nd Quarter Trust Account Update
 - 1. Investments are doing well with 4.4% rate of return.
 - 2. Discussion of our target of cash on hand - we're at 16% and have a goal of 10%. Right now cash is earning well, but after meeting with our advisor, we're still going to work toward a 10% cash on hand. The Finance Committee meets the end of every quarter with the financial adviser to review investments, risk tolerance, and diversification.

6. Old Business:

- a. Record Retention Policy revision

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- i. Discussion on the Criminal Sanctions and Other Penalties section of the policy. Eliminate the work Criminal in the title and move the section toward the end of the policy.

Motion to approve amending the Criminal Sanctions and Other Penalties section as discussed. Kevin/Shawn. Motion carried.

- b. Draft Legacy Society Policy
 - i. This policy creates a general policy for accepting legacy gifts.

Motion to approve the Legacy Society Policy as presented. Kevin/Shawn. Motion carried.

- c. Draft Planned Giving Program Policy
 - i. Elsbeth explained this is a donor-focused policy for planned gifts. The board will review this policy at our next meeting.

7. New Business:

- a. Donor Contact List
 - i. Please review and update the spreadsheet so we can document the interaction in our database.
- b. Review Risk Management Policy and Insurance Coverage
 - i. Elsbeth shared our Directors and Operations insurance policy has \$1 million in coverage.

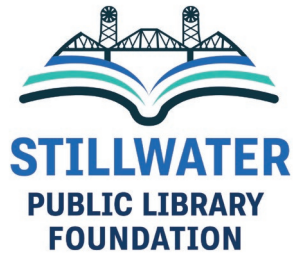
8. Discussion/Topics for Future Discussion

- a. Development Committee Report & Light a Spark Discussion
 - i. LAS Survey Results 2025
 - ii. LAS Follow up Comments 2025
 - iii. LAS Post Event Thoughts 2025
- b. Summer shared the Development Committee discussed Light a Spark's benefits and expenses, including staff payroll charged to the event. Items discussed:
 - i. The conversion rate to attendees to new donors is very low.

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- ii. The terrace is a lovely venue and can we use it for other events.
 - iii. Event sponsorship hasn't been growing.
 - iv. Conversations with the Huelsmann Foundation will need to take place.
 - v. It's challenging to talk about the Foundation at this event.
 - vi. Can the event be re-purposed to keep the terrace open to the public for the fireworks, but minimize effort on staff and the board.
- c. Discussion will continue.

9. Adjourn - 9:56 a.m.

2025 Remaining Board Meeting Dates

- September 26
- October 24
- December 5

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Friends of the Stillwater Public Library

May 12, 2025 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Gemma Lockrem/Janet Skeie
Facilitator	Gemma Lockrem
Treasurer	Jan Kilkelly
Secretary	Tracy Salvati

Attendees:

Gemma Lockrem, Jan Kilkelly, Tracy Salvati, Mark Troendle, Karah Hullander, Lyndon Lockrem, Janet Skeie, Laurie Burns, Mary Glennon

Agenda

Friends of the Stillwater Public Library Agenda Monday, May 12, 2025 at 6:30 pm Conference Room

1. Call meeting to order: Gemma Lockrem
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Karah Hullander
5. New Co-Chair
6. Book Sale Dates – 2025/2026
7. Light A Spark – tickets and parking spots
8. Sandhill Shores Event – Saturday, May 17, 10:00am to 3:00pm
9. Other
10. Update: Mark Troendle
11. Adjourn: All

Meeting called to order by Gemma Lockrem

- Tracy distributed the minutes from Monday, April 14, 2025 for review
 - Minutes approved

Treasurer's report Jan Kilkelly

4/1/2025 – 4/30/2025

Opening Balance: \$56,903.58

Total Receipts: \$8,663.00

Total Disbursements: \$2,594.67

Ending Balance: \$62,971.91

Membership report Karah Hullander

94 memberships

Topics:

New Co-Chair

Janet Skeie and Gemma Lockrem will share duties Co-Chairing President role (for now).

Light A Spark – Elsbeth Howe

- Foundation is hosting Light A Spark
 - 8 people, 2 free beverages per person, and 2 parking spaces with Roman Candle sponsorship
 - Gemma, Lyndon + 2 friends, Mary Glennon, volunteer and family (3 spots)

Round up at the Co-Op

- Round up for FRIENDS is Oct. 2025

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

- Roger Funk lives at the Lakes / Sandhill Shores, his facility is having an event on May 17th
 - FRIENDS will share a table with the FOUNDATION (Elsbeth Howe) at the event.
 - Friends team – Karah Hullander 10-12 and Mary Glennon 12-2

BOOKSALE Dates:

FALL 2025 Booksale:

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

Spring 2026:

- Book collection on Saturday, April 18, 2026
- Book sale April 22-25 (this is also National Library Week)

Fall 2026:

- Book collection on Saturday, November 14
- Book sale November 18-21

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

Karah – Advocacy Committee

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

Mark Troendle update:

Friends May 12, 2025

- The mezzanine elevator was repaired today.
- New planters will be added to the terrace by early June thanks to a grant.
- We plan to finish caulking the east side of the library soon. It will not interfere with the use of the parking ramp or the library. It's simply an FYI if you see a boom lift on 3rd ST.
- The newest art exhibit is a showcase of works created by friends of the Lyn Olson Medical Crisis Program, which is a non-profit organization that helps support individuals and families struggling with financial obligations due to a medical crisis. A reception for the artists will be held on Thursday, May 15 at 6:30 PM. The exhibit runs through June 25.
- The summer reading program's theme this year is Summer Forest Explorers. Programs and activities run from June 7 through August 9.

2025 FRIENDS BOARD MEETING schedule:

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

Meeting Adjourned at 7:08 pm

Next meeting will be Monday, September 8, 2025

Friends of the Stillwater Public Library 2025 Financial Reports

Period:	5/1/25 <u>5/31/25</u>	Year-to-Date <u>5/31/25</u>
Opening Balance	\$ 62,971.91	\$ 71,612.55
Receipts:		
Memberships	\$ 90.00	\$ 2,915.00
Donations		\$ 545.00
Ongoing Book Sales	\$ 433.00	\$ 1,884.00
Semi-Annual Book Sales		\$ 5,535.00
Scanner Fees		\$ 105.00
Book Bag Sales	\$ 15.00	\$ 30.00
Total Receipts	\$ 538.00	\$ 11,014.00
Disbursements:		
Grants to Library		\$ 15,000.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 129.00
Printing & Supplies		\$ 94.67
Sales Tax		\$ 1,203.00
Fees		\$ -
Misc.		\$ 154.97
Total Disbursements	\$ -	\$ 19,116.64
Ending Balance	\$ 63,509.91	\$ 63,509.91

Outstanding Grants Due to Library:

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

Friends of the Stillwater Public Library 2025 Financial Reports

Period:	6/1/25 - 6/30/2025	Year-to-Date 6/30/2025
Opening Balance	\$63,509.91	\$71,612.55
Receipts:		
Memberships	\$20.00	\$2,935.00
Donations	\$100.00	\$645.00
Ongoing Book Sales	\$317.00	\$2,201.00
Semi-Annual Book Sales		\$ 5,535.00
Scanner Fees		\$105.00
Book Bag Sales		\$30.00
Total Receipts	\$437.00	\$11,451.00
Disbursements:		
Grants to Library		\$15,000.00
Sponsorships		\$2,500.00
Memberships		\$35.00
Postage		\$129.00
Printing & Supplies		\$94.67
Sales Tax		\$1,203.00
Fees		\$0.00
Misc.		\$154.97
Total Disbursements	\$0.00	\$19,116.64
Ending Balance	\$63,946.91	\$63,946.91
<i>Outstanding Grants Due to Library:</i>		
Book Sale Nov. 2024	\$5,724.00	
Book Sale Apr. 2019	\$562.92	
Book Sale Apr. 2021	\$500.00	
Book Sale Apr. 2022	\$4,475.00	
Book Sale Apr. 2023	\$5,128.00	
Book Sale Apr. 2024	\$5,322.00	
	\$15,987.92	
Total	\$21,711.92	

Friends of the Stillwater Public Library 2025 Financial Reports

Period:	7/1/25 - 7/31/2025	Year-to-Date 7/31/2025
Opening Balance	\$ 63,946.91	\$ 71,612.55
Receipts:		
Memberships	\$ 60.00	\$ 2,995.00
Donations		\$ 645.00
Ongoing Book Sales	\$ 351.00	\$ 2,552.00
Semi-Annual Book Sales		\$ 5,535.00
Scanner Fees	\$ 35.00	\$ 140.00
Book Bag Sales		\$ 30.00
Total Receipts	\$ 446.00	\$ 11,897.00
Disbursements:		
Grants to Library		\$ 15,000.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 129.00
Printing & Supplies		\$ 94.67
Sales Tax		\$ 1,203.00
Fees		\$ -
Misc.		\$ 154.97
Total Disbursements	\$ -	\$ 19,116.64
Ending Balance	\$ 64,392.91	\$ 64,392.91

Outstanding Grants Due to Library:

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

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

Period:	8/1/25 - 8/31/2025	Year-to-Date 8/31/2025
Opening Balance	\$64,392.91	\$ 71,612.55
Receipts:		
Memberships		\$ 2,995.00
Donations		\$ 645.00
Ongoing Book Sales	\$355.00	\$ 2,907.00
Semi-Annual Book Sales		\$ 5,535.00
Scanner Fees		\$ 140.00
Book Bag Sales		\$ 30.00
Total Receipts	\$355.00	\$ 12,252.00
Disbursements:		
Grants to Library		\$ 15,000.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 129.00
Printing & Supplies		\$ 94.67
Sales Tax		\$ 1,203.00
Fees		\$ -
Misc.		\$ 154.97
Total Disbursements	\$0.00	\$ 19,116.64
Ending Balance	\$64,747.91	\$ 64,747.91

Outstanding Grants Due to Library:

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

Stillwater Public Library

2025 Calendar

January 1: Library Closed, New Year's Day 14: Trustee Meeting, 5:30 pm 20: Library Closed, MLK Day 31: SPLF Board Meeting, 8:30 am - Board passes ratification of wages prepared by Director (if needed) - Annual Meeting	February 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 17: Library Closed, Presidents' Day	March 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 5:30 pm 11: Possible Presentation at Stillwater Township, 7:00 pm 28: SPLF Board Meeting, 8:30 am - Director evaluation: 6-month progress check - Library not on Township agenda for 2025
April 1: Annual Report to State Due 6-12: National Library Week 8: Trustee Meeting, 5:30 pm (CONF RM) 9-12: Friends Used Book Sale 14: Friends Meeting, 6:30 pm 20: Library Closed, Easter 25: SPLF Board Meeting, 8:30 am Annual report data to board	May 12: Friends Meeting, 6:30 pm 13: Trustee Meeting, 5:30 pm 25: Library Closed Sundays in Summer 26: Library Closed, Memorial Day - Begin 2025 budget prep - Facilities 101	June 10: Trustee Board Meeting, 5:30 pm 11: Boards & Commissions Training, 6 pm 19: Library Closed, Juneteenth 27: SPLF Board Meeting, 8:30 am 2025 budget discussions - Finance 101
July 4: Library Closed (Light a Spark) 8: Trustee Meeting, 5:30 pm 15: Library at Summer Tuesdays 20: Library at Lumberjack Days Parade 29: Library at Summer Tuesdays 25: SPLF Board Meeting, 8:30 am 2025 operating budget due and 2025-2029 CIP due - Preview August library presentation to council	August 4: Trustee Meeting, 5:30 pm (MON MTG) 6: Presentation to City Council, 4:30 pm 12: Library at Summer Tuesdays 13: Boards & Commissions Picnic 19: City Budget Workshop, 4:30 pm 26: SPLF Townie Tuesday at Lift Bridge Brewing, 5-9 PM - Library presentation to Council - City budget recommended to Council - Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)	September 1: Library Closed, Labor Day 7: Sunday Hours Resume 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 5:30 pm 12: Appreciation Breakfast, 8-9:30 am 26: SPLF Board Meeting, 8:30 am - Council budget changes; Levy adopted - Director evaluation: annual review - Negotiate labor contract with union if due (Executive Committee)
October 13: Library Closed Until 2 PM for Staff Training Day 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 24: SPLF Board Meeting, 8:30 am Implement board self-assessment survey every 2-3 years (last done in 2024)	November 10: Friends Meeting, 6:30 pm 11: Library Closed, Veterans Day 12: Trustee Meeting, 5:30 pm (WED MTG, CONF RM) 12-15: Friends Used Book Sale 27: Library Closed, Thanksgiving Day - Report on self-assessment results every 2-3 years - Adopt holidays for succeeding year	December 5: SPLF Board Meeting, 8:30 am 9: Trustee Meeting, 5:30 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End - Succeeding year budget adopted by Council - Provide authorization for year-end expenditures if needed - SPL/WCL Contract

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2025 LIBRARY BOARD

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

Members	Term	Ward
Stan Burns	2nd Term: Jan 1, 2025 - Dec 31, 2027	3
Kim Glidden	1st Term: Jan 1, 2025 - Dec 31, 2027	2
Craig Hansen Treasurer	2nd Term: Jan 1, 2024 - Dec 31, 2026	1
Pat Lockyear President	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Ashley Hausman Lohmer	1st Term: Jan 1, 2025 - Dec 31, 2027	1
Bevin O'Brien Vice President	1st Term: Jan 1, 2024 - Dec 31, 2026	3
Larry Panciera	1st Term: Jan 1, 2023 - Dec 31, 2025	2
Jon Quijano	Partial Term: June 1, 2025 - December 31, 2026	3
Carrie Simon	1st Term: Jan 1, 2023 - Dec 31, 2025	3
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2025 Committee Rosters:

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

Updated 7/2/2025