

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Wednesday, November 12, 2025
5:30 PM, Conference Room
(Note: Meeting is on Wednesday in Conference Room)

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (5 minutes)

3. Consent Calendar
 - a) Adoption of October 14, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in October +
 - c) October Budget Status Report +

Informational/Discussion (25 minutes)

- | | |
|--|----|
| 4. Stillwater Public Library Foundation Update | I+ |
| 5. Trustee & Council Liaison Information Sharing | I+ |
| 6. 130 th Celebration Proposal | D+ |

Decisional (25 minutes)

- | | |
|--|----|
| 7. 2026 Library Holidays/Closing Dates | A+ |
| 8. 2026 Board Meeting Date Changes | A+ |
| 9. 2026-2028 Labor Agreement | A+ |
| 10. 2026 Wage Scale Ratification | A+ |

Reports (10 minutes)

11. Director and Other Staff Reports +
12. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Library Advocacy
13. Foundation and Friends Report +

14. Public Commentary

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

15. Trustee Check-in/Topics for Future Discussion

- | | |
|-----------------|---|
| 16. Adjournment | A |
|-----------------|---|

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Monday, October 14, 2025**

Minutes

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

ABSENT: Panciera

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Lockyear reported that a meeting has been scheduled on October 30 at 4 PM for union negotiations.

Collins reported that the city started construction on the first water treatment plan with plans underway for the second one. Construction on a new skate park, across from Teddy Bear Park, will begin in 2026.

AGENDA ITEM 5: Interviewing & Nominating Committee Assignments

Panciera, Quijano, and Glidden will serve on interview committee. Applications are due by November 10. Committee will receive applications for review (with contact information redacted). Committee will determine the applicants they'd like to interview, and Troendle will coordinate scheduling.

Hausman Lohmer, O'Brien, and Lockyear will serve on nominating committee. This group will meet in November to discuss prospective candidates.

AGENDA ITEM 6: Director Evaluation Summary

Lockyear reported that Troendle has again done an outstanding job. In addition to managing the operations of the library, keeping the strategic plan in the forefront, involving all of the library affiliates, and keeping staff informed, Troendle also successfully completed his goals. This resulted in a much-improved entryway from the parking ramp and an outline for options to celebrate the 130th anniversary of the library. Lockyear thanked Troendle for his leadership.

AGENDA ITEM 7: Director and & Other Staff Reports

Troendle had nothing additional to add.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Monday, October 14, 2025**

Minutes

AGENDA ITEM 8: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Report in packet. Committee will meet again next week to further discuss the 130th Anniversary Planning. Work on Library Stories project is underway.

AGENDA ITEM 9: Foundation & Friends Report

Friends met last night and discussed the Fall Book Sale.

AGENDA ITEM 10: Public Commentary

None.

AGENDA 11: Trustee Check-In/Topics for Future Discussion

None.

AGENDA ITEM 12: Adjournment

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

Meeting adjourned at 5:48 PM.

Agenda Items Details

| AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in October 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------|--|---------------------------|---------------------|--|--|--|--|--|--|-------------|-------------------|---------------------------|--------------|-------------------------------|--------------|--------------|--------------|--------------|------------------------------|------|------|------|------|--------------|---------------------|---------------------|---------------------|---------------------|
| OWNER: Goeltl, Business & Communications Manager | | PRESENTER: Troendle, Director | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REQUESTED AGENDA TYPE (A, I, D): A | | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of October 2025 bills paid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BACKGROUND/CONTEXT: Following is a bill report summary for the month of October: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="5">October 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>\$ 30,284.29</td> <td>\$ 12,015.63</td> <td>\$ 12,008.64</td> <td>\$ 54,308.56</td> </tr> <tr> <td>Capital Expenditures*</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>Total</td> <td>\$ 30,284.29</td> <td>\$ 12,015.63</td> <td>\$ 12,008.64</td> <td>\$ 54,308.56</td> </tr> </tbody> </table> | | | | | October 2025 (2025 Fiscal Year) | | | | | | <i>City</i> | <i>Foundation</i> | <i>Other Supplemental</i> | <i>Total</i> | Operating Expenditures | \$ 30,284.29 | \$ 12,015.63 | \$ 12,008.64 | \$ 54,308.56 | Capital Expenditures* | \$ - | \$ - | \$ - | \$ - | Total | \$ 30,284.29 | \$ 12,015.63 | \$ 12,008.64 | \$ 54,308.56 |
| October 2025 (2025 Fiscal Year) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <i>City</i> | <i>Foundation</i> | <i>Other Supplemental</i> | <i>Total</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating Expenditures | \$ 30,284.29 | \$ 12,015.63 | \$ 12,008.64 | \$ 54,308.56 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Expenditures* | \$ - | \$ - | \$ - | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | \$ 30,284.29 | \$ 12,015.63 | \$ 12,008.64 | \$ 54,308.56 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Bill Resolution: October 7, 2025 (\$25,387.55)</p> <ul style="list-style-type: none"> \$6,630 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials. \$4,875 was paid to Lead Sheep for the Library Stories Project. This is funded by the Foundation. \$4,737 was paid to Xcel Energy for gas and electricity. \$1,529 was paid to Midwest Tape for physical audio and video materials. \$1,021 was paid to Loffler for the printer/copier maintenance agreement. <p>Bill Resolution: October 21, 2025 (\$28,921.01)</p> <ul style="list-style-type: none"> \$10,510 paid to Corval for new HVAC compressors. This was charged to building repairs, which is already over budget. At year-end, we'll determine if we need to move over funding from Kilty or other areas to pay for this. \$4,000 paid to Stillwater Glass to repair exterior window caulking to prevent leaking. This was also charged to building repairs. \$8,987 paid to Washington County Library for the purchase of e-materials for Overdrive/Libby. This was paid for with a combination of city, Foundation, and Township funds. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 10/7/2025 Bill Resolution 10/21/2025 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 | | | | | | | |
| 1MDG-L1V3-KN7M | 9/13/2025 | 5115 | Amazon Business | Library Janitorial Supplies | 138.82 | 230-4231-2102-0000 | Janitorial Supplies |
| 1RT9-WYF3-KTWF | 9/13/2025 | 5115 | Amazon Business | Library Supplies | 235.52 | 230-4230-2101-0000 | General Supplies |
| 1RT9-WYF3-KTWF | 9/13/2025 | 5115 | Amazon Business | Materials - Processing | 79.32 | 230-4230-3404-0000 | Processing Fee |
| 1L3J-PPKP-3D6L | 9/15/2025 | 5115 | Amazon Business | Library Janitorial Supplies | 119.70 | 230-4231-2102-0000 | Janitorial Supplies |
| 1G7W-G4WK-93V6 | 9/26/2025 | 5115 | Amazon Business | Library Supplies | 68.76 | 230-4230-2101-0000 | General Supplies |
| 14FK-H7W1-7LX9 | 9/30/2025 | 5115 | Amazon Business | Library Supplies | 489.42 | 230-4230-2101-0000 | General Supplies |
| 14FK-H7W1-7LX9 | 9/30/2025 | 5115 | Amazon Business | Materials - LOT (SPLF) | 11.99 | 232-4232-2113-0000 | Materials |
| 1JP9-46XK-7TCP | 9/30/2025 | 5115 | Amazon Business | Library Supplies | 73.05 | 230-4230-2101-0000 | General Supplies |
| 1JP9-46XK-7TCP | 9/30/2025 | 5115 | Amazon Business | Programs - Juv (SPLF HJA ELSA) | 98.48 | 232-4232-2407-0000 | Programs |
| 2212358 | 9/25/2025 | 3906 | Blackstone Publishing | Materials - Audio (AAB - Friends) | 285.51 | 229-4229-2113-0000 | Materials |
| B7049141 | 8/28/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 4.16 | 224-4224-2404-0000 | Other Books |
| B7049141 | 8/28/2025 | 452 | Brodart Co | Materials - Juv | 10.79 | 230-4230-2400-0000 | Childrens Books |
| B7049141 | 8/28/2025 | 452 | Brodart Co | Materials - Adult Fiction | 68.53 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7049141 | 8/28/2025 | 452 | Brodart Co | Materials - Adult Nonfiction | 13.66 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B7049141 | 8/28/2025 | 452 | Brodart Co | Materials - Processing Fee | 54.54 | 230-4230-3404-0000 | Processing Fee |
| B7049141 | 8/28/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 16.20 | 232-4232-2113-0000 | Materials |
| B7049141 | 8/28/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 151.31 | 235-4235-2101-0000 | General Supplies |
| B7050206 | 8/29/2025 | 452 | Brodart Co | Materials - Juv | 65.48 | 230-4230-2400-0000 | Childrens Books |
| B7050206 | 8/29/2025 | 452 | Brodart Co | Materials - Adult Fiction | 27.00 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7050206 | 8/29/2025 | 452 | Brodart Co | Materials - Adult Nonfiction | 28.54 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B7050206 | 8/29/2025 | 452 | Brodart Co | Materials - Processing Fee | 33.33 | 230-4230-3404-0000 | Processing Fee |
| B7050206 | 8/29/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 26.97 | 232-4232-2113-0000 | Materials |
| B7050206 | 8/29/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 16.20 | 232-4232-2113-0000 | Materials |
| B7050929 | 9/2/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 118.13 | 224-4224-2404-0000 | Other Books |
| B7050929 | 9/2/2025 | 452 | Brodart Co | Materials - Adult Fiction | 20.52 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7050929 | 9/2/2025 | 452 | Brodart Co | Materials - Processing Fee | 4.30 | 230-4230-3404-0000 | Processing Fee |
| B7050929 | 9/2/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 14.03 | 232-4232-2113-0000 | Materials |
| B7051833 | 9/3/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 118.82 | 224-4224-2404-0000 | Other Books |
| B7051833 | 9/3/2025 | 452 | Brodart Co | Materials - Processing Fee | 3.44 | 230-4230-3404-0000 | Processing Fee |
| B7051833 | 9/3/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 32.38 | 232-4232-2113-0000 | Materials |
| B7053373 | 9/5/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 126.50 | 224-4224-2404-0000 | Other Books |
| B7053373 | 9/5/2025 | 452 | Brodart Co | Materials - Adult Fiction | 55.05 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7053373 | 9/5/2025 | 452 | Brodart Co | Materials - Processing Fee | 6.88 | 230-4230-3404-0000 | Processing Fee |
| B7053373 | 9/5/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 15.66 | 232-4232-2113-0000 | Materials |
| B7053693 | 9/5/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 187.97 | 224-4224-2404-0000 | Other Books |
| B7053693 | 9/5/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 22.89 | 224-4224-2404-0000 | Other Books |
| B7053693 | 9/5/2025 | 452 | Brodart Co | Materials - Adult Fiction | 34.56 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7053693 | 9/5/2025 | 452 | Brodart Co | Materials - Processing Fee | 12.90 | 230-4230-3404-0000 | Processing Fee |
| B7053693 | 9/5/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 37.25 | 232-4232-2113-0000 | Materials |
| B7053693 | 9/5/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 19.57 | 232-4232-2113-0000 | Materials |
| B7053989 | 9/5/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 32.04 | 224-4224-2404-0000 | Other Books |
| B7053989 | 9/5/2025 | 452 | Brodart Co | Materials - Processing Fee | 27.27 | 230-4230-3404-0000 | Processing Fee |
| B7055780 | 9/9/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 52.18 | 224-4224-2404-0000 | Other Books |
| B7055780 | 9/9/2025 | 452 | Brodart Co | Materials - Adult Fiction | 16.19 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7055780 | 9/9/2025 | 452 | Brodart Co | Materials - Processing Fee | 5.16 | 230-4230-3404-0000 | Processing Fee |
| B7055780 | 9/9/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 34.56 | 232-4232-2113-0000 | Materials |
| B7055833 | 9/9/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 44.45 | 224-4224-2404-0000 | Other Books |
| B7055833 | 9/9/2025 | 452 | Brodart Co | Materials - Adult Fiction | 15.65 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7055833 | 9/9/2025 | 452 | Brodart Co | Materials - Adult Nonfiction | 16.17 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B7055833 | 9/9/2025 | 452 | Brodart Co | Materials - Processing Fee | 45.45 | 230-4230-3404-0000 | Processing Fee |
| B7055833 | 9/9/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 31.09 | 232-4232-2113-0000 | Materials |
| B7055833 | 9/9/2025 | 452 | Brodart Co | Library Materials - Adult Nonfiction (Kraemer) | 17.28 | 235-4235-2101-0000 | General Supplies |
| B7056798 | 9/10/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 35.94 | 224-4224-2404-0000 | Other Books |
| B7056798 | 9/10/2025 | 452 | Brodart Co | Materials - YA | 199.63 | 230-4230-2406-0000 | Teen Books - Materials |
| B7056798 | 9/10/2025 | 452 | Brodart Co | Materials - Processing Fee | 34.40 | 230-4230-3404-0000 | Processing Fee |
| B7056798 | 9/10/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 474.28 | 232-4232-2113-0000 | Materials |
| B7056798 | 9/10/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 15.98 | 232-4232-2113-0000 | Materials |
| B7056801 | 9/10/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 70.18 | 224-4224-2404-0000 | Other Books |
| B7056801 | 9/10/2025 | 452 | Brodart Co | Materials - Adult Fiction | 45.71 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7056801 | 9/10/2025 | 452 | Brodart Co | Materials - Processing Fee | 60.60 | 230-4230-3404-0000 | Processing Fee |
| B7056801 | 9/10/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 33.48 | 232-4232-2113-0000 | Materials |
| B7056801 | 9/10/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 37.80 | 232-4232-2113-0000 | Materials |
| B7057845 | 9/11/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 100.00 | 224-4224-2404-0000 | Other Books |
| B7057845 | 9/11/2025 | 452 | Brodart Co | Materials - Processing Fee | 3.44 | 230-4230-3404-0000 | Processing Fee |
| B7057845 | 9/11/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 15.65 | 232-4232-2113-0000 | Materials |
| B7057845 | 9/11/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 21.60 | 232-4232-2113-0000 | Materials |
| B7057918 | 9/11/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 11.28 | 224-4224-2404-0000 | Other Books |
| B7057918 | 9/11/2025 | 452 | Brodart Co | Materials - Juv | 10.25 | 230-4230-2400-0000 | Childrens Books |
| B7057918 | 9/11/2025 | 452 | Brodart Co | Materials - Adult Fiction | 29.15 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7057918 | 9/11/2025 | 452 | Brodart Co | Materials - Adult Nonfiction | 46.68 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B7057918 | 9/11/2025 | 452 | Brodart Co | Materials - Processing Fee | 36.36 | 230-4230-3404-0000 | Processing Fee |
| B7057918 | 9/11/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 31.32 | 232-4232-2113-0000 | Materials |
| B7057918 | 9/11/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 15.65 | 232-4232-2113-0000 | Materials |
| B7059846 | 9/15/2025 | 452 | Brodart Co | Materials - YA | 51.88 | 230-4230-2406-0000 | Teen Books - Materials |
| B7059846 | 9/15/2025 | 452 | Brodart Co | Materials - Processing Fee | 69.69 | 230-4230-3404-0000 | Processing Fee |

| INVOICE # | INVOICE DATE | VENDOR # | VENDOR | PURCHASE DESCRIPTION | AMOUNT | GL ACCOUNT | GL DESCRIPTION |
|---------------------|--------------|----------|-----------------------------|--|---------|--------------------|---------------------------|
| B7059846 | 9/15/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 222.81 | 232-4232-2113-0000 | Materials |
| B7059846 | 9/15/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 63.15 | 235-4235-2101-0000 | General Supplies |
| B7061561 | 9/17/2025 | 452 | Brodart Co | Materials - Juv | 14.81 | 230-4230-2400-0000 | Childrens Books |
| B7061561 | 9/17/2025 | 452 | Brodart Co | Materials - Adult Fiction | 124.20 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7061561 | 9/17/2025 | 452 | Brodart Co | Materials - Processing Fee | 9.46 | 230-4230-3404-0000 | Processing Fee |
| B7061561 | 9/17/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 48.57 | 232-4232-2113-0000 | Materials |
| B7061561 | 9/17/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 14.23 | 232-4232-2113-0000 | Materials |
| B7063486 | 9/19/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 163.30 | 224-4224-2404-0000 | Other Books |
| B7063486 | 9/19/2025 | 452 | Brodart Co | Materials - Processing Fee | 26.66 | 230-4230-3404-0000 | Processing Fee |
| B7063486 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 31.32 | 232-4232-2113-0000 | Materials |
| B7063486 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF O'Brien) | 33.81 | 232-4232-2113-0000 | Materials |
| B7063486 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 99.66 | 232-4232-2113-0000 | Materials |
| B7063486 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 330.02 | 235-4235-2101-0000 | General Supplies |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 7.12 | 224-4224-2404-0000 | Other Books |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Fiction | 16.20 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Materials - YA | 10.79 | 230-4230-2406-0000 | Teen Books - Materials |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Materials - Processing Fee | 39.39 | 230-4230-3404-0000 | Processing Fee |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 15.63 | 232-4232-2113-0000 | Materials |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 29.15 | 232-4232-2113-0000 | Materials |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 14.55 | 232-4232-2113-0000 | Materials |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Library Materials - Adult Nonfiction (Kraemer) | 14.58 | 235-4235-2101-0000 | General Supplies |
| B7063673 | 9/19/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 149.95 | 235-4235-2101-0000 | General Supplies |
| B7064498 | 9/22/2025 | 452 | Brodart Co | Materials - Juv | 16.90 | 230-4230-2400-0000 | Childrens Books |
| B7064498 | 9/22/2025 | 452 | Brodart Co | Materials - YA | 66.60 | 230-4230-2406-0000 | Teen Books - Materials |
| B7064498 | 9/22/2025 | 452 | Brodart Co | Materials - Processing Fee | 6.88 | 230-4230-3404-0000 | Processing Fee |
| B7064498 | 9/22/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 14.58 | 232-4232-2113-0000 | Materials |
| B7064498 | 9/22/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF O'Brien) | 32.99 | 232-4232-2113-0000 | Materials |
| B7064498 | 9/22/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 72.95 | 232-4232-2113-0000 | Materials |
| B7065316 | 9/23/2025 | 452 | Brodart Co | Materials - Adult Fiction | 88.97 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7065316 | 9/23/2025 | 452 | Brodart Co | Materials - Adult Nonfiction | 105.87 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B7065316 | 9/23/2025 | 452 | Brodart Co | Materials - Processing Fee | 60.60 | 230-4230-3404-0000 | Processing Fee |
| B7065316 | 9/23/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 66.41 | 232-4232-2113-0000 | Materials |
| B7065316 | 9/23/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 36.82 | 232-4232-2113-0000 | Materials |
| B7065316 | 9/23/2025 | 452 | Brodart Co | Library Materials - Adult Nonfiction (Kraemer) | 16.19 | 235-4235-2101-0000 | General Supplies |
| B7065316 | 9/23/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 21.59 | 235-4235-2101-0000 | General Supplies |
| B7066203 | 9/24/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 3.56 | 224-4224-2404-0000 | Other Books |
| B7066203 | 9/24/2025 | 452 | Brodart Co | Materials - YA | 14.23 | 230-4230-2406-0000 | Teen Books - Materials |
| B7066203 | 9/24/2025 | 452 | Brodart Co | Materials - Processing Fee | 51.51 | 230-4230-3404-0000 | Processing Fee |
| B7066203 | 9/24/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 15.12 | 232-4232-2113-0000 | Materials |
| B7066203 | 9/24/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF O'Brien) | 72.04 | 232-4232-2113-0000 | Materials |
| B7066203 | 9/24/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 139.05 | 232-4232-2113-0000 | Materials |
| B7066203 | 9/24/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (SPLF) | 29.36 | 232-4232-2113-0000 | Materials |
| B7066203 | 9/24/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 51.47 | 235-4235-2101-0000 | General Supplies |
| B7068491 | 9/26/2025 | 452 | Brodart Co | Materials - YA | 29.22 | 230-4230-2406-0000 | Teen Books - Materials |
| B7068491 | 9/26/2025 | 452 | Brodart Co | Materials - Processing Fee | 6.88 | 230-4230-3404-0000 | Processing Fee |
| B7068491 | 9/26/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 48.60 | 232-4232-2113-0000 | Materials |
| B7068491 | 9/26/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 123.70 | 232-4232-2113-0000 | Materials |
| B7068491 | 9/26/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 34.85 | 235-4235-2101-0000 | General Supplies |
| B7069634 | 9/29/2025 | 452 | Brodart Co | Materials - YA | 16.64 | 230-4230-2406-0000 | Teen Books - Materials |
| B7069634 | 9/29/2025 | 452 | Brodart Co | Materials - Processing Fee | 24.24 | 230-4230-3404-0000 | Processing Fee |
| B7069634 | 9/29/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 72.39 | 232-4232-2113-0000 | Materials |
| B7069634 | 9/29/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 16.20 | 235-4235-2101-0000 | General Supplies |
| B7070583 | 9/30/2025 | 452 | Brodart Co | Minerva - Other Books | 33.48 | 220-4220-2404-0000 | Other Books |
| B7070583 | 9/30/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 47.33 | 224-4224-2404-0000 | Other Books |
| B7070583 | 9/30/2025 | 452 | Brodart Co | Materials - Adult Fiction (Friends) | 20.52 | 229-4229-2113-0000 | Materials |
| B7070583 | 9/30/2025 | 452 | Brodart Co | Materials - Processing Fee | 10.32 | 230-4230-3404-0000 | Processing Fee |
| B7070583 | 9/30/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 16.20 | 232-4232-2113-0000 | Materials |
| B7070583 | 9/30/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 116.76 | 232-4232-2113-0000 | Materials |
| B7070583 | 9/30/2025 | 452 | Brodart Co | Materials - Adult Nonfiction (Athena) | 64.67 | 235-4235-2101-0000 | General Supplies |
| B7070722 | 9/30/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 3.56 | 224-4224-2404-0000 | Other Books |
| B7070722 | 9/30/2025 | 452 | Brodart Co | Materials - Juv (Lawson) | 9.17 | 224-4224-2404-0000 | Other Books |
| B7070722 | 9/30/2025 | 452 | Brodart Co | Materials - Adult Fiction | 62.64 | 230-4230-2401-0000 | Adult Books - Fiction |
| B7070722 | 9/30/2025 | 452 | Brodart Co | Materials - Adult Nonfiction | 27.37 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| B7070722 | 9/30/2025 | 452 | Brodart Co | Materials - YA | 13.49 | 230-4230-2406-0000 | Teen Books - Materials |
| B7070722 | 9/30/2025 | 452 | Brodart Co | Materials - Processing Fee | 60.60 | 230-4230-3404-0000 | Processing Fee |
| B7070722 | 9/30/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF Schaffer) | 15.12 | 232-4232-2113-0000 | Materials |
| B7070722 | 9/30/2025 | 452 | Brodart Co | Materials - Adult Fiction (SPLF) | 157.64 | 232-4232-2113-0000 | Materials |
| 306-02444792-3-2025 | 9/30/2025 | 783 | Culligan of Stillwater | Water | 61.90 | 230-4230-4099-0000 | Miscellaneous Charges |
| 20250916-SKY | 9/16/2025 | 5988 | Heather Evelyn Skye | Programs - JUV (SPLF HJA SRP) | 600.00 | 232-4232-2407-0000 | Programs |
| E24876 | 9/12/2025 | 6258 | Lake Elmo Inn | Book Lovers Breakfast | 1708.86 | 235-4238-4099-0000 | Miscellaneous Charges |
| 1222 | 9/22/2025 | 6550 | Lead Sheep Productions, LLC | Advocacy - Library Stories Project (SPLF) | 4875.00 | 232-4232-4099-0000 | Miscellaneous Charges |
| 5134357 | 9/22/2025 | 1958 | Loffler Companies | Library Printer/Copier | 1021.97 | 230-4230-3707-0000 | Maintenance Agreements |
| 71841 | 9/18/2025 | 6227 | Lucas Color Card | Processing - Library Cards | 581.45 | 230-4230-3404-0000 | Processing Fee |
| 507668789 | 9/3/2025 | 2175 | Midwest Tape | Materials - Video (JV) | 26.99 | 230-4230-2408-0000 | Film/Video |
| 507668789 | 9/3/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 3.69 | 230-4230-3404-0000 | Processing Fee |
| 507745434 | 9/16/2025 | 2175 | Midwest Tape | Materials - Video (JV) | 22.49 | 230-4230-2408-0000 | Film/Video |
| 507745434 | 9/16/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 3.69 | 230-4230-3404-0000 | Processing Fee |
| 507745435 | 9/16/2025 | 2175 | Midwest Tape | Materials - Video (SAV) | 560.80 | 230-4230-2408-0000 | Film/Video |
| 507745435 | 9/16/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 76.48 | 230-4230-3404-0000 | Processing Fee |
| 507745437 | 9/16/2025 | 2175 | Midwest Tape | Materials - Video (SAV) | 37.48 | 230-4230-2408-0000 | Film/Video |
| 507745437 | 9/16/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 7.38 | 230-4230-3404-0000 | Processing Fee |
| 507785455 | 9/23/2025 | 2175 | Midwest Tape | Materials - Video (SAV) | 405.58 | 230-4230-2408-0000 | Film/Video |
| 507785455 | 9/23/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 64.33 | 230-4230-3404-0000 | Processing Fee |
| 507785457 | 9/23/2025 | 2175 | Midwest Tape | Materials - Video (SAV) | 107.92 | 230-4230-2408-0000 | Film/Video |
| 507785457 | 9/23/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 26.72 | 230-4230-3404-0000 | Processing Fee |
| 507818195 | 9/30/2025 | 2175 | Midwest Tape | Materials - Video (SAV) | 127.45 | 230-4230-2408-0000 | Film/Video |

| INVOICE # | INVOICE DATE | VENDOR # | VENDOR | PURCHASE DESCRIPTION | AMOUNT | GL ACCOUNT | GL DESCRIPTION |
|----------------------------------|--------------|----------|-------------------------------------|--------------------------------|---------------------|--------------------|------------------------|
| 507818195 | 9/30/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 20.85 | 230-4230-3404-0000 | Processing Fee |
| 507818197 | 9/30/2025 | 2175 | Midwest Tape | Materials - Video (JV) | 14.99 | 230-4230-2408-0000 | Film/Video |
| 507818197 | 9/30/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 3.69 | 230-4230-3404-0000 | Processing Fee |
| 507818198 | 9/30/2025 | 2175 | Midwest Tape | Materials - Video (SAV) | 14.99 | 230-4230-2408-0000 | Film/Video |
| 507818198 | 9/30/2025 | 2175 | Midwest Tape | Materials - Processing Fee | 3.69 | 230-4230-3404-0000 | Processing Fee |
| W25080664 | 9/12/2025 | 2217 | Office of MN IT Services | Library POTS Lines | 89.07 | 230-4231-3101-0000 | Telephone |
| 10067454_2025 | 9/8/2025 | 2667 | Pioneer Press St. Paul | Materials - Periodicals (SPLF) | 809.00 | 232-4232-2113-0000 | Materials |
| STL-200118-2025 | 9/24/2025 | 3202 | Stillwater Gazette | Materials - Newspaper (SPLF) | 173.00 | 232-4232-2113-0000 | Materials |
| 1025-F442424 | 9/18/2025 | 3624 | Viking Automatic Sprinkler Co. | Library Annual Inspection | 970.00 | 230-4231-3707-0000 | Maintenance Agreements |
| | | | INVOICES SUBTOTAL | | \$ 20,650.67 | | |
| LIBRARY CREDIT CARD | | | | | | | |
| None | | | | | | | |
| | | | CREDIT CARD SUBTOTAL | | \$ - | | |
| CITY/SPECIAL BILL PAYOUTS | | | | | | | |
| 51-7976594-1 9460338 | 09/25/25 | 3808 | Xcel Energy | Energy | \$ 4,430.83 | 230-4231-3600-0000 | Electricity |
| 51-7976594-1 9460338 | 09/25/25 | 3808 | Xcel Energy | Energy | \$ 306.05 | 230-4231-3601-0000 | Natural Gas |
| | | | SPECIAL BILL PAYOUT SUBTOTAL | | \$ 4,736.88 | | |
| GRAND TOTAL | | | | | | | |
| | | | | | \$ 25,387.55 | | |

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 | | | | | | | |
| 780 | 10/8/2025 | 3985 | 16 Wins | Website Maintenance | 380.00 | 230-4230-3098-0000 | Technology Support |
| 20251009-ADR | 10/9/2025 | 6584 | Alexandre Adrian | Reimbursement - Programs - Adult (SPLF) | 59.51 | 232-4232-2407-0000 | Programs |
| 1114-R44T-1F9M | 9/26/2025 | 5115 | Amazon Business | Library Supplies | -22.79 | 230-4230-2101-0000 | General Supplies |
| 13K3-7D9V-7WLP | 10/7/2025 | 5115 | Amazon Business | Library Janitorial Supplies | 160.02 | 230-4231-2102-0000 | Janitorial Supplies |
| 11MR-J9D6-3116 | 10/14/2025 | 5115 | Amazon Business | Library Supplies | 7.99 | 230-4230-2101-0000 | General Supplies |
| 11MR-J9D6-3116 | 10/14/2025 | 5115 | Amazon Business | Materials - Adult Fiction | 51.17 | 230-4230-2401-0000 | Adult Books - Fiction |
| 13P4-39M3-6DLD | 10/14/2025 | 5115 | Amazon Business | Library Supplies | 63.28 | 230-4230-2101-0000 | General Supplies |
| 13P4-39M3-6DLD | 10/14/2025 | 5115 | Amazon Business | Programs - Adult (SPLF) | 151.74 | 232-4232-2407-0000 | Programs |
| 19NP-FV4M-13TX | 10/14/2025 | 5115 | Amazon Business | Library Supplies | 33.15 | 230-4230-2101-0000 | General Supplies |
| 19NP-FV4M-13TX | 10/14/2025 | 5115 | Amazon Business | Materials - Adult Nonfiction | 52.55 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| 19NP-FV4M-13TX | 10/14/2025 | 5115 | Amazon Business | Materials - Video (SAV) | 15.60 | 230-4230-2408-0000 | Film/Video |
| 11NT-N41T-4LVF | 10/15/2025 | 5115 | Amazon Business | Programs - Teen (MELSA) | 37.38 | 235-4236-4099-0000 | Miscellaneous Charges |
| 252997763 | 10/1/2025 | 683 | Comcast - 963209363 | Library Internet/WiFi | 186.85 | 230-4230-3098-0000 | Technology Support |
| 901429 | 9/30/2025 | 3994 | Corval Constructors | Library HVAC Compressors | 9320.00 | 230-4231-3703-0000 | Building Repair Charges |
| 901432 | 9/30/2025 | 3994 | Corval Constructors | Library HVAC Crank Case Heater Repairs | 1190.10 | 230-4231-3703-0000 | Building Repair Charges |
| 20251015-COU | 10/15/2025 | 742 | Country Messenger | Materials - Periodicals (SPLF) | 52.00 | 232-4232-2113-0000 | Materials |
| 7704333 | 9/29/2025 | 855 | Demco Inc. | Programs - JUV (SPLF HJA ELSA) | 124.88 | 232-4232-2407-0000 | Programs |
| 20250903-ZIO | 9/3/2025 | 6581 | Elizabeth Ziolkowski | Programs - Adult (SPLF) | 561.60 | 232-4232-2407-0000 | Programs |
| 20440954 | 10/7/2025 | 5848 | Huebsch/Cintas | Mat Cleaning Service - Library | 317.25 | 230-4231-4099-0000 | Miscellaneous Charges |
| 20251008-LEN | 10/8/2025 | 5755 | Kristin Lentz | Program - Teen (MELSA) | 150.00 | 235-4236-4099-0000 | Miscellaneous Charges |
| 20251007-MAD | 10/7/2025 | 2009 | Madden Galanter Hansen LLP | Library Legal Services (September 2025) | 47.60 | 230-4230-3099-0000 | Other Professional Services |
| 1 | 10/8/2025 | 6579 | Matthew Batt | Programs - Adult (SPLF) | 528.00 | 232-4232-2407-0000 | Programs |
| 61660 | 10/10/2025 | 2124 | Menards | Library Janitorial Supplies | 25.00 | 230-4231-2102-0000 | Janitorial Supplies |
| 10825 | 9/29/2025 | 6583 | Moheb Soliman | Programs - Adult (SPLF) | 541.30 | 232-4232-2407-0000 | Programs |
| W25090654 | 10/14/2025 | 2217 | Office of MN IT Services | Library POTS Lines | 89.07 | 230-4231-3101-0000 | Telephone |
| 693 | 10/8/2025 | 6580 | Peter Geye | Programs-Adult (Friends) | 543.40 | 229-4229-2407-0000 | Programs |
| PC2025-0044 | 10/10/2025 | 6096 | Petite Concerts | Programs - Juv (SPLF HJA ELSA) | 300.00 | 232-4232-2407-0000 | Programs |
| 20250916-FRE | 9/16/2025 | 6578 | Selena Freimark | Library Training | 200.00 | 236-4236-4099-0000 | Wick - Miscellaneous |
| 9797 | 10/7/2025 | 3203 | Stillwater Glass Inc. | Library Window Repairs | 4000.00 | 230-4231-3703-0000 | Building Repair Charges |
| 232691 | 10/14/2025 | 3657 | Washington County Library | Q3 Overdue Notices | 273.23 | 230-4230-3102-0000 | Postage |
| 232692 | 10/14/2025 | 3657 | Washington County Library | Q3 Lost & Damaged | 21.99 | 230-0000-3880-0030 | Lost Materials |
| 232693 | 10/14/2025 | 3657 | Washington County Library | Materials - Electronic (OGG Overdrive) | 6939.65 | 227-4227-2404-0000 | Other Books |
| 232693 | 10/14/2025 | 3657 | Washington County Library | Materials - Electronic (Overdrive) | 1346.98 | 230-4230-2409-0000 | Electronic Materials |
| 232693 | 10/14/2025 | 3657 | Washington County Library | Materials - Electronic (SPLF Overdrive) | 700.00 | 232-4232-2113-0000 | Materials |
| | | | INVOICES SUBTOTAL | | \$ 28,448.50 | | |
| LIBRARY CREDIT CARD | | | | | | | |
| None | | | | | | | |
| | | | CREDIT CARD SUBTOTAL | | \$ - | | |
| CITY/SPECIAL BILL PAYOUTS | | | | | | | |
| 18443578 Library | 10/08/25 | 3520 | Minnesota UI Fund | Unemployment Compensation | \$ 472.51 | 230-4230-4099-0000 | Miscellaneous Charges |
| | | | SPECIAL BILL PAYOUT SUBTOTAL | | \$ 472.51 | | |
| GRAND TOTAL | | | | | | | |
| | | | | | \$ 28,921.01 | | |

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

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Budget Status Report | |
| OWNER: Troendle, Library Director Goeltl, Business & Communications Manager | PRESENTER: Troendle, Library Director |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>BACKGROUND/CONTEXT: Following is a budget status report through October 2025.</p> <p>Fund 120 – Capital Outlay The capital budget for 2025 is \$102,000. \$57,720 expended to date.</p> <ul style="list-style-type: none"> • Masonry (\$50,000): \$50,000 was budgeted for the completion of the multi-year masonry project in 2024. Due to the cost of the terrace roof, masonry was delayed until 2025. \$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. <p>Fund 230 – Library (City \$) <u>Revenue</u> The library's city revenue for 2025 was budgeted at \$1,687,871.</p> <ul style="list-style-type: none"> • City Levy (\$1,658,084) • In-Kind Gifts (\$17,167): This line item is for the Volunteer Coordinator's salary paid for directly by the Foundation. The updated projected expenditure for 2025 is \$19,633. • Interest Earnings and Unrealized Gains/Losses (\$0): TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit. • Library Generated Revenues (\$12,620): This reflects library meeting room fees, card fees for out of state residents, lost/damaged fees, printer/copier fees, and gallery income. \$9,052 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 \$932,676 to date, about \$32,000 behind budgeted pace. This savings is due, in part, to staffing changes early in the year with the retirement of Lori Houston and Cindy Selnes. In addition, open shelving shifts have also contributed to savings.

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$54,577 expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$20,883 expended to date. We are still anticipating year-end bills for Windows licenses and the circulation system.

Other: The library budgeted \$32,436 for other operating expenses. \$21,224 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. \$110,485 expended to date.

- **Plant Insurance (\$46,970):** Expense will be entered by Finance in Spring of 2026.
- **Energy (\$80,000):** \$48,144 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):** \$51,098 expended to date. Significant expenditures were incurred for unexpected repairs to the elevator nearest 4th Street and for a new HVAC compressor and other HVAC repairs.
- **Other (\$3,203):** \$3,497 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: \$55,845 expended.

224 Lawson: Expenditures include prior year funds.

- Donations: \$10,444 donation received.

- Materials: \$3,557 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: \$1,451 expended.
- Programs: \$4,458 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$109,675 in reimbursements for 232 and 223 received to date.
- Materials: \$25,528 expended.
- Minor Equipment: \$98 expended.
- Programs: \$24,295 expended.
- Misc: \$48,968 expended (\$10,419 advocacy; \$14,142 signage; \$24,407 newspaper digitization).

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

- Donations: \$6,462 received to date.
- Materials (235-4235): \$1,636 expended.
- Programs (235-4236): \$187 expended.
- Misc (235-4238): \$2,306 expended.

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

- Misc: \$1,349 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 1025 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AND

| Account Number | Account Title | Budget | YTD | Variance | % Budget |
|---------------------------------|-----------------------------------|-------------------|------------------|------------------|----------|
| Fund120 - CAPITAL OUTLAY | | | | | |
| 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% |
| 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: | | 102,000.00 | 57,720.53 | 44,279.47 | |
| | | 102,000.00 | 57,720.53 | 44,279.47 | |
| Fund230 - 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 | -3,464.83 | -35.17 | 98.99% |
| 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 | -207.00 | -1,293.00 | 13.80% |
| 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 | -992.08 | -1,007.92 | 49.60% |
| 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% |
| 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 | -1,631,736.70 | -26,347.30 | 98.41% |
| 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% |

| Account Number | Account Title | Budget | YTD | Variance | % Budget |
|-----------------------|-----------------------------------|----------------------|----------------------|-------------------|----------|
| 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% |
| 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% |
| 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: | | -1,687,871.00 | -1,640,789.10 | -47,081.90 | |
| 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% |
| 230-4230-1000-0000 | Full Time Salaries(E) | 249,356.78 | 186,817.60 | 62,539.18 | 74.91% |
| 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 | 15,299.40 | -11,799.40 | 437.12% |
| 230-4230-1113-0000 | Vacation Pay(E) | .00 | 40,399.08 | -40,399.08 | 100.00% |
| 230-4230-1200-0000 | Part Time Salaries(E) | 713,871.08 | 507,435.58 | 206,435.50 | 71.08% |
| 230-4230-1210-0000 | Part Time Salaries - In Kind(E) | 17,167.00 | .00 | 17,167.00 | 0.00% |
| 230-4230-1300-0000 | Overtime - Part Time(E) | .00 | .00 | .00 | 100.00% |

| Account Number | Account Title | Budget | YTD | Variance | % Budget |
|--------------------|----------------------------------|-----------|-----------|-----------|----------|
| 230-4230-1410-0000 | Pera(E) | 72,242.44 | 53,473.33 | 18,769.11 | 74.01% |
| 230-4230-1420-0000 | FICA/Medicare(E) | 73,687.61 | 57,459.48 | 16,228.13 | 77.97% |
| 230-4230-1430-0000 | PFML(E) | .00 | .00 | .00 | 100.00% |
| 230-4230-1500-0000 | Hospital / Medical(E) | 92,869.90 | 68,808.23 | 24,061.67 | 74.09% |
| 230-4230-1520-0000 | Dental Insurance(E) | 3,789.60 | 2,545.68 | 1,243.92 | 67.17% |
| 230-4230-1540-0000 | Life Insurance(E) | 769.00 | 437.49 | 331.51 | 56.89% |
| 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 | 2,410.58 | 589.42 | 80.35% |
| 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 | 14,354.18 | 145.82 | 98.99% |
| 230-4230-2401-0000 | Adult Books - Fiction(E) | 15,500.00 | 14,681.57 | 818.43 | 94.71% |
| 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 | 9,591.05 | 1,108.95 | 89.63% |
| 230-4230-2406-0000 | Teen Books - Materials(E) | 3,500.00 | 2,831.66 | 668.34 | 80.90% |
| 230-4230-2407-0000 | Programs(E) | .00 | .00 | .00 | 100.00% |
| 230-4230-2408-0000 | Film/Video(E) | 5,500.00 | 3,549.32 | 1,950.68 | 64.53% |
| 230-4230-2409-0000 | Electronic Materials(E) | 5,500.00 | 5,500.00 | .00 | 100.00% |
| 230-4230-2499-0000 | Collection Development(E) | .00 | .00 | .00 | 100.00% |
| 230-4230-3098-0000 | Technology Support(E) | 9,500.00 | 8,541.17 | 958.83 | 89.90% |
| 230-4230-3099-0000 | Other Professional Services(E) | 5,000.00 | 47.60 | 4,952.40 | 0.95% |
| 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 | 2,414.58 | -914.58 | 160.97% |
| 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 | 9,780.53 | 1,219.47 | 88.91% |
| 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 | 3,134.59 | -134.59 | 104.48% |
| 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 | 266.98 | -66.98 | 133.49% |

| Account Number | Account Title | Budget | YTD | Variance | % Budget |
|--------------------|----------------------------------|-----------|-----------|------------|----------|
| 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 | 1,806.71 | 148.29 | 92.41% |
| 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% |
| 230-4231-1000-0000 | Full Time Salaries(E) | 78,690.91 | 55,763.15 | 22,927.76 | 70.86% |
| 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 | 3,404.63 | -3,404.63 | 100.00% |
| 230-4231-1113-0000 | Vacation Pay(E) | .00 | 4,878.71 | -4,878.71 | 100.00% |
| 230-4231-1200-0000 | Part Time Salaries(E) | 30,525.69 | 21,159.58 | 9,366.11 | 69.31% |
| 230-4231-1410-0000 | PERA(E) | 8,130.38 | 6,291.61 | 1,838.77 | 77.38% |
| 230-4231-1420-0000 | FICA/Medicare(E) | 8,355.07 | 6,603.41 | 1,751.66 | 79.03% |
| 230-4231-1430-0000 | PFML(E) | .00 | .00 | .00 | 100.00% |
| 230-4231-1500-0000 | Hospital / Medical(E) | 13,458.53 | 11,869.93 | 1,588.60 | 88.19% |
| 230-4231-1520-0000 | Dental Insurance(E) | 505.20 | 463.10 | 42.10 | 91.66% |
| 230-4231-1540-0000 | Life Insurance(E) | 116.00 | 50.65 | 65.35 | 43.66% |
| 230-4231-1990-0000 | Grant Pass Thru(E) | .00 | .00 | .00 | 100.00% |
| 230-4231-2101-0000 | General Supplies(E) | 200.00 | 21.98 | 178.02 | 10.99% |
| 230-4231-2102-0000 | Janitorial Supplies(E) | 4,000.00 | 5,726.96 | -1,726.96 | 143.17% |
| 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 | 801.63 | 898.37 | 47.15% |
| 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 | 36,182.64 | 18,817.36 | 65.78% |
| 230-4231-3601-0000 | Natural Gas(E) | 25,000.00 | 11,961.39 | 13,038.61 | 47.84% |
| 230-4231-3703-0000 | Building Repair Charges(E) | 12,000.00 | 40,809.19 | -28,809.19 | 340.07% |
| 230-4231-3707-0000 | Maintenance Agreements(E) | 11,000.00 | 10,288.42 | 711.58 | 93.53% |
| 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 | 3,496.53 | -1,466.53 | 172.24% |
| 230-4231-5200-0000 | C/O & Improvements(E) | .00 | .00 | .00 | 100.00% |
| 230-4231-5300-0000 | C/O Machinery & Equipment(E) | .00 | .00 | .00 | 100.00% |
| 230-4231-5310-0000 | C/O MIS Comupter Equipment(E) | .00 | .00 | .00 | 100.00% |

| Account Number | Account Title | Budget | YTD | Variance | % Budget |
|---------------------------|--------------------------------|---------------------|---------------------|-------------------|----------|
| 230-4231-9490-0000 | Transfer Out-Cap Proj Fund(E) | .00 | .00 | .00 | 100.00% |
| 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: | | 1,689,044.19 | 1,271,028.13 | 418,016.06 | |
| | | 1,173.19 | -369,760.97 | 370,934.16 | |
| | | 103,173.19 | -312,040.44 | 415,213.63 | |

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 1025 AND [Account].AccountNumber 2200000000000000{-}22999999999999

| Account Number | Account Title | YTD |
|----------------|---------------|-----|
|----------------|---------------|-----|

Fund220 - MINERVA FUND**Revenue**

| | | |
|--------------------|----------------------------|---------|
| 220-0000-3810-0210 | Unrealized Gains/Losses(R) | -131.55 |
|--------------------|----------------------------|---------|

| | | |
|-----------------------|--|----------------|
| Total Revenue: | | -131.55 |
|-----------------------|--|----------------|

Expenditure

| | | |
|--------------------|----------------|-------|
| 220-4220-2404-0000 | Other Books(E) | 33.48 |
|--------------------|----------------|-------|

| | | |
|---------------------------|--|--------------|
| Total Expenditure: | | 33.48 |
|---------------------------|--|--------------|

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) | 971.09 |
|--------------------|-----------------|--------|

| | | |
|--------------------|-----------------------|-----------|
| 223-4223-1200-0000 | Part Time Salaries(E) | 44,110.58 |
|--------------------|-----------------------|-----------|

| | | |
|--------------------|---------|----------|
| 223-4223-1410-0000 | PERA(E) | 3,250.28 |
|--------------------|---------|----------|

| | | |
|--------------------|------------------|----------|
| 223-4223-1420-0000 | FICA/Medicare(E) | 3,668.38 |
|--------------------|------------------|----------|

| | | |
|--------------------|-----------------------|----------|
| 223-4223-1500-0000 | Hospital / Medical(E) | 2,014.16 |
|--------------------|-----------------------|----------|

| | | |
|--------------------|---------------------|-------|
| 223-4223-1520-0000 | Dental Insurance(E) | 17.61 |
|--------------------|---------------------|-------|

| | | |
|--------------------|-------------------|-------|
| 223-4223-1540-0000 | Life Insurance(E) | 37.63 |
|--------------------|-------------------|-------|

| | | |
|---------------------------|--|------------------|
| Total Expenditure: | | 55,844.76 |
|---------------------------|--|------------------|

Fund224 - HELEN LAWSON FUND**Revenue**

| | | |
|---------------------------|----------------------------|-------------------|
| 224-0000-3810-0210 | Unrealized Gains/Losses(R) | -366.96 |
| 224-0000-3820-0100 | Donations(R) | -10,444.00 |
| Total Revenue: | | -10,810.96 |
| Expenditure | | |
| 224-4224-2404-0000 | Other Books(E) | 3,556.75 |
| Total Expenditure: | | 3,556.75 |

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 |
| Expenditure | | |
| 227-4227-2404-0000 | Other Books(E) | 6,939.65 |
| Total Expenditure: | | 6,939.65 |

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) | 1,451.06 |
| 229-4229-2407-0000 | Programs(E) | 4,457.68 |
| Total Expenditure: | | 5,908.74 |

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) | 25,527.67 |
| 232-4232-2302-0000 | Other Minor Equipment(E) | 97.98 |
| 232-4232-2407-0000 | Programs(E) | 24,294.46 |
| 232-4232-4099-0000 | Miscellaneous Charges(E) | 48,967.64 |
| Total Expenditure: | | 98,887.75 |

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) | -4,700.00 |
| 235-3235-3820-0100 | Donations-Library Materials(R) | -1,658.00 |
| Total Revenue: | | -6,462.33 |
| Expenditure | | |
| 235-4235-2101-0000 | General Supplies(E) | 1,636.28 |
| 235-4236-4099-0000 | Miscellaneous Charges(E) | 187.38 |
| 235-4238-4099-0000 | Miscellaneous Charges(E) | 2,305.87 |
| Total Expenditure: | | 4,129.53 |

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) | 1,349.00 |
| Total Expenditure: | | 1,349.00 |

| | | |
|----------|--|------------------|
| T | | 29,095.71 |
| n | | |

Agenda Items Details

| | |
|--|---|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Stillwater Public Library Foundation Update | |
| OWNER: Elsbeth Howe, Executive Director | PRESENTER: Elsbeth Howe, Executive 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: Stillwater Public Library Foundation Executive Director Howe will provide updates on Light a Spark, the year-end fundraising appeal, and the Foundation's framework for 2026 strategic planning. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Agenda Items Details

| | |
|--|---|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing | |
| OWNER: Trustees & Council Liaison | PRESENTER: Trustees & Council Liaison |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>BACKGROUND/CONTEXT:</p> <p>This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On October 23, 2025, Troendle emailed trustees that Stillwater Public Library —along with other Carnegie libraries across the country—will receive a \$10,000 gift early next year to commemorate the 250th anniversary of the signing of the Declaration of Independence. A New York Times article titled Why Carnegie Libraries Are Getting \$10,000 Checks and Carnegie Corporation of New York press release were included for additional information.</p> <p>On November 5, 2025, Troendle emailed trustees on behalf of Lockyear with a MPR news story titled Book lovers protest proposed cuts to Bemidji Public Library.</p> <p>On November 5, 2025, Troendle emailed trustees on behalf of Panciera with Sarah Weinman’s keynote address at the ALA Annual Conference on June 28, 2025: In Praise of Librarians in Dangerous Times.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| <p>BOARD NORMS:</p> <ul style="list-style-type: none"> • Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice. • We follow open meeting law. • We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share. • We follow Robert’s Rules of Order and stick to the agenda. • We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board. • We respect each other’s time. We start meetings on time and move through meetings efficiently. • We attend meetings regularly and provide notice if absent. | |

Agenda Items Details

| | |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 130th Celebration Proposal | |
| OWNER: Advocacy Committee | PRESENTER: Hausman Lohmer & O'Brien |
| REQUESTED AGENDA TYPE (A, I, D): D | 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: | |
| <p>BACKGROUND/CONTEXT:</p> <p>The Advocacy Committee met on September 17 and October 29 to review the <i>130th Anniversary Planning Framework</i> provided by Director Troendle. The committee was impressed by the document's breadth and depth, the quality of the ideas presented, and the well-structured timeline for managing the work.</p> <p>After reviewing each section of the planning document, the committee agreed that the Advocacy Committee can play a central role in coordinating the celebration of Stillwater Public Library's 130th anniversary. We recommend that the Advocacy Committee lead the overall vision and planning while collaborating with the Friends, the Foundation, and library staff to share responsibilities. With this approach, no additional task force will be necessary.</p> <p>In the following document are the Advocacy Committee's proposed key initiatives and the recommended division of responsibilities.</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Advocacy Committee 130th Celebration Proposal | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Advocacy Committee

Stillwater Public Library 130th Celebration: Advocacy Committee Proposal 10/29/2025

Summary

Overall, we feel that the Advocacy Committee can play a key role in executing a celebration of Stillwater Public Library's 130th birthday. We recommend that the Advocacy Committee leads the vision and plan for the 130th Anniversary but splits the workload between multiple groups (Advocacy, Friends, the Foundation, and Staff) to help lead various components to best holistically represent the library.

Workload Division

Advocacy Committee Projects:

- **Overall 130th Celebration structure & scope inclusive of:**
 - **Theme, Logo, Branding:** The committee is drawn to the themes that incorporate “bridge,” but we’d like to spend more time defining the celebration and its activities before determining branding for the anniversary.
 - **Budget, Initiatives & Timeline**
- **130 Initiative:** We felt 130 Books of Impact sounded like a great idea, particularly if we have 13 community groups suggest 10 books. Possible community groups include:
 1. Library Staff
 2. ECFE
 3. Historical Society
 4. ArtReach/Zephyr/Opera/Ballet
 5. Sustainable Stillwater/Pollinator-Friendly Alliance
 6. Valley Outreach/Community Thread/Family Means
 7. Chamber of Commerce (send out survey to local businesses)
 8. HS Student Council/National Honor Society
 9. American Legion/Veterans
 10. Valley Faith Leaders/Group
 11. City of Stillwater (fire, police, public works, mayor, boards & commissions)
 12. Stillwater Teachers
 13. Local Bookstores
 14. Local Restaurants
 15. LGBTQIA+ groups (out in the valley)
 16. Valley Friendship Club/Special Olympics/Etc.
- **Stories of the Library Exhibit and Digital Archive:** This overlaps with the Advocacy Committee's current work on the Library Stories Project. We can use some of this material to create banners and other materials for physical or digital exhibits. We felt that stories and people would be more impactful for banners than stats and facts, although ‘library firsts’ had some appeal.

- **Community Celebration Events**
 - **Lumberjack Days** - Advocacy already does this and would love to plan a float for 2027 to bring awareness to the 130th celebration and activities.
- **Swag** - Create commemorative swag for giveaways and for sale via Foundation

Friends Projects:

- **Fall Book Sale** - cookies and coffee might be nice for Friends to provide

Library Staff Projects:

- **Stories of the Library:** Anniversary Webpage
- **Community Celebration Events:**
 - 130th Anniversary Community Celebration – a fun, free, family-friendly community day at the library that could incorporate:
 - Concert on terrace, featuring music from the late 1800s to early 1900s
 - Ice cream social
 - Open house with tours
 - Initial thought was to hold in summer – at different time of year than Foundation gala
 - May require additional budget requiring planning ahead to secure via assistance from Foundation funding
 - Library Historical Tours
 - Library Trivia/Scavenger Hunt
 - Library History/Local History Series as part of regular programming
 - Library “Birthday” Storytime as part of regular programming
- **Community Art Contest:** Library card contest be the “anniversary edition” card
 - Have two contests – one for kids and one for adults – and create two anniversary edition cards
 - Hold contest in 2026 and launch cards in January 2027
 - Existing cardholders could choose to update to a new anniversary card
- **Opportunity to include more based on staff resourcing and priorities:**
 - Patron memory wall where patrons can write or draw their favorite library memories, book titles, or anniversary wishes.
 - Decade-themed dress-up days. Throughout 2027, encourage staff and patrons to dress up in attire from a different decade or era each month.
 - Display of ‘books of the decade’
 - Library book discussion around a book published, popular or relevant in 1897. For example, H. G. Wells’ *The Invisible Man* and Bram Stoker’s *Dracula* were both published in 1897. Stephen Crane’s *The Red Badge of Courage* was published in 1895.

Foundation Projects:

- **Community Celebration Events: 130th Gala at the Library**

- Ticketed fundraising event in the evening at the library and “in the stacks”
- Fall?
- Period costumes?
- Potentially incorporating local chefs with food and beverage/wine/beer/etc. pairing stations themed around books
- May need Foundation-led gala group to plan event
- **Swag:** Sell commemorative swag in partnership with Advocacy Committee

Timeline

| Area | Initiatives | Owner | Timeframe |
|------------------------|--|----------|--------------------------------------|
| Vision & Themes | Recommend planning structure | Advocacy | November 2025 |
| Vision & Themes | Recommend general scope, activities, timeline, and primary owner | Advocacy | November & December 2025 |
| Vision & Themes | Recommend theme, tagline, logo, branding for 130th Anniversary | Advocacy | January & February 2026 |
| Vision & Themes | Recommend overall preliminary budget | Advocacy | March & April 2026 |
| Vision & Themes | Swag | Advocacy | Plan in 2026; Launch in Jan 2027 |
| Vision & Themes | Photo Cutout Board(s) | Advocacy | 2027; Ready by Community Celebration |
| The 130th Initiative | 130 Books of Impact | Advocacy | 2027; Exact time TBD |
| Stories of the Library | Community Stories Archive & Exhibit | Advocacy | 2027; Exact time TBD |
| Stories of the Library | Anniversary Webpage | Staff | January 2027 |

| | | | |
|------------------------------|---|------------|--|
| Community Celebration Events | Library Historical Tours | Staff | 2027; Exact time TBD by staff |
| Community Celebration Events | Library Trivia/Scavenger Hunt/Bingo | Staff | 2027; Exact time TBD by staff |
| Community Celebration Events | Library/Stillwater History Program or Series local historians | Staff | 2027; Exact time TBD by staff |
| Community Celebration Events | Possible: Lecture/event around a book of the era | Staff | 2027; Exact time TBD by staff |
| Community Celebration Events | Free community celebration event - concert on terrace with 1800s/early 1900s, tours, ice cream social, etc. | Staff | Summer 2027 |
| Community Celebration Events | Lumberjack Days Parade | Advocacy | July 2027 |
| Community Celebration Events | Fall Book Sale Cookies & Coffee | Friends | Fall 2027 |
| Community Celebration Events | Ticketed Gala | Foundation | Fall 2027 |
| Community Art | Library Card Contest | Staff | Fall 2026/Launch contest or card in 2027 |
| Other | Possible: Patron Memory Wall | Staff | TBD |
| Other | Possible: Decade-themed Dress Up Days | Staff | TBD |
| Other | Possible: Books of the Decade Display | Staff | TBD |

Agenda Items Details

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------|---------------------------|----------------------------|--------------------------|-----------------|---------------------------|--------|-----------------------|--------------|----------------------|------------|-----------------------|------------------|--|-----------|---------------------------|----------------|--|--------------|------------------------------|------------------|-----------------------------|---------------|-----------------------------|---------------|---------------------------|--------------------|-----------------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026 Library Holidays/Closing Dates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OWNER: Troendle, Director | PRESENTER: Troendle, Director | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of recommended holiday and staff training closing schedule for 2026. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>BACKGROUND/CONTEXT:</p> <p>The director recommends the 2025 closing schedule below for Stillwater Public Library. The schedule includes standard holiday closures and a partial-day closure for staff training.</p> <table> <tr> <td>New Year's Day</td> <td>Thursday, January 1, 2026</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>Monday, January 19, 2026</td> </tr> <tr> <td>Presidents' Day</td> <td>Monday, February 16, 2026</td> </tr> <tr> <td>Easter</td> <td>Sunday, April 5, 2026</td> </tr> <tr> <td>Memorial Day</td> <td>Monday, May 25, 2026</td> </tr> <tr> <td>Juneteenth</td> <td>Friday, June 19, 2026</td> </tr> <tr> <td>Independence Day</td> <td>Friday, July 3 (observed) and Saturday, July 4, 2026</td> </tr> <tr> <td>Labor Day</td> <td>Monday, September 7, 2026</td> </tr> <tr> <td>Staff Training</td> <td>Monday, October 12, 2026 (closed until 2 PM; open from 2-8 PM)</td> </tr> <tr> <td>Veterans Day</td> <td>Wednesday, November 11, 2026</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Thursday, November 26, 2026</td> </tr> <tr> <td>Christmas Eve</td> <td>Thursday, December 24, 2026</td> </tr> <tr> <td>Christmas Day</td> <td>Friday, December 25, 2026</td> </tr> <tr> <td>New Year's Eve Day</td> <td>Thursday, December 31, 2026</td> </tr> </table> <p>Regarding Independence Day, the key part of Minnesota Statute § 645.44, subd. 5 (Holiday) says "...when New Year's Day, January 1; or Juneteenth, June 19; or Independence Day, July 4; or Veterans Day, November 11; or Christmas Day, December 25; falls on Saturday, the preceding day shall be a holiday." Therefore, the recommendation is to close on Friday, July 3 (the observed legal holiday) as well as Saturday, July 4 (the actual Independence Day, which falls on a weekend).</p> <p>The library will also be closed on Sundays in the summer from May 24 - September 6, 2026.</p> | | New Year's Day | Thursday, January 1, 2026 | Martin Luther King Jr. Day | Monday, January 19, 2026 | Presidents' Day | Monday, February 16, 2026 | Easter | Sunday, April 5, 2026 | Memorial Day | Monday, May 25, 2026 | Juneteenth | Friday, June 19, 2026 | Independence Day | Friday, July 3 (observed) and Saturday, July 4, 2026 | Labor Day | Monday, September 7, 2026 | Staff Training | Monday, October 12, 2026 (closed until 2 PM; open from 2-8 PM) | Veterans Day | Wednesday, November 11, 2026 | Thanksgiving Day | Thursday, November 26, 2026 | Christmas Eve | Thursday, December 24, 2026 | Christmas Day | Friday, December 25, 2026 | New Year's Eve Day | Thursday, December 31, 2026 |
| New Year's Day | Thursday, January 1, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Martin Luther King Jr. Day | Monday, January 19, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presidents' Day | Monday, February 16, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Easter | Sunday, April 5, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Memorial Day | Monday, May 25, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Juneteenth | Friday, June 19, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Independence Day | Friday, July 3 (observed) and Saturday, July 4, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Labor Day | Monday, September 7, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff Training | Monday, October 12, 2026 (closed until 2 PM; open from 2-8 PM) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Veterans Day | Wednesday, November 11, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thanksgiving Day | Thursday, November 26, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Christmas Eve | Thursday, December 24, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Christmas Day | Friday, December 25, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Year's Eve Day | Thursday, December 31, 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PREVIOUS ACTION ON ITEM: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REVIEWED BY COMMITTEE?: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Agenda Items Details

| | |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026 Board Meeting Date Changes | |
| OWNER: Lockyear, President | PRESENTER: Lockyear, President |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Determine board meeting date for August 2026 | |
| <p>BACKGROUND/CONTEXT:</p> <p>Board of Trustees meetings are generally held on the second Tuesday of the month at 5:30 PM.</p> <p>In 2026, the August meeting date falls on Tuesday, August 11, a primary election day. Under state statute 204C.03, public meetings are prohibited on election day between 6:00 and 8:00 PM. The board will need to consider an alternate date for the August meeting. The City Clerk has asked the library to provide a proposed date for inclusion in the 2026 City meeting calendar being prepared, which will be brought to City Council next month.</p> <p>If the board has an opportunity to present an update at the first City Council meeting in August (Wednesday, August 5), and a practice run-through is desired, the options are limited to Monday, August 3, or Tuesday, August 4. Please note that Night to Unite will take place on August 4.</p> <p>Finally, the board may choose to cancel the August meeting at its July meeting if it is determined that no action is necessary.</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026-2028 Labor Agreement | |
| OWNER: Executive Committee | PRESENTER: Lockyear, President |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2026-2028 Labor Agreement between Stillwater Public Library and AFSCME Council 5 Local 517. | |
| <p>BACKGROUND/CONTEXT:</p> <p>After a meeting between the Executive Committee and representatives from the library's union on October 30, a tentative agreement on a new labor agreement was reached on November 3. The next step is for the union's representatives to bring the proposal to their membership for a vote, and for the library to present it to the Board of Trustees for approval.</p> <p>Recommended tentative agreement changes to the existing labor agreement with AFSCME Local 517 (new or revised language shown in red):</p> <ul style="list-style-type: none"> • Article 8. Sick Leave (<i>Earned Sick and Safe Time; Documentation Provisions</i>): <ul style="list-style-type: none"> ○ 8.2 Sick leave may be authorized for the following reasons with limits as specified: ○ (a) For illness or injury, dental or medical treatment for the employee. Sick leave may be used for a sick or injured child in accordance with Minnesota Statutes. Sick leave usage by the employee may be subject to approval by the department head. The Employer may require verification for an absence of three (3) days or more, from a recognized medical authority attesting to the necessity of the leave, ability to return to duty, or other information deemed necessary. The documentation provisions referenced in the Earned Sick and Safe Time Act, Minn. Stat. 181.9447, subd. 3, shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST. • Article 11. Leaves (<i>PFML refers to Paid Family and Medical Leave</i>): <ul style="list-style-type: none"> ○ 11.5 Effective January 1, 2026, the Employer and employee will split the premiums for PFML, or an alternative private plan, on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14. ○ 11.6 Employees may utilize accrued paid Sick Leave to supplement PFML not to exceed 100% of the regular wage of the employee. In the event Sick Leave is exhausted, employees may utilize other accrued paid leave to supplement PFML not to exceed 100% of the regular wage of the employee. • Article 13. Wages: <ul style="list-style-type: none"> ○ Realignment to City schedule and 4.0% General Wage increase effective January 1, 2026 ○ 3.0% General Wage increase effective January 1, 2027 ○ 3.0% General Wage increase effective January 1, 2028 | |

• **Article 19. Insurance** (*Replace paragraph 19.1 with:*)

- Effective January 1, **2026**, the EMPLOYER will contribute up to **\$1,600.00** per month, per employee toward group health insurance coverage, including dependent coverage.
- Effective January 1, **2027**, the EMPLOYER will contribute up to **\$1,630.00** per month, per employee toward group health insurance coverage, including dependent coverage.
- Effective January 1, **2028**, the EMPLOYER will contribute up to **\$1,660.00** per month, per employee toward group health insurance coverage, including dependent coverage.
- The Employer shall contribute toward the Health Savings Accounts (HSA) for employees enrolled in the High Deductible Health Plan (HDHP) with an HSA in the amount of \$750 per year for employees electing single coverage HDHP and in the amount of \$1500 per year for employees electing family coverage HDHP.

• **Article 24. Duration:**

- **3 year agreement effective January 1, 2026 through December 31, 2028**

Not in the contract, but discussed and noted:

- *The deductible associated with the \$3300 Plan is increasing to a \$3400 deductible based on IRS requirements effective January 1, 2026.*
- *Employer is increasing the monthly opt out payment from \$250 per month to \$300 per month effective January 1, 2026.*
- *The director will have ongoing conversations with staff about workloads through Labor Management Committee meetings.*

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

Redlined copy of the proposed 2026-2028 Labor Agreement

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Executive Committee

2024-2026, and 2025-2027 and 2028
Agreement

Between the

Stillwater Public Library Board of Trustees

and

Local 517 Council 5
of the American Federation of State, County,
and Municipal Employees, AFL-CIO

TABLE OF CONTENTS

| | | |
|------------|--------------------------------------|----|
| Article 1 | Preamble | 1 |
| Article 2 | Recognition | 1 |
| Article 3 | Union Security | 1 |
| Article 4 | Hours of Work | 1 |
| Article 5 | Part-Time Employees | 2 |
| Article 6 | Probationary Periods | 2 |
| Article 7 | Holidays | 3 |
| Article 8 | Sick Leave | 3 |
| Article 9 | Vacation | 5 |
| Article 10 | Severance Pay | 6 |
| Article 11 | Leaves | 7 |
| Article 12 | Responsibility of Employment | 8 |
| Article 13 | Wages | 8 |
| Article 14 | Overtime | 9 |
| Article 15 | Grievance Procedure | 9 |
| Article 16 | Discipline | 12 |
| Article 17 | Seniority / Layoff | 12 |
| Article 18 | Work Force | 13 |
| Article 19 | Insurance | 13 |
| Article 20 | General Provisions | 14 |
| Article 21 | Savings Clause | 15 |
| Article 22 | Employer Authority / Employee Rights | 16 |

| | | |
|------------|--|---------------|
| Article 23 | Waiver | 16 |
| Article 24 | Termination | 17 |
| | Appendix A <u>2024-2026, 2027 and 2028</u> Pay Structure | 18 |
| | Appendix B <u>2025-2027</u> Pay Structure | 19 |

ARTICLE 1. PREAMBLE

1.1 This AGREEMENT entered into by the Stillwater Public Library Board hereinafter referred to as the Employer, and Local 517 affiliated with Council No. 5 and the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose, the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

1.2 All personnel policies unless otherwise stated shall be applied uniformly across the entire bargaining unit.

ARTICLE 2. RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative in a unit defined as:

All employees of the Stillwater Public Library who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, excluding supervisory and confidential employees and essential employees.

ARTICLE 3. UNION SECURITY

3.1 The Employer agrees to deduct the Union dues from the pay of those employees who individually request, in writing, that such deductions be made. The amounts to be deducted shall be certified to the Employer by a designated representative of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement, to the designated representative by the first of the succeeding month after such deductions are made.

Any fair share fee collected shall be processed in accordance with Minnesota Statutes, Section 179A.06, Subd. 3.

3.2 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 4. HOURS OF WORK

4.1 The normal work week shall be five (5) eight (8) hours days. This article is intended only to define the normal hours of work to provide the basis for the calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

4.2 Schedules. Work schedules showing the work shifts, work days and hours and employee assignment shall be posted on a personnel board at each work site at least two (2) weeks prior to the start of each scheduling period.

4.3 All employees shall be scheduled a one-half (1/2) hour lunch break.

4.4 All employees' work schedules shall provide for at least one (1) fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever possible. Employees who are authorized to work beyond their regular quitting time shall receive a fifteen (15) minute rest period before they start to work on each shift. In addition, they shall be granted the regular rest periods that occur during the shift.

4.5 It is the employer's responsibility to arrange for substitutes for time off requested at least two weeks in advance.

4.6 Flexible Daily Work Hours: Notwithstanding the normally established and observed daily work hours for employees, employees may, with the express written approval of their supervisor, establish and observe individual flexible daily work hours.

ARTICLE 5. PART-TIME EMPLOYEES

5.1 Part-time employees shall be eligible to earn employee benefits, as pro-rated below, provided that such employees work regularly scheduled hours in each pay period, as opposed to being subject to call or to work when available.

| <u>Average Hours Worked Per Week</u> | <u>Percent of Benefits</u> |
|--------------------------------------|----------------------------|
| 20 to 25.99 hours per week | 50% |
| 26 to 35.99 hours per week | 75% |
| 36 or more hours per week | 100% |

Employees whose average hours total between 14 and 19.99 worked per week shall be eligible for a 50% prorated share of vacation, sick leave, and holiday benefits only. They are not eligible for any other benefits.

5.2 Part-time employees shall be paid an hourly rate computed by dividing the full-time annual rate for which they would be eligible by two thousand eighty (2080) hours.

5.3 Temporary Appointments. When positions are temporary, this is clearly stated at the time of appointment.

ARTICLE 6. PROBATIONARY PERIODS

6.1 All newly hired or rehired employees will serve a probationary period. The probationary period shall end upon the employee completing 1,040 work hours or, provided the employee has been in the position for at least twelve (12) months, 780 work

hours (the "Probationary Period"). The Probationary Period is the period during which time the employee's ability to perform the work will be determined.

6.2 All employees will serve a Probationary Period in any job classification in which the employee has not served a previous Probationary Period.

6.3 At any time during the Probationary Period, a newly hired or rehired employee may be terminated at the sole discretion of the Employer.

6.4 At any time during the Probationary Period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer.

ARTICLE 7. HOLIDAYS

7.1 Holidays with pay are defined as:

| | |
|-----------------------------|---------------------------------|
| New Years Day | January 1 |
| Martin Luther King Birthday | The third Monday in January |
| President's Day | The third Monday in February |
| Easter | Easter Sunday |
| Memorial Day | The last Monday in May |
| Juneteenth | June 19 |
| Independence Day | July 4 |
| Labor Day | The first Monday in September |
| Veterans Day | November 11 |
| Thanksgiving Day | The fourth Thursday in November |
| Christmas Eve Day | December 24 |
| Christmas Day | December 25 |
| New Year's Eve Day | December 31 |
| Floating Holidays | Two (2) per year |

Employees shall be eligible for holiday pay provided they are on paid status on the day before and the day after the holiday.

7.2 Employees scheduled to work on any of the above listed holidays shall be given an alternate day off.

7.3 Floating holidays shall accrue at the rate of 1/6 day per month during the employees first calendar year of employment and at the rate of two (2) days per year thereafter.

ARTICLE 8. SICK LEAVE

8.1 Full time employees will earn sick leave at the rate of eight (8) hours per full month worked. Sick leave may be accumulated to a maximum of nine hundred and sixty (960)

hours. Employees do not earn eight (8) hours of sick leave in months in which they will miss twenty-one (21) working days due to illness.

8.2 Sick leave may be authorized for the following reasons with limits as specified:

(a) For illness or injury, dental or medical treatment for the employee. Sick leave may be used for a sick or injured child in accordance with Minnesota Statutes. Sick leave usage by the employee may be subject to approval by the department head. The Employer may require verification for an absence of three (3) days or more, from a recognized medical authority attesting to the necessity of the leave, ability to return to duty, or other information deemed necessary. The documentation provisions referenced in the Earned Sick and Safe Time Act, Minn. Stat. 181.9447, subd. 3, shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST.

(b) Employees shall be able to use up to 160 hours of accrued personal sick leave per year to care for an adult child, spouse, domestic partner (meaning spousal equivalent), sibling, parent, grandparent, or step-parent. Family care leave uses a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Family care leave cannot be carried over to a subsequent year and Employees shall not be eligible for pay for any unused family care leave. Proof of sickness or disability will need to be provided for any family member.

(c) A male employee shall be granted five (5) days of sick leave for the birth or adoption of his child.

8.3 An employee unable to work because of illness or accident whose paid sick leave is exhausted, shall be granted a leave of absence for a period not to exceed nine (9) months. Employees will return at the same seniority in the salary schedule, will retain promotion rights and will earn vacation schedule seniority for sick leave under this paragraph. Existence and extent of illness or disability must be verified by a written statement from a medical doctor when requested by the department head or his or her designee.

8.4 Should illness occur while an employee is on vacation, the period of illness may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to illness and the period of disability.

8.5 Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the employee's regular pay and Workers Compensation insurance payments for a period not to exceed ninety (90) working days per injury not charged to the employee's vacation, sick leave, or other accumulated benefits, after a five (5) working day initial waiting period per injury. The five (5) working day waiting period shall be charged to the employee's sick leave account less Worker's Compensation insurance payments.

If recovery is not complete, an additional recovery period not in excess of thirty (30) sick leave days may be granted. Sick leave shall then be deducted on a prorated basis with no deduction of sick leave being made for that portion of the employee's absence which is covered by Workers Compensation insurance. No employee can receive more than the employee's normal take home pay as a result of any library pay supplement to Worker's Compensation insurance benefits.

8.6 Sick leave will be suspended after the benefits specified in sections 8.1, 8.2, and 8.5 have been exhausted. However, an employee who has fulfilled all of the requirements for a vacation which has not been taken may request vacation during disability.

8.7 The Employer provides for Family Medical Leave Act leave in accordance with applicable laws. See the website of the U.S. Department of Labor (www.labor.gov) and the State of Minnesota Department of Labor (www.labor.mn.us) for details.

8.8 Use of Vacation and Sick Leave:

- A. During the first 40 hours for full-time employees, an employee may choose to take FMLA as unpaid. For part-time employees and those who work variable hours, a weekly average of the hours worked shall be used to determine the amount of time allowed as initial unpaid leave for FMLA purposes.

After the initial period of unpaid leave for FMLA purposes, an employee must substitute accrued paid vacation time for any part of a family/medical-leave taken for any reason. Accrued sick leave may only be used in the case of the illness or medical disability of the employee or the employee's child.

- B. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

ARTICLE 9. VACATION

9.1 Vacation is accrued to full time employees in accordance with the following schedule:

| <u>Years</u> | <u>Days</u> | <u>Hours</u> |
|--------------|---|----------------|
| 0 – 1 | 5/6 day per month | |
| 1 – 4 | 10 days/year | 80 hours/year |
| 5 – 9 | 15 days/year | 120 hours/year |
| 10 – 15 | 20 days/year | 160 hours/year |
| After 15 | 1 additional day for each year up to twenty years | |

9.2 Vacation shall be granted at the time requested by the employee upon approval of department head. If the nature of the work makes it necessary to limit the number of

employees on vacation at the same time, the employee with the greater departmental seniority shall be given his/her choice of vacation period.

9.3 If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation used shall be reduced by one work day.

9.4 Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking his/her vacation, shall be compensated in cash for the unused vacation he/she has accumulated at the time of separation.

9.5 Vacation may be used in units of fifteen (15) minutes with the approval of the department supervisor.

9.6 Inclement Weather. In cases where the library has been closed due to inclement weather or building conditions, those staff members who are scheduled to work will be paid for the hours missed, not to exceed eight (8) hours.

If the library remains open and a staff member is unable to be present when scheduled because of weather conditions, he/she will not receive payment, unless the employee requests that such time be counted as vacation and his/her vacation benefits have not been exhausted.

9.7 Employees may carry over a maximum of 80 hours of unused vacation to the next year.

ARTICLE 10. SEVERANCE PAY

10.1 Permanent employees shall be eligible for severance compensation upon retirement, death or resignation in accordance with the following conditions:

- (a) Employee shall have been employed by the Library for ten (10) years or more.
- (b) Compensation will be one-half (1/2) of employee's unused sick leave.
- (c) Death benefits shall be paid to the surviving spouse or the employee's estate.

10.2 The Employer will sponsor a Post-Employment Health Care Savings Plan that allows employees to save money to pay medical expenses and/or insurance premiums after termination of public service.

- A. All funds collected by the Stillwater Library on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan account administered by the MN Post Employment Health Care Savings Plan established under MN Stat. 352.98 and as outlined in the MN State Retirement System's (MSRS) Trust Plan and Documents.

- B. All employees shall be eligible to participate, including those employees that are covered under City Ordinance No. 844 who qualify for the City's Hospital/Medical Insurance for Retired Employees.
- C. Employees shall contribute 100% of their accrued severance in the Post Employment Health Care Savings Plan.

ARTICLE 11. LEAVES

11.1 Funeral Leave

(a) An employee shall be granted a paid funeral leave of up to three (3) working days in case of death in the immediate family. Immediate family shall be defined as the employee's spouse, domestic partner (meaning spousal equivalent), children, parents, siblings, grandparents, grandchildren and shall include parents and siblings of the employee's spouse or domestic partner. Such leave shall not be deducted from any other accumulated leave.

(b) Time off with pay, not to exceed one (1) day, shall be allowed in the event an employee is selected to be a pallbearer in a funeral and/or is required to perform Color Guard activities as an active member of the United States Armed Forces, including reserve forces. Additional time off may be taken from personal or vacation leave with the approval of the Director.

11.2 Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or jury service. All fees shall be returned to the Employer except those paid for duty on the employee's normal day off and those paid for meals and mileage. Any hours not on jury duty shall be worked.

11 -3 Notice. An employee using jury duty or funeral leave shall notify the Employer of such intent as soon as the necessity for such leave is known.

11.4 Unpaid leave for a limited period, not to exceed six (6) months, may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period. Employees shall submit a written request for personal leave to the Library Director, who may approve or disapprove such leave with the consent of the President of the Library Board. All personal leaves shall be without compensation.

(a) Application for Leave. Any request for a leave of absence without pay shall be submitted, in writing, by the employee to the Director or his or her designee. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization for a leave of absence shall be furnished to the employee by the Director or his or her designee, and it shall be in writing.

(b) A request for a leave not exceeding one (1) month shall be answered within five (5) work days. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) work days.

(c) Employees shall be returned to the position in their department if the leave is for sixty (60) calendar days or less and to their classification in their department if the leave is in excess of sixty (60) calendar days.

(d) Union Business. Employees elected to a local union office or selected by the local union to work which takes them from their employment with the Employer, shall, at the written request of the Union, be granted a leave of absence not to exceed six (6) months. Such leaves may be extended or renewed for any reasonable period.

(e) Parental Leaves. Parental leaves not to exceed six (6) months shall be granted at the request of the employee for the birth or adoption of the employee's child. Such leaves may be extended or renewed for any reasonable period.

(f) Educational Leaves. Educational leaves of absence shall be granted in accordance with the personnel regulations.

11.5 Effective January 1, 2026, the Employer and employee will split the premiums for PFML, or an alternative private plan, on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.

11.6 Employees may utilize accrued paid Sick Leave to supplement PFML not to exceed 100% of the regular wage of the employee. In the event Sick Leave is exhausted, employees may utilize other accrued paid leave to supplement PFML not to exceed 100% of the regular wage of the employee.

ARTICLE 12. RESPONSIBILITY OF EMPLOYMENT.

12.1 Prohibitions

No person shall knowingly make any false statement, certificate, mark, rating or report in regard to any test, certificate, or appointment held under the library's personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this resolution. No person seeking employment or promotion in the library's service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person for or on account of or in connection with his/her test, proposed appointment, promotion or proposed promotion.

12.2 Conflict of Interest

It is expected that every employee shall exercise good judgment in avoiding involvement with conflicting outside business interests. These include, but are not limited to:

(a) Those in which an employee has financial interest in, or receives benefit from, a business in which he/she occupies a position which may enable him/her to influence the placing of library business.

(b) Those in which he/she accepts full or part-time work elsewhere, where such activity interferes with his/her duties and job performance.

ARTICLE 13. WAGES

13.1

Realignment to City schedule and 4.0% General Wage increase effective January 1, 2026

3.0% General Wage increase effective January 1, 2027

3.0% General Wage increase effective January 1, 2028

~~Employees shall receive raises as reflected in the attached salary schedule marked Appendix A 2024 Wages (3.0% general wage adjustment) and Appendix B 2025 Wages (3.0% general wage adjustment).~~

- Employees whose 12/31/19 and 12/31/20 base wage and longevity pay combined exceeds Step 11 shall have their combined base wage and longevity pay increased by the negotiated general wage adjustment.
- Step Movement: Step movement occurs for eligible employees on an annual basis effective on first day of first payroll period following anniversary date.

13.2 Call Time. Any full-time employee called to return back to work after his/her regularly scheduled shift shall be paid for a minimum of four (4) hours.

13.3 The following educational reimbursement pay shall be established beginning with the signing of the contract: Employees may be reimbursed for tuition and other expenses as approved for courses in library science and other related fields when such courses are required or approved by the Library Director and the Employer.

13.4 Employees shall receive an additional \$0.50 per hour for all hours worked on any Sunday.

13.5 Employees promoted to a higher classification, will be placed on the step that is at least a 5% increase in the employee's current salary.

ARTICLE 14. OVERTIME

14.1 Time and one-half (1 1/2) the employee's regular hourly rate of pay shall be paid for work performed in excess of the normal work week of forty (40) hours. Compensated leave shall be considered worked hours for the purpose of determining eligibility for overtime compensation.

14.2 Overtime work shall be distributed as equally as practicable to qualified employees.

14.3 Employees have an obligation to work overtime at the request of the Employer.

14.4 Overtime shall be calculated to the nearest fifteen (15) minutes.

ARTICLE 15. GRIEVANCE PROCEDURE

15.1 Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation of application of the specific terms and conditions of this Agreement. An employee has the right to have Union representation.

15.2 Organization Representatives. The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article.

15.3 Processing of Grievance. If the employee and the employee representative have notified the designated supervisor, the employee and the aggrieved employee's representative shall be allowed a reasonable amount of time without loss in pay, if the grievance is investigated and presented to the Employer during the normal working hours.

15.4 Grievance Procedure. Grievances shall be processed in the following manner:

STEP 1. The Union Steward with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) working days of the employee's knowledge of its occurrence. The supervisor shall respond within five (5) work days.

STEP 2. If the grievance is not settled in Step 1, it shall be referred, in writing, to the Library Director or his/her designee within ten (10) working days after the designated supervisors answer in Step 1. The department head or his designee shall discuss the grievance within ten (10) working days with the employee and the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the Library Director or his/her designee and the Union. If no settlement is reached, the Library Director or his/her designee shall give written answer to the Union within ten (10) days following their meeting.

STEP 3. If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union, in writing, to the Employer or its designee within ten (10) working days after the department head or his/her designees answer in Step 2. A meeting between the Employer or its designee and the Union shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be

reduced to writing and signed by the President of the Library Board or his/her designee and the Union. If no settlement is reached, the Employer or its designee shall give written answer to the Union within ten (10) working days following the meeting.

STEP 4. Choice of Remedy. If after Step 3, the grievance remains unresolved, an employee must choose, in writing, an avenue of remedy as follows:

If an employee pursues a dispute arising from any provision covered in this Agreement through any available appeal procedure other than the grievance procedure, the employee shall be prohibited from making any further appeal under the remaining steps of this grievance procedure unless precluded by law.

STEP 5. If the grievance is not settled in Step 3, it may be submitted to the Minnesota Bureau of Mediation Services by mutual consent.

STEP 6. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, either party may refer the grievance to arbitration within ten (10) working days after the Union's receipt of the Employees written answer in Step 3, as provided in Minnesota's Statutes, Section 179A.21. The selection of an arbitrator shall be made in accordance with the *Rules Governing the Arbitration of Grievances* as established by the Public Employment Relations Board.

(a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer or its designee and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted.

(b) The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing of the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and relations having the force and effect of law. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The parties may, by mutual written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merit.

(c) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party

shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for such a record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

15.5 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits or any agreed to extension, the employee and the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step. The term "working days" as used in this Article shall mean the days Monday through Friday, exclusive of holidays.

15.6 Grievance Representative. Employees presenting a grievance under Step 2 shall be represented by a representative of the Union.

15.7 Record. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the involved employee(s).

ARTICLE 16. DISCIPLINE

16.1 The Employer will discipline employees for just cause only. Discipline will be in one of the following forms:

- a. oral reprimand
- b. written reprimand
- c. suspension
- d. demotion
- e. discharge

16.2 Suspensions, demotions and discharges will be in written form.

16.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.

16.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Library Director or his or her designee.

16.5 An employee receiving such discipline may submit the disciplinary action to the grievance procedure beginning at Step 2.

16.6 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such a questioning.

ARTICLE 17. SENIORITY/LAYOFF

17.1 Library seniority means an employee's length of continuous service with the Employer as measured by cumulative hours worked.

17.2 Classification seniority means the length of continuous service in a particular classification.

17.3 On January 1 and July 1, the Employer or its designee shall establish a seniority list. The list shall contain the name of each Employee in the order of classification seniority and shall also reflect each employee's date of classification and library seniority.

17.4 A reduction of the work force will be accomplished by classification in reverse order of classification seniority provided all probationary and temporary employees in the classification(s) where the layoff occurs are laid off first. In the event of layoffs or a reduction of the work force employees may exercise their library seniority rights to a job classification of a higher, the same, or lower pay within the bargaining unit provided that all job relevant qualifications between employees are equal.

17.5 Employees shall be recalled from layoff according to seniority and job classification. No new employee shall be hired for a job classification in which a layoff has occurred until all employees on layoff status within that job classification have been given ample opportunity to return to work within twenty-four (24) months of said layoff. The Library Director will notify employees on layoff to return to work by registered mail at the employee's last recorded address. The employee must return to work within three (3) weeks of receipt of this notice to be eligible for reemployment.

17.6 An employee being laid off retains seniority in the bargaining unit for two (2) years. Employees shall be recalled from layoff according to their seniority. Notice of recall shall be sent to employees at their last known address by registered mail. The employee must return to work within three (3) weeks of receipt of this notice in order to be eligible for re-employment. No new employee shall be hired, in a classification where employees are on layoff status until all employees on layoff status in the classification desiring to return to work have been recalled.

17.7 Breaks in Continuous Service

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause or retirement.

ARTICLE 18. WORK FORCE

18.1 Any vacancy or newly created position in a department will be posted in a conspicuous place in all departments where employees within the bargaining unit work. Such notice shall be posted for at least five (5) work days prior to filling such vacancy or newly created position. Whenever practicable, vacancies shall be filled from among the present employees in the department, giving first consideration to seniority and qualifications. If it becomes necessary in filling a vacancy to bypass an employee's seniority, reasons for said denial shall be given, in writing, to such employee. The Employer or its designee agrees to meet and confer with the Union over a reduction in classification prior to reducing the classification for a vacancy which has not been posted.

ARTICLE 19. INSURANCE

19.1 A. ~~Effective January 1, 2020, the Employer will contribute up to \$1,196.86 per month per employee for group health insurance including dependent coverage. Effective January 1, 2021, the Employer will contribute up to \$1,216.86 per month per employee for group health insurance including dependent coverage.~~

The Employer shall contribute toward the Health Savings Accounts (HSA) for employees enrolled in the High Deductible Health Plan (HDHP) with an HSA in the amount of \$750 per year for employees electing single coverage HDHP and in the amount of \$1500 per year for employees electing family coverage HDHP.

Effective January 1, 2026, the EMPLOYER will contribute up to \$1,600.00 per month, per employee toward group health insurance coverage, including dependent coverage.

Effective January 1, 2027, the EMPLOYER will contribute up to \$1,630.00 per month, per employee toward group health insurance coverage, including dependent coverage.

Effective January 1, 2028, the EMPLOYER will contribute up to \$1,660.00 per month, per employee toward group health insurance coverage, including dependent coverage.

B. The Employer will contribute \$42.10 per month per employee for group dental insurance including dependent coverage.

19.2 The Library shall provide a thirty thousand dollar (\$30,000) term life insurance policy for all employees regularly scheduled to work 20 hours per week or more.

19.3 The Employer shall send Union Representatives a schedule listing insurance renewal and plan design LMC meetings. If LMC meeting dates are not determined in advance, the Employer shall send to Union Representatives, in a timely manner, the next scheduled LMC meeting date. The Employer shall send a management representative to the LMC meetings.

19.4 Affordable Care Act: In the event that the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax, or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes, or fines for the Employer.

ARTICLE 20. GENERAL PROVISIONS

20.1 Neither the Union nor the Employer shall discriminate against any employee because of Union membership or non-membership, nor because of age, race, creed, gender, color, religious belief or political belief, sexual or affectional preference.

20.2 Union Use Of Bulletin Boards. The Employer agrees to furnish and maintain suitable bulletin boards in convenient places. The Union shall limit its posting to official notices and bulletins of the Union to such bulletin boards.

20.3 The Employee agrees to recognize stewards and alternates as certified by the Union subject to the following stipulations:

- (1) Employee Union officers shall be granted a reasonable amount of time off without pay during work hours for Union business, provided they notify their designated supervisor.
- (2) Non-employee representatives of the Union shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances if they first notify the Employer's designee and provided the Union representative does not interfere with the work of the employees.
- (3) The Union will notify the Employer, in writing, of the designated steward and alternate and of the other designated representative of the Union. The Union will notify the Employer of any changes in designation within ten (10) working days of the change.

20.4 Contract Negotiations. Up to two members of the Union will be allowed time with pay for the purposes of contract negotiations whenever negotiations are scheduled during regular working hours.

20.5 Work Rules. The Employer shall have the right to establish reasonable work rules and personnel policies which shall be equitably and uniformly applied. Prior to the effective date, any work rule or policy shall be posted on all bulletin boards for a period often (10) consecutive work days. In addition, copies shall be furnished to the Union and when effective, all existing rules and policies shall be furnished to all employees. New employees shall be furnished a copy of all work rules when hired.

20.6 The Employer will provide all in-service training required by the Employer at the Employer's expense.

20.7 Any subject matter placed in the employee's personnel file which could be detrimental to the employee's future promotion, transfer, present or future employment, shall be served upon the employee in writing. Such matters shall be a proper subject for the grievance procedure. All materials in an employee's file shall be available for the employee's inspection.

20.8 Mileage. The library will reimburse employees for the use of personal automobiles for authorized library business at the rate set by the Internal Revenue Service. The increase will become effective on the date the new rate is announced by the IRS.

20.9 Work Out of Classification. An employee who is specifically assigned to perform work which is in a higher classification for ten (10) consecutive days or more shall be paid at the higher classification retroactive to the first day of working at the higher classification.

20.10 Adding New or Existing Job Classifications. If new classifications or existing classifications are added, the Employer or its designee agrees to meet and negotiate over the wages with the Union.

20.11 Effective January 1, 2020 through December 31, 2020, the Employer will not require Employees to take unscheduled, unpaid leave as was done in 2017.

20.12 Employer agrees to establish a Labor Management Committee with no less than two (2) members from the Union.

ARTICLE 21. SAVINGS CLAUSE

Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the Article, Section or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 22. EMPLOYER AUTHORITY/EMPLOYEE RIGHTS

22.1 Employer Authority

(a) The Employer retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

(b) Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

(c) Prior to contracting or subcontracting any work performed by employees covered by this Agreement, the Employer or its designee agrees to meet and confer with the Union to discuss possible ways and means to minimize the elimination of positions covered by this Agreement.

22.2 Employee Rights

(a) Employees shall have the right, freely and without fear of penalty or reprisal by the Employer to join and participate in the Union.

(b) Employees choosing to participate in the internal affairs of the Union as an officer, steward or other capacity, may do so without fear of reprisal by the Employer for such participation consistent with the employee's job duties and responsibilities and the provisions of this Agreement.

ARTICLE 23. WAIVER

This Agreement shall present the complete agreement between the Union and the Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the term of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

ARTICLE 24. TERMINATION

This agreement shall be effective as of January 1, ~~2024~~2026, and shall remain in full force and effect through December 31, ~~2025~~2028. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, ~~2025~~2028, that it desires to modify this Agreement. This Agreement shall remain in

full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

IN WITNESS THEREOF, the parties hereto have set their hands this _____ day of _____, ~~2023~~2025.

EMPLOYER

UNION

By: _____
Pat Lockyear, President
Board of Trustees

By: _____

Printed name

By: _____
Mark Troendle, Director

Its: _____

By: _____

Printed name

Its: _____

By: _____

Printed name

Its: _____

Appendix A

Stillwater Public Library 2024 Union Wage Scale (11/27/23)

| 2024 Union Wage Scale (3.0% Increase from 2023) | | | | | | | | | | | | | | |
|--|---------|---------|-------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Position Title | Range | | Grade | Pay Range (Hourly) | | | | | | | | | | |
| | Min Pts | Max Pts | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 281 | 304 | 1 | \$ 18.69789 | \$ 19.25883 | \$ 19.83659 | \$ 20.43169 | \$ 21.04464 | \$ 21.67598 | \$ 22.32626 | \$ 22.99605 | \$ 23.68593 | \$ 24.39651 | \$ 25.12841 |
| Aide | 305 | 331 | 2 | \$ 20.38070 | \$ 20.99212 | \$ 21.62188 | \$ 22.27054 | \$ 22.93866 | \$ 23.62682 | \$ 24.33562 | \$ 25.06569 | \$ 25.81766 | \$ 26.59219 | \$ 27.38996 |
| Custodian I, Library Assistant I | 332 | 361 | 3 | \$ 22.21497 | \$ 22.88141 | \$ 23.56785 | \$ 24.27489 | \$ 25.00314 | \$ 25.75323 | \$ 26.52583 | \$ 27.32160 | \$ 28.14125 | \$ 28.98549 | \$ 29.85505 |
| | 362 | 394 | 4 | \$ 24.21431 | \$ 24.94064 | \$ 25.68919 | \$ 26.45946 | \$ 27.25347 | \$ 28.07123 | \$ 28.91322 | \$ 29.78047 | \$ 30.67399 | \$ 31.59427 | \$ 32.54183 |
| | 395 | 431 | 5 | \$ 26.39380 | \$ 27.18528 | \$ 28.00101 | \$ 28.84099 | \$ 29.70622 | \$ 30.59721 | \$ 31.51548 | \$ 32.46102 | \$ 33.43484 | \$ 34.43745 | \$ 35.47088 |
| | 432 | 472 | 6 | \$ 28.76927 | \$ 29.63197 | \$ 30.52094 | \$ 31.43668 | \$ 32.37970 | \$ 33.35100 | \$ 34.35159 | \$ 35.38249 | \$ 36.44370 | \$ 37.53723 | \$ 38.66309 |
| Maintenance Worker, Library Associate, Office Specialist | 473 | 518 | 7 | \$ 31.35839 | \$ 32.29887 | \$ 33.26816 | \$ 34.26623 | \$ 35.29410 | \$ 36.35278 | \$ 37.44328 | \$ 38.56662 | \$ 39.72379 | \$ 40.91532 | \$ 42.14270 |
| Circulation Services Lead, Librarian I | 519 | 569 | 8 | \$ 34.18036 | \$ 35.20571 | \$ 36.26186 | \$ 37.34984 | \$ 38.47064 | \$ 39.62429 | \$ 40.81329 | \$ 42.03764 | \$ 43.29886 | \$ 44.59797 | \$ 45.93547 |

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

Stillwater Public Library
2026-2028 Union Wage Scale (10/30/2025)

| 2026 Union Wage Scale (Realignment to City Wage Scale + 4% COLA) | | | | | | | | | | | | | | |
|--|---------|---------|------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Position Title | Range | | Grade 1 to 15 | Pay Range (Hourly) | | | | | | | | | | |
| | Min Pts | Max Pts | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 281 | 304 | 1 | \$ 20.22547 | \$ 20.83223 | \$ 21.45720 | \$ 22.10091 | \$ 22.76394 | \$ 23.44686 | \$ 24.15027 | \$ 24.87477 | \$ 25.62102 | \$ 26.38966 | \$ 27.18134 |
| Aide | 305 | 331 | 2 | \$ 22.04576 | \$ 22.70713 | \$ 23.38834 | \$ 24.09000 | \$ 24.81270 | \$ 25.55707 | \$ 26.32379 | \$ 27.11350 | \$ 27.92691 | \$ 28.76472 | \$ 29.62766 |
| Custodian I, Library Assistant I | 332 | 361 | 3 | \$ 24.02988 | \$ 24.75077 | \$ 25.49330 | \$ 26.25810 | \$ 27.04584 | \$ 27.85721 | \$ 28.69293 | \$ 29.55372 | \$ 30.44033 | \$ 31.35353 | \$ 32.29414 |
| | 362 | 394 | 4 | \$ 26.19000 | \$ 26.97600 | \$ 27.78600 | \$ 28.62000 | \$ 29.47800 | \$ 30.36600 | \$ 31.27800 | \$ 32.21400 | \$ 33.18000 | \$ 34.17600 | \$ 35.20200 |
| | 395 | 431 | 5 | \$ 28.54800 | \$ 29.40600 | \$ 30.28800 | \$ 31.20000 | \$ 32.13600 | \$ 33.09600 | \$ 34.09200 | \$ 35.11200 | \$ 36.16800 | \$ 37.25400 | \$ 38.37000 |
| | 432 | 472 | 6 | \$ 31.12200 | \$ 32.05200 | \$ 33.01200 | \$ 34.00800 | \$ 35.02800 | \$ 36.07800 | \$ 37.15800 | \$ 38.27400 | \$ 39.42000 | \$ 40.60200 | \$ 41.82000 |
| Maintenance Worker, Library Associate, Office Specialist | 473 | 518 | 7 | \$ 33.91800 | \$ 34.93800 | \$ 35.98800 | \$ 37.06800 | \$ 38.17800 | \$ 39.32400 | \$ 40.50000 | \$ 41.71800 | \$ 42.97200 | \$ 44.25600 | \$ 45.58800 |
| Circulation Services Lead, Librarian I | 519 | 569 | 8 | \$ 36.97200 | \$ 38.08200 | \$ 39.22200 | \$ 40.40400 | \$ 41.61600 | \$ 42.86400 | \$ 44.14800 | \$ 45.47400 | \$ 46.83600 | \$ 48.24000 | \$ 49.68600 |

| 2027 Union Wage Scale (3% COLA) | | | | | | | | | | | | | | |
|--|---------|---------|---------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Range | | Grade | Pay Range (Hourly) | | | | | | | | | | |
| | Min Pts | Max Pts | | 1 to 15 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
| Position Title | Min Pts | Max Pts | 1 to 15 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 281 | 304 | 1 | \$ 20.83223 | \$ 21.45720 | \$ 22.10092 | \$ 22.76394 | \$ 23.44686 | \$ 24.15027 | \$ 24.87478 | \$ 25.62101 | \$ 26.38965 | \$ 27.18135 | \$ 27.99678 |
| Aide | 305 | 331 | 2 | \$ 22.70713 | \$ 23.38834 | \$ 24.08999 | \$ 24.81270 | \$ 25.55708 | \$ 26.32378 | \$ 27.11350 | \$ 27.92691 | \$ 28.76472 | \$ 29.62766 | \$ 30.51649 |
| Custodian I, Library Assistant I | 332 | 361 | 3 | \$ 24.75078 | \$ 25.49329 | \$ 26.25810 | \$ 27.04584 | \$ 27.85722 | \$ 28.69293 | \$ 29.55372 | \$ 30.44033 | \$ 31.35354 | \$ 32.29414 | \$ 33.26296 |
| | 362 | 394 | 4 | \$ 26.97570 | \$ 27.78528 | \$ 28.61958 | \$ 29.47860 | \$ 30.36234 | \$ 31.27698 | \$ 32.21634 | \$ 33.18042 | \$ 34.17540 | \$ 35.20128 | \$ 36.25806 |
| | 395 | 431 | 5 | \$ 29.40444 | \$ 30.28818 | \$ 31.19664 | \$ 32.13600 | \$ 33.10008 | \$ 34.08888 | \$ 35.11476 | \$ 36.16536 | \$ 37.25304 | \$ 38.37162 | \$ 39.52110 |
| | 432 | 472 | 6 | \$ 32.05566 | \$ 33.01356 | \$ 34.00236 | \$ 35.02824 | \$ 36.07884 | \$ 37.16034 | \$ 38.27274 | \$ 39.42222 | \$ 40.60260 | \$ 41.82006 | \$ 43.07460 |
| Maintenance Worker, Library Associate, Office Specialist | 473 | 518 | 7 | \$ 34.93554 | \$ 35.98614 | \$ 37.06764 | \$ 38.18004 | \$ 39.32334 | \$ 40.50372 | \$ 41.71500 | \$ 42.96954 | \$ 44.26116 | \$ 45.58368 | \$ 46.95564 |
| Circulation Services Lead, Librarian I | 519 | 569 | 8 | \$ 38.08116 | \$ 39.22446 | \$ 40.39866 | \$ 41.61612 | \$ 42.86448 | \$ 44.14992 | \$ 45.47244 | \$ 46.83822 | \$ 48.24108 | \$ 49.68720 | \$ 51.17658 |

| 2028 Union Wage Scale (3% COLA) | | | | | | | | | | | | | | | |
|--|---------|---------|---------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------|
| | Range | | Grade | Pay Range (Hourly) | | | | | | | | | | | |
| | Min Pts | Max Pts | | 1 to 15 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| Position Title | Min Pts | Max Pts | 1 to 15 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | |
| | 281 | 304 | 1 | \$ 21.45720 | \$ 22.10092 | \$ 22.76395 | \$ 23.44686 | \$ 24.15027 | \$ 24.87478 | \$ 25.62102 | \$ 26.38964 | \$ 27.18134 | \$ 27.99679 | \$ 28.83668 | |
| Aide | 305 | 331 | 2 | \$ 23.38834 | \$ 24.08999 | \$ 24.81269 | \$ 25.55708 | \$ 26.32379 | \$ 27.11349 | \$ 27.92691 | \$ 28.76472 | \$ 29.62766 | \$ 30.51649 | \$ 31.43198 | |
| Custodian I, Library Assistant I | 332 | 361 | 3 | \$ 25.49330 | \$ 26.25809 | \$ 27.04584 | \$ 27.85722 | \$ 28.69294 | \$ 29.55372 | \$ 30.44033 | \$ 31.35354 | \$ 32.29415 | \$ 33.26296 | \$ 34.26085 | |
| | 362 | 394 | 4 | \$ 27.78497 | \$ 28.61884 | \$ 29.47817 | \$ 30.36296 | \$ 31.27321 | \$ 32.21529 | \$ 33.18283 | \$ 34.17583 | \$ 35.20066 | \$ 36.25732 | \$ 37.34580 | |
| | 395 | 431 | 5 | \$ 30.28657 | \$ 31.19683 | \$ 32.13254 | \$ 33.10008 | \$ 34.09308 | \$ 35.11155 | \$ 36.16820 | \$ 37.25032 | \$ 38.37063 | \$ 39.52277 | \$ 40.70673 | |
| | 432 | 472 | 6 | \$ 33.01733 | \$ 34.00397 | \$ 35.02243 | \$ 36.07909 | \$ 37.16121 | \$ 38.27515 | \$ 39.42092 | \$ 40.60489 | \$ 41.82068 | \$ 43.07466 | \$ 44.36684 | |
| Maintenance Worker, Library Associate, Office Specialist | 473 | 518 | 7 | \$ 35.98361 | \$ 37.06572 | \$ 38.17967 | \$ 39.32544 | \$ 40.50304 | \$ 41.71883 | \$ 42.96645 | \$ 44.25863 | \$ 45.58899 | \$ 46.95119 | \$ 48.36431 | |
| Circulation Services Lead, Librarian I | 519 | 569 | 8 | \$ 39.22359 | \$ 40.40119 | \$ 41.61062 | \$ 42.86460 | \$ 44.15041 | \$ 45.47442 | \$ 46.83661 | \$ 48.24337 | \$ 49.68831 | \$ 51.17782 | \$ 52.71188 | |

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

|

Appendix B

Stillwater Public Library
2025 Union Wage Scale (11/27/23)

2025 Union Wage Scale (3.0% Increase from 2024)

| Position Title | Range | | Grade 1 to 15 | Pay Range (Hourly) | | | | | | | | | | |
|---|---------|---------|------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Min Pts | Max Pts | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 281 | 304 | 1 | \$ 19.25883 | \$ 19.83659 | \$ 20.43169 | \$ 21.04464 | \$ 21.67598 | \$ 22.32626 | \$ 22.99605 | \$ 23.68593 | \$ 24.39651 | \$ 25.12841 | \$ 25.88226 |
| Aide | 305 | 331 | 2 | \$ 20.99212 | \$ 21.62188 | \$ 22.27054 | \$ 22.93866 | \$ 23.62682 | \$ 24.33562 | \$ 25.06569 | \$ 25.81766 | \$ 26.59219 | \$ 27.38996 | \$ 28.21166 |
| Custodian I, Library Assistant I | 332 | 361 | 3 | \$ 22.88142 | \$ 23.56785 | \$ 24.27489 | \$ 25.00314 | \$ 25.75323 | \$ 26.52583 | \$ 27.32160 | \$ 28.14125 | \$ 28.98549 | \$ 29.85505 | \$ 30.75070 |
| | 362 | 394 | 4 | \$ 24.94074 | \$ 25.68886 | \$ 26.45987 | \$ 27.25324 | \$ 28.07107 | \$ 28.91337 | \$ 29.78062 | \$ 30.67388 | \$ 31.59421 | \$ 32.54210 | \$ 33.51808 |
| | 395 | 431 | 5 | \$ 27.18561 | \$ 28.00084 | \$ 28.84104 | \$ 29.70622 | \$ 30.59741 | \$ 31.51513 | \$ 32.46094 | \$ 33.43485 | \$ 34.43789 | \$ 35.47057 | \$ 36.53501 |
| | 432 | 472 | 6 | \$ 29.63235 | \$ 30.52093 | \$ 31.43657 | \$ 32.37978 | \$ 33.35109 | \$ 34.35153 | \$ 35.38214 | \$ 36.44396 | \$ 37.53701 | \$ 38.66335 | \$ 39.82298 |
| Maintenance Worker, Library Associate, Office Specialist | 473 | 518 | 7 | \$ 32.29914 | \$ 33.26784 | \$ 34.26620 | \$ 35.29422 | \$ 36.35292 | \$ 37.44336 | \$ 38.56658 | \$ 39.72362 | \$ 40.91550 | \$ 42.14278 | \$ 43.40698 |
| Circulation Services Lead, Librarian I | 519 | 569 | 8 | \$ 35.20577 | \$ 36.26188 | \$ 37.34972 | \$ 38.47034 | \$ 39.62476 | \$ 40.81302 | \$ 42.03769 | \$ 43.29877 | \$ 44.59783 | \$ 45.93591 | \$ 47.31353 |

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026 Wage Scale Ratification | |
| OWNER: Troendle, Director | 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: <ol style="list-style-type: none"> 1. Motion to ratify the 2026 wage scale for union and nonunion positions. 2. Motion to approve the extension of 2026 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). | |
| BACKGROUND/CONTEXT: <p>The library's agreement with its union membership includes a wage structure for 2026 in Appendix A of the union agreement. Historically, the board has also adopted a wage scale for its nonunion employees that aligns with the union pay structure. Attached are the proposed wage scales for all library positions for 2026.</p> <p>In addition, the agreement between the union and the library includes language pertaining to insurance. Past practice extends employer-paid union benefits to eligible nonunion professional and supervisory staff.</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2026 Wage Scale Ratification | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Stillwater Public Library
2026 Full Wage Scale (11/05/2025)

| 2026 Union Wage Scale (Realignment to City Wage Scale + 4% COLA) | | | | | | | | | | | | | | |
|--|---------|---------|-------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Position Title | Range | | Grade | Pay Range (Hourly) | | | | | | | | | | |
| | Min Pts | Max Pts | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 281 | 304 | 1 | \$ 20.22547 | \$ 20.83223 | \$ 21.45720 | \$ 22.10091 | \$ 22.76394 | \$ 23.44686 | \$ 24.15027 | \$ 24.87477 | \$ 25.62102 | \$ 26.38966 | \$ 27.18134 |
| Aide | 305 | 331 | 2 | \$ 22.04576 | \$ 22.70713 | \$ 23.38834 | \$ 24.09000 | \$ 24.81270 | \$ 25.55707 | \$ 26.32379 | \$ 27.11350 | \$ 27.92691 | \$ 28.76472 | \$ 29.62766 |
| Custodian I, Library Assistant I | 332 | 361 | 3 | \$ 24.02988 | \$ 24.75077 | \$ 25.49330 | \$ 26.25810 | \$ 27.04584 | \$ 27.85721 | \$ 28.69293 | \$ 29.55372 | \$ 30.44033 | \$ 31.35353 | \$ 32.29414 |
| | 362 | 394 | 4 | \$ 26.19000 | \$ 26.97600 | \$ 27.78600 | \$ 28.62000 | \$ 29.47800 | \$ 30.36600 | \$ 31.27800 | \$ 32.21400 | \$ 33.18000 | \$ 34.17600 | \$ 35.20200 |
| | 395 | 431 | 5 | \$ 28.54800 | \$ 29.40600 | \$ 30.28800 | \$ 31.20000 | \$ 32.13600 | \$ 33.09600 | \$ 34.09200 | \$ 35.11200 | \$ 36.16800 | \$ 37.25400 | \$ 38.37000 |
| | 432 | 472 | 6 | \$ 31.12200 | \$ 32.05200 | \$ 33.01200 | \$ 34.00800 | \$ 35.02800 | \$ 36.07800 | \$ 37.15800 | \$ 38.27400 | \$ 39.42000 | \$ 40.60200 | \$ 41.82000 |
| Maintenance Worker, Library Associate, Office Specialist | 473 | 518 | 7 | \$ 33.91800 | \$ 34.93800 | \$ 35.98800 | \$ 37.06800 | \$ 38.17800 | \$ 39.32400 | \$ 40.50000 | \$ 41.71800 | \$ 42.97200 | \$ 44.25600 | \$ 45.58800 |
| Circulation Services Lead, Librarian I | 519 | 569 | 8 | \$ 36.97200 | \$ 38.08200 | \$ 39.22200 | \$ 40.40400 | \$ 41.61600 | \$ 42.86400 | \$ 44.14800 | \$ 45.47400 | \$ 46.83600 | \$ 48.24000 | \$ 49.68600 |
| Supervisory Librarian, Business & Communications Manager | 570 | 625 | 9 | \$ 43.18800 | \$ 44.48400 | \$ 45.82200 | \$ 47.19600 | \$ 48.61200 | \$ 50.07000 | \$ 51.57000 | \$ 53.11800 | \$ 54.71400 | \$ 56.35200 | \$ 58.04400 |
| Assistant Director | 626 | 687 | 10 | \$ 45.34954 | \$ 46.71002 | \$ 48.11132 | \$ 49.55466 | \$ 51.04130 | \$ 52.57254 | \$ 54.14972 | \$ 55.77421 | \$ 57.44744 | \$ 59.17086 | \$ 60.94599 |
| Director (Exempt) | 688 | 756 | 11 | \$ 52.66398 | \$ 54.24390 | \$ 55.87122 | \$ 57.54735 | \$ 59.27377 | \$ 61.05199 | \$ 62.88354 | \$ 64.77005 | \$ 66.71315 | \$ 68.71455 | \$ 70.77598 |
| | 757 | 833 | 12 | \$ 58.98365 | \$ 60.75316 | \$ 62.57576 | \$ 64.45303 | \$ 66.38663 | \$ 68.37822 | \$ 70.42957 | \$ 72.54246 | \$ 74.71873 | \$ 76.96029 | \$ 79.26910 |
| | 834 | 918 | 13 | \$ 66.06154 | \$ 68.04375 | \$ 70.08462 | \$ 72.18750 | \$ 74.35288 | \$ 76.58365 | \$ 78.88125 | \$ 81.24760 | \$ 83.68510 | \$ 86.19567 | \$ 88.78125 |
| | 919 | 1012 | 14 | \$ 74.39850 | \$ 76.63050 | \$ 78.92900 | \$ 81.29700 | \$ 83.73600 | \$ 86.24800 | \$ 88.83550 | \$ 91.50050 | \$ 94.24550 | \$ 97.07300 | \$ 99.98500 |
| | 1013 | 1117 | 15 | | | | | | | | | | | |

* Step movement occurs for eligible employees on the first payroll period following anniversary date.

| 2026 Wages for Other Positions | |
|---------------------------------|-------------|
| Position | Hourly Pay |
| Intern | \$ 11.41000 |
| Shelvers | \$ 13.63718 |
| Event Prep Worker | \$ 17.04647 |
| Library Assistant I Substitutes | \$ 21.62689 |
| Custodian I Substitutes | \$ 21.62689 |
| Library Associate Substitutes | \$ 30.52620 |

Major Accomplishments

- Our library was honored to learn on October 22 that we will be among the libraries recognized by the Carnegie Corporation of New York with a \$10,000 gift early next year to commemorate the 250th anniversary of the signing of the Declaration of Independence. Andrew Carnegie's vision to invest in public libraries more than a century ago continues to enrich communities today — including Stillwater.
- A bargaining meeting was held with the library's union on October 30, and a tentative agreement was reached on November 3. The practical approach to negotiations and the collegial atmosphere that characterized past discussions continued this year.
- A half-day of staff development was held on October 13. This year, the Coordinator Team reduced the number of topics and focused on two main areas. Selena Freimark gave a presentation titled *Emotional Intelligence at Work: The Heart of Effective Teams*. The second topic centered on safety and included an overview of emergency procedures, an emergency scavenger hunt, and a safety debrief. Special thanks go to Angie Petrie for recommending our presenter, and to Sarah Rosten and Kaytee Estall for their work on the safety content.
- City-provided active shooter training was held on October 14 and made available to all staff. The session was also recorded for future viewing.
- In response to the current SNAP benefits disruption, Valley Outreach is temporarily expanding access to pre-packaged, shelf-stable food bags. The library is pleased to serve as a remote pickup location, expanding access to those in need. Mark and Valley Outreach CEO Tracy Maki met on October 29, and bags were first made available at the library's 4th St. entrance on November 3 — it all came together quickly, and we're glad to be part of the solution.
- The library is partnering with the St. Croix Valley Optimist Club to serve as a donation site for Valley Outreach's winter clothing drive. Hats, mittens, coats, and other winter gear can be dropped off at the library through December 15. A donation box is located near the Information Desk.
- Coordinated with hiring supervisors and HR to develop and post a NeoGov job announcement.
- The Ivy Club cleared dead plants from the outdoor pots ahead of winter. Pat planted ornamental peppers and kale in the planter near the 4th St. door to make the entrance more inviting.
- Thank you to Stan and Janice Burns for bringing Halloween treats.
- The lawn irrigation lines were winterized (blown out with air to prevent freezing during winter).
- Mark attended the Library Foundation's artist reception donor event on October 9. The artist, Mary Pettis, gave a fascinating talk about expressive realism, artistic inspiration, and the creative process.
- Five Library Corner articles were written and published in October.

Heads-Up

- Second Saturday Preschool Storytime is canceled for Saturday, November 8.
- The library will be closed to the public on Tuesday, November 11, in observance of Veterans Day.

Near-Term Future Focus

- Rehiring two seasonal Event Prep Workers for winter.
- Preparing a year-end report for a donor due December 1.
- 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.

October Programs and Activities

Art & Music

- **Mary Pettis Artist Reception:** 29 people gathered to celebrate Mary Pettis's art show, Expressions, on Thursday, October 9. Mary's work was on display at the library September–October 2025.
- **Painting Sunflowers in Acrylic with Karen Chan:** 19 people attended this event with Karen Chan on Thursday, October 16. This event was funded by the Minnesota Arts and Cultural Heritage Fund. Participant comments: "Great instructor, love learning new techniques."
- **Unwrapping Music: Emergence of Rock n Roll with MacPhail Center for Music:** 24 people attended this event with MacPhail Center for Music on Monday, October 27. This event was funded by the Minnesota Arts and Cultural Heritage Fund.

Books Clubs & Literature

- **Authors on the Road to Publication:** 36 people attended the author panel event on Wednesday, October 8. Library associate Karen Karason hosted and moderated a conversation with authors [Peter Geye](#), [Matthew Batt](#), [Ellie Palmer](#), and [Moheb Soliman](#). The panel engaged the audience through a series of moderated questions and answered additional questions from the audience. Valley Bookseller sold titles by the authors and the authors were available to sign books.

Participant comments:

- "I thought it was absolutely fabulous in every way, participants, facilitator, everything. Thank you for a great program."
- "Loved this! Please do more of these. The format was great and it was really a time well spent."
- "Moderator questions were excellent. 4-person format was surprisingly well done."
- "This was amazing!"
- **Mystery Book Club:** On Wednesday, October 15, 8 participants discussed closed circle mysteries, which are mysteries that involve a limited number of suspects and are frequently in an isolated location. [Find Mystery Book Club book lists on our website.](#)
- **Shelf Indulgence Book Club:** This book club was canceled in October due to scheduling conflicts. November book selection is [The Orchardist by Amanda Coplin](#).

Lifelong Learning

- **Tech Help:** Throughout October, 4 Tech Help appointments were offered on Tuesday evenings and 5 Tech Help appointments were offered on Friday afternoons. A total of 8 people attended a Tech Help appointment. Participant comment: "Feel fortunate that Tech help is available!!"
- **Medicare Counseling with Senior Linkage:** On Monday, October 6, this event was canceled due to a scheduling conflict with the organization that offers these free programs.
- **Foraging with Ironwood Foraging:** 17 people learned about foraging from Tim Clemons of Ironwood Foraging on Thursday, October 9. Participant comments: "This was fascinating. I'd like to attend more like this."

- **All about Owls with Kyle Te Poel:** 26 people joined Kyle Te Poel on Wednesday, October 15 to learn all about owls in our community and beyond. Kyle shared tips for identifying these “watermelon shaped” birds in trees. Participant comments: “Thanks for great programming.”
- **All about MN Prairies with Andy Weaver:** 12 people joined Naturalist-in-Residence Andy Weaver on Wednesday, October 22, to learn about the history and importance of Minnesota’s tallgrass prairies.
- **Water Bath Canning with Washington County Master Gardeners:** On Wednesday, October 29, 12 people received instruction from Master Gardeners Chris Bremer and Laura Hathaway to learn basic canning techniques based on University of Minnesota and Ball’s Blue Book Guide to Preserving.

Displays & Outreach

- **The Lodge:** On Monday, October 13, library staff delivered large print materials to 11 residents at the Lodge.
- **Book Displays:**
 - **Banned Books:** featuring fiction and nonfiction materials and an ALA bookmark
 - **Reading Group Month:** featuring Book Club Picks and social media video
 - **Spine-tingling Tales of Terror:** Science Fiction and Fantasy display featuring books with horror spins on subgenres ranging from Afrofuturism to Space Opera.

St. Croix Collection

- **Monthly Visits:** 16 visits were recorded in October, including 9 visitors and 7 residents.
- **Research Topics and sources included:** yearbooks, newspapers on microfilm, Runk photos, house history, general research, telegraph pole history, bridge history.
- **Genealogy Research Appointment:** This 1:1 appointment was filled in October.
- **Historical Research Appointment:** This 1:1 appointment was filled in October.

Programming Photos

Authors on the Road to Publication, Wednesday, October 9



Library Associate Karen Karason stands while moderating the author panel. Authors sitting from left: Matthew Batt, Peter Geye, Ellie Palmer, Moheb Soliman.

Foraging with Tim Clemons of Ironwood Foraging, Thursday, October 9



Tim Clemons talks about foraging best practices.

Sunflowers in Acrylic with Karen Chan, Thursday, October 16



Images shared by Christine Levesque.

Water Bath Canning with Washington County Master Gardeners, Wednesday, October 29



Standing in front of the room, Master Gardener Laura Hathaway speaks about Water Bath Canning. Master Gardener Chris Bremer stands at the podium assisting the presentation.

October Programs and Activities

Early Literacy (0-5)

- Ten Preschool Storytimes (612)
- Five Baby/Toddler Storytimes (268)
- One Second Saturday Family Storytime (26)
- Petite Concert (32)

School-aged (6-12)

- LEGO Club (25)
- Karen Chan art class (29)
- [Jacqueline West Author Visit/Writing Contest](#) (48)

Children's Drop-in Activities

- Owl Scavenger Hunt (460)
- Apple Pie Discovery Room

Teen

- Felt Critter Friends (2)

Outreach

- New Heights School
 - Two K-1 class visits (20)
 - One Grades 2-5 visit (30)
 - Two Grades 6-8 visits (66)
- Lake Area Discovery Center Storytime with Miss Kim (47)

Upcoming Single Date Programs

- Family Jigsaw Puzzle Competition – Saturday, November 1
- Learn about Ballet with St. Croix Ballet – Wednesday, November 5
- All About Raptors with Andy Weaver and Jackie Fallon (all ages) – Thursday, November 6
- Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!" – Wednesday, December 3, 10:30 am
- Mending: Refresh your clothes and add personality to your closet – Wednesday, December 3, 4 pm
- MN Mammals with Andy Weaver – Saturday, December 6, 10:30 am
- Watercolor Art: Incredible Insects (grades 6-8) – Wednesday, December 10, 4 pm
- Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!" – Saturday, December 13, 10:30 am

Agenda Items Details

| | |
|--|---|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report | |
| OWNER: Executive Committee | PRESENTER: Lockyear, President |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>DESCRIPTION:</p> <p>Executive Committee Meeting Minutes October 30, 2025</p> <p>Present: Troendle, O'Brien, Lockyear, Labor Attorney, Hansen, Library Union Representative: Estall, AFSCME Regional Representatives: Abdi and Gullickson Absent: C. Hansen</p> <p>Executive committee and Labor Attorney Hansen met with union representatives to hear requests to include in a new union contract. Union representatives presented four requests which were discussed at length. Lockyear explained the budgeting process to Gullickson and Abdi as they were unfamiliar with the library budget process and restrictions. Committee members also explained the intent of the Board of Trustees to ensure that library staff are aligned with other City employees on wages and benefits.</p> <p>Committee met with Labor Attorney Hansen to discuss union requests and to develop a response to each request.</p> <p>Union representatives rejoined the meeting. Attorney Hansen presented Executive Committee's responses to the union requests. She explained that the proposal was a package offering which intends to realign wages with the City.</p> <p>Union representatives met separately to discuss library's proposal.</p> <p>The meeting resumed with all parties to hear Union's decisions. Abdi requested a second meeting but Labor Attorney Hansen suggested discussing their response before deciding on a second meeting. General Wage increases and insurance savings for employees were reviewed and committee members explained the restrictions on the library budget due to set amount received from the City of Stillwater. The tight timeline for agreeing on a contract was discussed and the impact on open enrollment for employees was pointed out to union representatives. Abdi agreed to have a response to Troendle by 3:00 pm on October 31. The meeting was adjourned.</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Agenda Items Details

| | |
|---|---|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report | |
| OWNER: Library Advocacy Committee | PRESENTER: Library Advocacy Committee |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>DESCRIPTION:</p> <p>Committee: Advocacy Meeting Date & Time: Wednesday, October 29, 2025, 4 PM Location: Conference Room, Stillwater Public Library Present: Goeltl, Howe, Hausman Lohmer, O'Brien, Simon Absent: Hullander</p> <p>Agenda Item 1: Approval of Minutes Minutes approved</p> <p>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</p> <ul style="list-style-type: none"> <i>Trustees:</i> Simon announced that she would be stepping down from the Board of Trustees (and thus the Advocacy Committee) when her term ends in December. <i>Foundation:</i> Howe reported that the Foundation is working on their 2026 budget; writing grant requests to fund the Volunteer Coordinator; preparing for a strategic planning process in 2026; and starting a Legacy Society. In addition, the Foundation decided to pause Light a Spark for 2026. <i>Friends:</i> The Friends Book Drive is on November 8 and Sale on November 12-15. <i>Staff:</i> Beginning on Monday, November 3, the library will be a site to pick up Valley Outreach Food-to-Go bags. They will be located in the library's 4th St. entry. <p>Agenda Item 3: Review of Outreach, Possible Calendar Dates, Library Stories Committee discussed upcoming events.</p> <p>Agenda Item 4: Project Updates Committee reviewed proposed Library Stories photo shoot schedule for November 11 and 12.</p> <p>Agenda Item 5: 130th Anniversary The Advocacy Committee reviewed the 130th Anniversary Planning Framework document and notes from prior meeting. Simon compiled the proposed initiatives, work division, and timeline into a proposal for board review.</p> <p>Agenda Item 6: Polco Survey Results Committee reviewed the November 2024 Polco Survey questions and recommended that they remain the same for 2025.</p> <p>Next Meeting: Wednesday, January 14, 4-5:30 PM</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |



Board Meeting Minutes

September 26, 2025

Members Present: Summer, Mark, Lori, Sandie, Roger, Shawn, Ingrid

Members Remote: Cindy

Members Absent: Drew, Kevin, Jeneane, Ryan, Erin

Staff Present: Elsbeth, Annette

1. **Call to Order** - Summer called the meeting to order at 8:31 a.m.
2. **Adoption of Agenda** - Motion to adopt the agenda as presented. Shawn/Sandie. Motion carried.
3. **Consent Agenda**
 - a. Board Meeting Minutes
 - b. Library Director Report
 - c. Executive Director Report

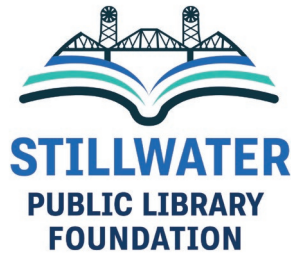
Motion to approve the Consent Agenda items. Shawn/Sandie. Motion carried.

4. **Updates**
 - a. Library Director
 - i. The City provisionally approved the 2026 library operating budget and capital budget and the library will be using its fund balance to finance its capital budget.
 - ii. The library introduced a new calculator so patrons can see how much they save by using the library. It's been very well received by patrons.
5. **Reports**
 - a. President's Report
 - i. Craig Hansen did a great job presenting the library's budget to the city. Thank you to everyone who attended to show their support.
 - ii. Thank you to the library for hosting the volunteer breakfast. About 60 people attended.

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540

www.stillwaterlibraryfoundation.org

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



- iii. Thank you to all that attended Townie Tuesday.
- iv. We should know by November how much was raised at Townie Tuesday and Riverside Community Co-op's Round-Up at the Register .

b. Treasurer's Report

- i. Elsbeth reported that the 2026 budget has been drafted and the board will review it at the October meeting.
- ii. Jeneane and Elsbeth have been working with the Foundation's bookkeeper to improve reporting. There have been some issues with reporting donations to the endowment fund at the St. Croix Valley Foundation..
- iii. The Foundation is at almost 90% of the 2025 fundraising goal.

6. Board Roles Video - After viewing the video the board commented positively on the direction our board is moving.

7. Old Business:

a. Draft Planned Giving Program Policy

- i. This policy works in tandem with the recently approved Gift Acceptance Policy. The policy provides a framework on how to work with planned gift donors.

Motion to approve Planned Giving Policy. Sandie/Shawn. Motion carried.

ACTION: Summer will reach out to Kevin to verify he has reviewed the policy and ask for his feedback.

b. DEI Update

- i. As part of the Charities Review process it was recommended we have a DEI policy. The board discussed our geographic area and determining this might be a first step as we begin creating a policy. Mark reported that for state reporting purposes, the library looks at the residency of library cardholders.

8. New Business:

a. Donor Contact List

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540

www.stillwaterlibraryfoundation.org

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



- i. The top of the list includes donors that receive a handwritten thank you from Elsbeth. Per our Donor Acknowledgment policy, a board member who has a relationship with any of these donors, is encouraged to call or write a note to thank these donors. .
- ii. The remaining names on the list include donors who have given since our last meeting. Board members are encouraged to reach out to these donors if they know them.

9. Closed Session 9:16 - 9:35 a.m. for Executive Director Performance and Compensation Review-Executive Session.

Motion to accept the review discussed in Closed Session. Roger/Ingrid. Motion carried.

10. New Business - continued:

- a. Board Calendar 2026
 - i. Proposing six board meetings a year. The Executive Committee and other committees will continue to meet as needed.

Motion to approve the new board meeting schedule. Shawn/Lori. Motion carried.

- b. Strategic Planning 2026
 - i. Elsbeth has received proposals from three strategic planning consultants. Elsbeth recommends the Executive Committee review the proposals and make a recommendation to the board.

ACTION: Elsbeth will send the strategic proposals to the Executive Committee.

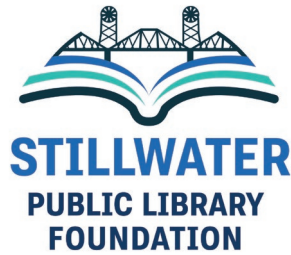
- c. Past Foundation Board Member Event hosted by Ann Wolff, November 20, 2025
 - i. Ann will be hosting this event from 7 - 9 p.m. in her condo's meeting space. Ann will be mailing and addressing the invitations to former board members. The goal of the evening is to thank these supporters and update them on the library.

- d. Development Committee Light a Spark Update

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540

www.stillwaterlibraryfoundation.org

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



- i. The committee will meet Tuesday, October 14, 3 p.m. at the library. The meeting's purpose is to discuss the future of Light a Spark. This is an important discussion and all board members are invited to attend.

11. Discussion/Topics for Future Discussion

- a. Roger mentioned it would be nice to have another board social.
- b. On October 9 we're hosting a donor event at the library. Mary Pettis, the artist featured in the library's gallery, will meet with our donors prior to the library's artist reception. We're piloting this event as a way to offer a special experience for donors and provide a way for us to connect with donors in a smaller group setting..

12. Adjourn 9:50 p.m.

2025 Remaining Board Meeting Dates

- October 24
- December 5

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540

www.stillwaterlibraryfoundation.org

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



Friends of the Stillwater Public Library

September 8, 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; Annette Look, Ed Fagerlund

Agenda

Friends of the Stillwater Public Library Agenda Monday, September 8, 2025 at 6:30 pm Conference Room

1. Call meeting to order: Gemma Lockrem/Janey Skeie
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Karah Hullander
5. Book Sale Dates – 2025/2026
6. Other
7. Update: Mark Troendle
8. Adjourn: All

Meeting called to order by Gemma Lockrem

- Tracy distributed the minutes from Monday, May 12, 2025 for review
 - Minutes approved

Treasurer's reports - Jan Kilkelly

5/1/2025 – 5/31/2025

Opening Balance: 62,971.91

Total Receipts: \$538.00

Total Disbursements: \$0

Ending Balance: \$63,509.91

6/1/2025 – 6/30/2025

Opening Balance: 63,509.91

Total Receipts: \$437.00

Total Disbursements: \$0

Ending Balance: \$63,946.91

7/1/2025 – 7/30/2025

Opening Balance: 63,946.91

Total Receipts: \$446.00

Total Disbursements: \$0

Ending Balance: \$64,392.91

8/1/2025 – 8/30/2025

Opening Balance: 64,392.91

Total Receipts: \$355.00

Total Disbursements: \$0

Ending Balance: \$64,747.91

Membership report Karah Hullander

97 memberships

Topics:**Round up at the Co-Op**

- Round up for FRIENDS is Oct. 2025
- SPL Friends members will visit and make sure cashiers have brochures

Friends Cloth Book Bags | We order through Heritage Embroidery

Gemma will reorder; supplies are low.

BOOKSALE Dates:

Karah will send out postcards for the Booksale 2 weeks prior to the sale.

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, 2026 (this is also National Library Week)

Fall 2026:

- Book collection on Saturday, November 14, 2026
- Book sale November 18-21, 2026

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

Karah – Advocacy Committee

- Stillwater Public Library had a table at Summer Tues. at Lowell Park
 - 7/15, 7/29 and 8/12 (one day cancelled due to heat)
 - Advocacy team coordinated a spot in the Lumberjack Days Parade
 - Thank you, Karah and Mark!

MALF update – Ed Fagerlund - One Book, One Minnesota

One Book | One Minnesota is a statewide book club that invites Minnesotans of all ages to read a common title and come together virtually to enjoy, reflect, and discuss.

BOOK: The featured title is *Evidence of V: a Novel in Fragments, Facts, and Fictions* by Sheila O'Connor
Wed. Sept. 17th 7:00pm there is a conversation with Sheila O'Connor and Mubanga Kalimamukwento
Free eBook to access through their site and open to the public

The Great North Star Read Together

Sat. Sept. 20th 11-1pm CT

Introducing "The Great North Star Read



David August 15, 2025 • 4:48PM

Reading is so often a solitary activity, but **Saturday, September 20** will be a conspicuous exception. On that date, library supporters all across Minnesota will convene and read together as a nonpartisan show of solidarity for Minnesota's public libraries.

"The Great North Star Read Together" will take place in 15+ library locations spanning all across our great state, from Crookston to Luverne, Duluth to Red Wing. The premise is delightfully simple. Simply show up between 11 a.m. and 1 p.m. with a good book (or find one there at the library, of course), and read in companionable silence with other library lovers like yourself.



Foundation – Annette Look

- Annette thanked the Friends for the 'Light a Spark' sponsorship and attendance.
- 1st Wed. of the month – foundation serves coffee in the SPL lobby, greeting and educating patrons on the Stillwater Public Library.
- Townie Tues a success.
- **Give to the max day is Nov. 20th. The SPL Foundation will organize an email campaign, fb, e-newsletter and print.
- One member of the foundation will attend Friends board meeting monthly.

Gemma Lockrem would like to retire from her co-chair position on the FRIENDS Board

If you or anyone you know is interested in co-chairing the President position along with Janet Skeie, please reach out to one of the Friends Board members or Mark Troendle.

Jan Kilkelly would like to retire from her Treasurer position on the FRIENDS Board

If you or anyone you know is interested in the Treasurer position, please reach out to one of the Friends Board members or Mark Troendle.

****2026 FRIENDS of the Stillwater Library meeting schedule****

No meeting in January, February 9, March 9, April 13, May 11, No meetings in June, July or August, September 14, October 12, November 9.

Mark Troendle update:

Friends meeting September 8, 2025

- The summer reading program was a huge success across ages (Youth: 2,900 attendees, Adults: 478 participants).
- In the next few weeks, the city will send out its quarterly newsletter to residents; however, as not everyone on the Friends board lives in Stillwater, an advance copy of the library's insert is available tonight as a handout.
- An online Fall programming catalog was launched in late August. It's a new resource for connecting people to programs. Staff did an amazing job working in advance to make this possible.
- Enhancements to the parking ramp entrance are nearly complete, with final corrections scheduled for Sept. 9. The new artwork is welcoming and eye-catching, symbolizing how the library uplifts the community.
- If Friends coupons come back to you (for example, from the donation box), just place them on the Friends desk. Keri is tracking their sources and will collect them periodically, so no extra work is required beyond setting them aside.
- Mark will add 2026 Friends meeting dates to the library calendar. Scheduling them in the same months as 2025.

2025 FRIENDS BOARD MEETING schedule:

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

Meeting Adjourned at 7:30 pm

Next meeting will be Monday, October 13, 2025

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

| Period: | 9/1/25 - 9/30/2025 | Year-to-Date 9/30/2025 |
|------------------------|-----------------------|---------------------------|
| Opening Balance | \$64,747.91 | \$ 71,612.55 |
| Receipts: | | |
| Memberships | \$80.00 | \$ 3,075.00 |
| Donations | | \$ 645.00 |
| Ongoing Book Sales | \$528.00 | \$ 3,435.00 |
| Semi-Annual Book Sales | | \$ 5,535.00 |
| Scanner Fees | | \$ 105.00 |
| Book Bag Sales | | \$ 65.00 |
| Total Receipts | \$608.00 | \$ 12,860.00 |
| 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 | \$65,355.91 | \$ 65,355.91 |

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

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2025 LIBRARY BOARD

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

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

2025 Committee Rosters:

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

Updated 7/2/2025