

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, December 9, 2025
5:30 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
 - a) Adoption of November 12, 2025 Minutes +
 - b) Acknowledgement of Bills Paid in November+
 - c) November 2025 Budget Status Report +
 - d) Library Service Agreement Between Washington County and Stillwater Public Library, 2026-2027 +
 - e) Adoption of Minutes of January 2025 Annual Meeting

Informational/Discussion (5 minutes)

4. Trustee & Council Liaison Information Sharing I+

Decisional (15 minutes)

5. Grant Request A+
6. New Trustee Recommendations/Selection A+
7. Election of Officer(s) A+

Reports (10 minutes)

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

11. Public Commentary

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

12. Trustee Check-in/Topics for Future Discussion

13. Adjournment A

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

A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2025 Calendar, 2025 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Conference Room
Wednesday, November 12, 2025**

Minutes

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

ABSENT: Simon

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Stillwater Public Library Foundation

Howe reported that the Foundation is excited to celebrate the 130th anniversary of the library and 20th anniversary of the Foundation in 2027. She noted that the Foundation is starting a strategic planning process. One element will be to formalize the Legacy Society for donors giving through wills or bequests. As part of the strategic planning, the Foundation has decided to pause Light a Spark for 2026 and take the year to determine where the Foundation should focus its efforts. While Light a Spark is a wonderful event, it hasn't been the fundraiser or friend-raiser that the Foundation expected.

AGENDA ITEM 5: Trustee & Council Liaison Information Sharing

Lockyear reported that Carrie Simon has decided not to apply for a second term as a trustee.

Collins reported that the City of Stillwater is adjusting speed limits to 25 miles per hour. This only pertains to city streets and not county and state roads.

AGENDA ITEM 6: 130th Celebration Proposal

Hausman Lohmer reported that the Advocacy Committee is excited about the 130th anniversary celebration and playing a role in these efforts. The Advocacy Committee has been reviewing the celebration ideas, workload, and division of labor. An overview of the proposed approach is included in the board packet. If there are any suggestions for the celebration, pass them to the committee.

Quijano thought the 130th Initiative looks very interesting and commented that offering library history tours might provide an opportunity to get a framework in place to offer tours more regularly.

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AGENDA ITEM 7: 2026 Library Holidays/Closing Dates

Troendle reported that the proposed 2026 closing dates align with the union contract. There is also a half-day of closure in October for an all-staff training. As noted in the cover sheet, the library is recommending closure on Friday, July 3, the observed holiday, as well as Saturday, July 4, the actual holiday.

Motion to adopt 2026 Library Holidays/Closing Dates. Hansen moved. Panciera second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, Panciera, O'Brien, Quijano; No: None.

AGENDA ITEM 8: 2026 Board Meeting Date Changes

Lockyear reported that as the library's August board meeting falls on an election day, a date change is needed. 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 board meeting options are limited to Monday, August 3, or Tuesday, August 4. Night to Unite takes place on August 4. The board may also choose to cancel the August meeting if it is determined that there are insufficient agenda items.

Collins asked if he should request to have the library on the agenda for the first City Council meeting of August. Lockyear confirmed.

Motion to set date of August board meeting to August 3, 2026, with the option to cancel if there are insufficient agenda items. Burns moved. Quijano second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, Panciera, O'Brien, Quijano, No: None.

AGENDA ITEM 9: 2026-2028 Labor Agreement

Lockyear reported that the Executive Committee met with two AFSCME representatives and a staff representative regarding the labor agreement. A tentative new labor agreement was reached, and the union is working with its membership to ratify the contract.

The primary updates to the agreement are:

- 1) It is now a 3-year contract, in alignment with the other city unions.
- 2) Earned Sick and Safe Time and PFML (Paid Family and Medical Leave), both state legislative additions, were addressed.
- 3) Wages and insurance rates were aligned with the one city union contract that has settled.

Quijano asked how this affected the operating budget. Hansen reported that there will be about a \$15,000 gap, with about 50% offset from an expense that won't be there next year. There are also supplemental funds or fund balance that may be used. Unforeseen personnel changes could also affect actual expenditures.

Motion to approve the 2026-2028 Labor Agreement between Stillwater Public Library and AFSCME Council 5 Local 517. O'Brien moved. Quijano second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, Panciera, O'Brien, Quijano; No: None.

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AGENDA ITEM 10: 2026 Wage Scale Ratification

Troendle reported that each year the board ratifies a wage scale that extends to all library employees. As part of the labor agreement, trustees approve a union wage scale. In addition, a comprehensive library wage scale that covers all staff and all positions, union and non-union, needs to be approved. The proposed wage scale aligns with the labor agreement and the city's wage scale.

In addition, the library requested the extension of benefits in the labor agreement to nonunion employees in grades 9-11.

Burns asked how the wage scales for Stillwater Public Library employees compared to other libraries. Troendle reported that that they are pretty comparable to the metro area for circulation and reference positions. Positions for supervisors and above may be paid below metro rates but paid higher than similar positions outside of metro. Troendle noted that more hours for staff and distribution of workload was brought forward during labor discussions. Continued conversations about this could occur in LMC meetings.

Motion to ratify the 2026 wage scale for union and nonunion positions. Quijano moved. Burns second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, Panciera, O'Brien, Quijano; No: None.

Motion to approve the extension of 2026 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). Panciera move. Glidden second. Yes: Burns, Glidden, Hansen, Lockyear, Hausman Lohmer, Panciera, O'Brien, Quijano; No: None.

AGENDA ITEM 11: Director and & Other Staff Reports

Reports in packet. Troendle recognized Goeltl for the work she did coordinating the library stories filming.

AGENDA ITEM 12: Board Committee Reports

- a) Executive Committee: Report in packet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Report in packet. Hullander will be stepping down as the Friends representative. With the additional work of the 130th anniversary, Lockyear and Hansen noted that community members could be invited to serve on the Advocacy Committee. Email O'Brien and Hausman Lohmer with suggestions.

AGENDA ITEM 13: Foundation & Friends Report

Reports in packet.

AGENDA ITEM 14: Public Commentary

None.

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AGENDA 15: Trustee Check-In/Topics for Future Discussion

None.

AGENDA ITEM 16: Adjournment

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

Meeting adjourned at 6:27 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in November 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 November 2025 bills paid				
BACKGROUND/CONTEXT:				
Following is a bill report summary for the month of November:				
November 2025 (2025 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 12,575.50	\$ 12,432.47	\$ 6,629.43	\$ 31,637.40
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
26 Prepay Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 12,575.50	\$ 12,432.47	\$ 6,629.43	\$ 31,637.40
<p>Bill Resolution: November 5, 2025 (\$22,337.26 for 2025 + \$583.00 for 2026: \$22,920.26 Total)</p> <p>For 2025:</p> <ul style="list-style-type: none"> \$7,845 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials. \$5,381 was paid to Xcel Energy for gas and electricity. \$4,043 was paid to Frankford Umbrellas for new umbrellas and bases for terrace. This was funded by the Huelsmann Foundation's grant. \$1,476 was paid to Midwest Tape for physical audio and video materials. <p>For 2026:</p> <ul style="list-style-type: none"> \$583 was paid to When2Work for scheduling software for 2026. <p>Bill Resolution: November 18, 2025 (\$9,300.14 for 2025 + \$7,567.57 for 2026 = \$16,867.71 Total)</p> <p>For 2025:</p> <ul style="list-style-type: none"> \$2,400 was paid to Andrew Weaver for series of adult and children's naturalist programming. This was funded by Foundation. \$1,370 was paid to Madden Galanter Hansen LLP for legal services. <p>For 2026:</p> <ul style="list-style-type: none"> \$5,541 was paid to Ebsco for 2026 newspaper and magazine subscriptions. \$1,752 paid to Bibliotheca for 2026 maintenance agreement on RFID pads and LibraryConnect Link. \$274 paid to Corval for HVAC maintenance agreement, pro-rated for January 2026. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:				
11/5/2025 Bill Resolution 11/18/2025 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							
FY 2026:							
27922498-60-12-PRO-2	10/29/2025	5409	When To Work LLC	When to Work Scheduling Software (2026)	583.00	230-4230-3098-0000	Technology Support
FY 2025:							
1CV7-LVNM-LR17	10/17/2025	5115	Amazon Business	Programs - Teen (MELSA)	323.55	235-4236-4099-0000	Miscellaneous Charges
1NX9-HPML-K37N	10/17/2025	5115	Amazon Business	Materials - Adult Book Club Kit (SPLF)	169.80	232-4232-2113-0000	Materials
134X-R7CV-DYF	10/28/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	67.45	232-4232-2407-0000	Programs
1XHP-TDCL-7K6L	10/29/2025	5115	Amazon Business	Materials - Adult Nonfiction	46.27	230-4230-2405-0000	Adult Books - Non Fiction
2214839	10/21/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	219.85	229-4229-2113-0000	Materials
B7073162	10/3/2025	452	Brodart Co	Materials - Juv (Lawson)	22.66	224-4224-2404-0000	Other Books
B7073162	10/3/2025	452	Brodart Co	Materials - Juv (Lawson)	12.41	224-4224-2404-0000	Other Books
B7073162	10/3/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	15.09	229-4229-2113-0000	Materials
B7073162	10/3/2025	452	Brodart Co	Materials - Adult Nonfiction	14.28	230-4230-2405-0000	Adult Books - Non Fiction
B7073162	10/3/2025	452	Brodart Co	Materials - Processing Fee	4.30	230-4230-3404-0000	Processing Fee
B7073162	10/3/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	109.48	232-4232-2113-0000	Materials
B7073360	10/3/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	374.55	220-4220-2404-0000	Other Books
B7073360	10/3/2025	452	Brodart Co	Materials - Juv (Lawson)	324.82	224-4224-2404-0000	Other Books
B7073360	10/3/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	430.79	229-4229-2113-0000	Materials
B7073360	10/3/2025	452	Brodart Co	Materials - Processing Fee	51.60	230-4230-3404-0000	Processing Fee
B7073360	10/3/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	26.69	232-4232-2113-0000	Materials
B7073360	10/3/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	23.19	232-4232-2113-0000	Materials
B7073360	10/3/2025	452	Brodart Co	Materials - Adult Fiction (235 Palmer)	15.12	235-4235-2101-0000	General Supplies
B7073360	10/3/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	15.12	235-4235-2101-0000	General Supplies
B7075972	10/8/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	303.40	220-4220-2404-0000	Other Books
B7075972	10/8/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	264.55	229-4229-2113-0000	Materials
B7075972	10/8/2025	452	Brodart Co	Materials - YA	10.11	230-4230-2406-0000	Teen Books - Materials
B7075972	10/8/2025	452	Brodart Co	Materials - Processing Fee	169.68	230-4230-3404-0000	Processing Fee
B7075972	10/8/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	56.60	232-4232-2113-0000	Materials
B7075972	10/8/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	102.30	232-4232-2113-0000	Materials
B7075972	10/8/2025	452	Brodart Co	Materials - Adult Fiction (SPLFobrien)	22.11	232-4232-2113-0000	Materials
B7075972	10/8/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	11.87	235-4235-2101-0000	General Supplies
B7075972	10/8/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	87.50	235-4235-2101-0000	General Supplies
B7075987	10/8/2025	452	Brodart Co	Materials - Adult Fiction	16.19	230-4230-2401-0000	Adult Books - Fiction
B7075987	10/8/2025	452	Brodart Co	Materials - Adult Nonfiction	60.51	230-4230-2405-0000	Adult Books - Non Fiction
B7075987	10/8/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7075987	10/8/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	137.36	232-4232-2113-0000	Materials
B7075987	10/8/2025	452	Brodart Co	Materials - Adult Fiction (SPLFobrien)	67.62	232-4232-2113-0000	Materials
B7075987	10/8/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	91.02	232-4232-2113-0000	Materials
B7075987	10/8/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	14.57	235-4235-2101-0000	General Supplies
B7076971	10/9/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	15.66	220-4220-2404-0000	Other Books
B7076971	10/9/2025	452	Brodart Co	Materials - Juv (Lawson)	37.62	224-4224-2404-0000	Other Books
B7076971	10/9/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	14.58	229-4229-2113-0000	Materials
B7076971	10/9/2025	452	Brodart Co	Materials - Juv	8.86	230-4230-2400-0000	Childrens Books
B7076971	10/9/2025	452	Brodart Co	Materials - Adult Fiction	15.12	230-4230-2401-0000	Adult Books - Fiction
B7076971	10/9/2025	452	Brodart Co	Materials - Processing Fee	10.32	230-4230-3404-0000	Processing Fee
B7076971	10/9/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	14.58	232-4232-2113-0000	Materials
B7076971	10/9/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	82.62	232-4232-2113-0000	Materials
B7076971	10/9/2025	452	Brodart Co	Materials - Adult Fiction (235 Palmer)	21.60	235-4235-2101-0000	General Supplies
B7077187	10/9/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	19.44	220-4220-2404-0000	Other Books
B7077187	10/9/2025	452	Brodart Co	Materials - Juv (Lawson)	456.39	224-4224-2404-0000	Other Books
B7077187	10/9/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	32.37	229-4229-2113-0000	Materials
B7077187	10/9/2025	452	Brodart Co	Materials - YA	308.91	230-4230-2406-0000	Teen Books - Materials
B7077187	10/9/2025	452	Brodart Co	Materials - Processing Fee	48.16	230-4230-3404-0000	Processing Fee
B7078120	10/10/2025	452	Brodart Co	Materials - Juv (Lawson)	76.96	224-4224-2404-0000	Other Books
B7078120	10/10/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	16.20	229-4229-2113-0000	Materials
B7078120	10/10/2025	452	Brodart Co	Materials - Processing Fee	1.72	230-4230-3404-0000	Processing Fee
B7080114	10/14/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	64.08	220-4220-2404-0000	Other Books
B7080114	10/14/2025	452	Brodart Co	Materials - Juv (Lawson)	103.98	224-4224-2404-0000	Other Books
B7080114	10/14/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	66.09	229-4229-2113-0000	Materials
B7080114	10/14/2025	452	Brodart Co	Materials - Processing Fee	6.02	230-4230-3404-0000	Processing Fee
B7081130	10/15/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	75.88	220-4220-2404-0000	Other Books
B7081130	10/15/2025	452	Brodart Co	Materials - Juv (Lawson)	30.75	224-4224-2404-0000	Other Books
B7081130	10/15/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	67.62	229-4229-2113-0000	Materials
B7081130	10/15/2025	452	Brodart Co	Materials - Adult Fiction	33.81	230-4230-2401-0000	Adult Books - Fiction
B7081130	10/15/2025	452	Brodart Co	Materials - YA	11.33	230-4230-2406-0000	Teen Books - Materials
B7081130	10/15/2025	452	Brodart Co	Materials - Processing Fee	5.16	230-4230-3404-0000	Processing Fee
B7081130	10/15/2025	452	Brodart Co	Materials - Adult Fiction (235 Palmer)	16.91	235-4235-2101-0000	General Supplies
B7081943	10/16/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	74.17	220-4220-2404-0000	Other Books
B7081943	10/16/2025	452	Brodart Co	Materials - Juv (Lawson)	65.29	224-4224-2404-0000	Other Books
B7081943	10/16/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	55.15	229-4229-2113-0000	Materials
B7081943	10/16/2025	452	Brodart Co	Materials - Processing Fee	6.88	230-4230-3404-0000	Processing Fee
B7081943	10/16/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	13.50	232-4232-2113-0000	Materials
B7082066	10/16/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	51.29	220-4220-2404-0000	Other Books
B7082066	10/16/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	67.42	229-4229-2113-0000	Materials
B7082066	10/16/2025	452	Brodart Co	Materials - Adult Fiction	34.00	230-4230-2401-0000	Adult Books - Fiction

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B7082066	10/16/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7082066	10/16/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Stone)	24.93	232-4232-2113-0000	Materials
B7082066	10/16/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	111.23	232-4232-2113-0000	Materials
B7082066	10/16/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	16.06	232-4232-2113-0000	Materials
B7082612	10/17/2025	452	Brodart Co	Materials - Juv (Lawson)	99.84	224-4224-2404-0000	Other Books
B7082612	10/17/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	98.23	229-4229-2113-0000	Materials
B7082612	10/17/2025	452	Brodart Co	Materials - YA	31.80	230-4230-2406-0000	Teen Books - Materials
B7082612	10/17/2025	452	Brodart Co	Materials - Processing Fee	9.46	230-4230-3404-0000	Processing Fee
B7082612	10/17/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	15.12	232-4232-2113-0000	Materials
B7082612	10/17/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	36.48	232-4232-2113-0000	Materials
B7082612	10/17/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	16.20	232-4232-2113-0000	Materials
B7084029	10/20/2025	452	Brodart Co	Materials - Juv (Lawson)	39.29	224-4224-2404-0000	Other Books
B7084029	10/20/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	15.66	229-4229-2113-0000	Materials
B7084029	10/20/2025	452	Brodart Co	Materials - Processing Fee	21.21	230-4230-3404-0000	Processing Fee
B7084029	10/20/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Stone)	42.89	232-4232-2113-0000	Materials
B7084858	10/21/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	16.20	220-4220-2404-0000	Other Books
B7084858	10/21/2025	452	Brodart Co	Materials - Adult Nonfiction	20.46	230-4230-2405-0000	Adult Books - Non Fiction
B7084858	10/21/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7084858	10/21/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	117.18	232-4232-2113-0000	Materials
B7084858	10/21/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	179.03	232-4232-2113-0000	Materials
B7086046	10/22/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	31.86	220-4220-2404-0000	Other Books
B7086046	10/22/2025	452	Brodart Co	Materials - Juv (Lawson)	324.73	224-4224-2404-0000	Other Books
B7086046	10/22/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	167.76	229-4229-2113-0000	Materials
B7086046	10/22/2025	452	Brodart Co	Materials - Processing Fee	196.95	230-4230-3404-0000	Processing Fee
B7086046	10/22/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	14.58	232-4232-2113-0000	Materials
B7086046	10/22/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	79.81	232-4232-2113-0000	Materials
B7086046	10/22/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	67.99	232-4232-2113-0000	Materials
B7086795	10/23/2025	452	Brodart Co	Materials - Juv (Lawson)	124.44	224-4224-2404-0000	Other Books
B7086795	10/23/2025	452	Brodart Co	Materials - YA	115.88	230-4230-2406-0000	Teen Books - Materials
B7086795	10/23/2025	452	Brodart Co	Materials - Processing Fee	5.16	230-4230-3404-0000	Processing Fee
B7086795	10/23/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	11.30	232-4232-2113-0000	Materials
B7088074	10/24/2025	452	Brodart Co	Materials - Juv (Lawson)	327.26	224-4224-2404-0000	Other Books
B7088074	10/24/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	76.50	229-4229-2113-0000	Materials
B7088074	10/24/2025	452	Brodart Co	Materials - Juv (230 Gift FSC Selz)	24.03	230-4230-2400-0000	Childrens Books
B7088074	10/24/2025	452	Brodart Co	Materials - YA	135.98	230-4230-2406-0000	Teen Books - Materials
B7088074	10/24/2025	452	Brodart Co	Materials - Processing Fee	22.36	230-4230-3404-0000	Processing Fee
B7088074	10/24/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	53.37	232-4232-2113-0000	Materials
B7088074	10/24/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF Selnes)	17.28	232-4232-2113-0000	Materials
B7088074	10/24/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	69.11	235-4235-2101-0000	General Supplies
I699368	10/14/2025	5114	Folkmanis Inc	Programs - Juv (SPLF HJA ELSA)	288.65	232-4232-2407-0000	Programs
S043059	10/27/2025	6602	Frankford Umbrellas	Library Equipment - Terrace (SPLF Huelsmann)	4042.72	232-4232-2302-0000	Other Minor Equipment
9684233050	10/22/2025	1271	Grainger	Library Building Repair Supplies	71.36	230-4231-2202-0000	Building Repair Supplies
45658	10/27/2025	6066	Jacqueline M West	Programs - JUV (SPLF HJA ELSA)	400.00	232-4232-2407-0000	Programs
261167	9/27/2025	1959	Loft Literary Center	Programs - Juv (SPLF HJA ELSA)	375.00	232-4232-2407-0000	Programs
507851350	10/7/2025	2175	Midwest Tape	Materials - Video (SAV)	487.28	230-4230-2408-0000	Film/Video
507851350	10/7/2025	2175	Midwest Tape	Materials - Processing Fee	66.78	230-4230-3404-0000	Processing Fee
507880572	10/13/2025	2175	Midwest Tape	Materials - Video (SAV)	273.62	230-4230-2408-0000	Film/Video
507880572	10/13/2025	2175	Midwest Tape	Materials - Processing Fee	40.97	230-4230-3404-0000	Processing Fee
507880573	10/13/2025	2175	Midwest Tape	Materials - Audio (JM)	248.34	230-4230-2402-0000	Audio
507880573	10/13/2025	2175	Midwest Tape	Materials - Processing Fee	71.89	230-4230-3404-0000	Processing Fee
507916843	10/21/2025	2175	Midwest Tape	Materials - Video (SAV)	155.17	230-4230-2408-0000	Film/Video
507916843	10/21/2025	2175	Midwest Tape	Materials - Processing Fee	27.72	230-4230-3404-0000	Processing Fee
507916844	10/21/2025	2175	Midwest Tape	Materials - Audio (JM)	28.48	230-4230-2402-0000	Audio
507916844	10/21/2025	2175	Midwest Tape	Materials - Processing Fee	5.98	230-4230-3404-0000	Processing Fee
507951059	10/28/2025	2175	Midwest Tape	Materials - Video (SAV)	14.99	230-4230-2408-0000	Film/Video
507951059	10/28/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
507951071	10/28/2025	2175	Midwest Tape	Materials - Video (SAV)	44.98	230-4230-2408-0000	Film/Video
507951071	10/28/2025	2175	Midwest Tape	Materials - Processing Fee	5.98	230-4230-3404-0000	Processing Fee
3708695	10/29/2025	209	Per Mar Security Services	Library Monitoring Service	285.18	230-4231-3707-0000	Maintenance Agreements
30629	10/17/2025	6486	Ring Lawn Care	Library - Irrigation Maintenance	300.00	230-4231-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL		\$ 16,494.05		
LIBRARY CREDIT CARD							
12865753	9/10/2025	5164	Chicago Books & Journals	Programs - Adult (SPLF)	18.40	232-4232-2407-0000	Programs
2080386-2025-09-11-1	9/12/2025	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
10-13504-48442	8/27/2025	4150	Ebay	Materials - Video (AV)	25.55	230-4230-2408-0000	Film/Video
10-13504-48443	8/27/2025	4150	Ebay	Materials - Video (AV)	79.05	230-4230-2408-0000	Film/Video
24519735417717100	9/20/2025	5466	Facebook.com	Library Advocacy (SPLF)	4.00	232-4232-4099-0000	Miscellaneous Charges
24607486208942000	9/17/2025	5466	Facebook.com	Advocacy (SPLF)	2.00	232-4232-4099-0000	Miscellaneous Charges
24610764995280800	9/18/2025	5466	Facebook.com	Library Advocacy (SPLF)	3.00	232-4232-4099-0000	Miscellaneous Charges
50047132	9/4/2025	4245	Survey Monkey	Library Survey Software	99.00	230-4230-3098-0000	Technology Support
			CREDIT CARD SUBTOTAL		\$ 254.99		
CITY/SPECIAL BILL PAYOUTS							
31827	10/17/25	1423	Heritage Printing Inc.	Newsletter Printing	665.17	232-4232-4099-0000	Miscellaneous Charges
24713925	09/26/25	6593	Matt's Plumbing Solutions LLC	Library Parking Ramp Quote	125.00	230-4231-3703-0000	Building Repair Charges
51-7976594-1 9503996	10/27/25	3808	Xcel Energy	Energy	4688.42	230-4231-3600-0000	Electricity
51-7976594-1 9503996	10/27/25	3808	Xcel Energy	Energy	692.63	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 6,171.22		
GRAND TOTAL							
					\$ 22,920.26		

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							
FY 2026:							
INV-US83437	11/5/2025	4385	Bibliotheca LLC	2026 Maintenance Agreement (RFID and LC Link)	1752.22	230-4230-3713-0000	Computer Maintenance/Licenses
902185	11/1/2025	3994	Corval Constructors	Library Maintenance Agreement (Jan 2026)	274.67	230-4231-3707-0000	Maintenance Agreements
1807840	10/29/2025	941	Ebsco Publishing	Materials - Periodicals 2026	2850.61	230-4230-2403-0000	Periodicals
1807840	10/29/2025	941	Ebsco Publishing	Materials - Periodicals 2026 (SPLF DR Heuer)	2097.07	232-4232-2113-0000	Materials
1807840	10/29/2025	941	Ebsco Publishing	Materials - Subscriptions 2026	593.00	230-4230-4001-0000	Subscriptions
FY 2025:							
36	10/31/2025	6459	Ironwood Foraging Co	Programs - Adult (Friends)	500.00	229-4229-2407-0000	Programs
1JKD-DVXY-DPXV	11/3/2025	5115	Amazon Business	Library Supplies	153.47	230-4230-2101-0000	General Supplies
255461917	11/1/2025	683	Comcast - 963209363	Library Internet/WiFi	186.85	230-4230-3098-0000	Technology Support
782	11/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
20251111-MAD	11/11/2025	2009	Madden Galanter Hansen LLP	Library Legal Services (October 2025)	1369.60	230-4230-3099-0000	Other Professional Services
306-02444792-3-2025	10/31/2025	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
62957	11/5/2025	2124	Menards	Library Janitorial Supplies	36.24	230-4231-2102-0000	Janitorial Supplies
902185	11/1/2025	3994	Corval Constructors	Library Maintenance Agreement (Nov-Dec 2025)	549.33	230-4231-3707-0000	Maintenance Agreements
20447266	11/4/2025	5848	Huebsch/Cintas	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
1YNK-YKRD-4J47	11/4/2025	5115	Amazon Business	Materials - Juv (SPLF HJA Nature)	264.16	232-4232-2113-0000	Materials
1L46-7V46-3LJ7	11/6/2025	5115	Amazon Business	Materials - Juv Book Bundles (SPLF Heuer)	113.23	232-4232-2113-0000	Materials
1Q7R-KWHQ-1TW7	11/1/2025	5115	Amazon Business	Materials - Juv Book Bundles (SPLF Heuer)	329.48	232-4232-2113-0000	Materials
1KN3-6PRQ-41G4	10/30/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	40.53	232-4232-2407-0000	Programs
1LVR-D3KF-4M61	10/30/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	14.24	232-4232-2407-0000	Programs
20251114-AW	11/14/2025	6328	Andrew Weaver	Programs - Juv (SPLF HJA Nature)	2400.00	232-4232-2407-0000	Programs
2025-NOV SL 1	9/30/2025	6412	Jackie Fallon	Programs - Juv (SPLF Nature)	200.00	232-4232-2407-0000	Programs
20251102	11/6/2025	3293	ISD #834 Stillwater Area Schools	Advocacy - Community Ed Ad (SPLF)	800.00	232-4232-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL		\$ 15,286.35		
LIBRARY CREDIT CARD							
2080386-2025-10-11-1	11/1/2025	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
24766653719691900	11/1/2025	5466	Facebook.com	Library Advocacy (SPLF)	4.99	232-4232-4099-0000	Miscellaneous Charges
1276	11/1/2025	1276	Grand Pizza & Catering	Library Training - Food (235)	284.10	235-4238-4099-0000	Library Donations Miscellaneous
919880005_1001	11/1/2025	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	88.56	232-4232-2407-0000	Programs
919880005_1002	11/1/2025	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	203.12	232-4232-2407-0000	Programs
919880005_1020	11/1/2025	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	30.45	232-4232-2407-0000	Programs
925329941	11/1/2025	3882	Lakeshore Learning Materials	Materials - Juv Book Bundles (SPLF Heuer)	172.29	232-4232-2113-0000	Materials
928164440_1	11/1/2025	3882	Lakeshore Learning Materials	Programs - Juv (MESLA STEM)	437.95	235-4236-4099-0000	Library Donations Programs
928164440_2	11/1/2025	3882	Lakeshore Learning Materials	Programs - Juv (MESLA STEM)	151.20	235-4236-4099-0000	Library Donations Programs
2-5285-3991-3257-642	11/1/2025	3326	Target	Programs - JUV (SPLF HJA ELSA)	128.19	232-4232-2407-0000	Programs
6050016	11/1/2025	6102	US Bank (CC)	Programs - Juv (SPLF HJA ELSA)	56.52	232-4232-2407-0000	Programs
			CREDIT CARD SUBTOTAL		\$ 1,581.36		
CITY/SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL							
					\$ 16,867.71		

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 November 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. An additional \$4,162 was spent on terrace umbrellas/bases under Foundation account 232. After all year-end purchases are made for this grant, staff will work with City Finance to determine appropriate expenditure placement. • 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"> • <i>City Levy (\$1,658,084)</i> • <i>In-Kind Gifts (\$17,167):</i> 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. • <i>Interest Earnings and Unrealized Gains/Losses (\$0):</i> TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit. 	

- **Library Generated Revenues (\$12,620):** This reflects library meeting room fees, card fees for out of state residents, lost/damaged fees, printer/copier fees, and gallery income. \$8,191 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 \$1,020,943 to date, about \$36,000 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. \$56,822 expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$41,885 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. \$23,838 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$139,781. \$121,128 expended to date, in line with budgeted pace.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$7,283 expended to date.

Plant Services and Charges: The plant services and charges budget is \$155,873. \$110,655 expended to date.

- **Plant Insurance (\$46,970):** Expense will be entered by Finance in Spring of 2026.
- **Energy (\$80,000):** \$53,525 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):** \$52,358 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):** \$3,813 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.

220 Minerva: Minerva is a library endowment fund held by the City with \$3,375 in spendable balance.

- **Materials:** \$1,060 expended.

223 Personnel Grant: This account holds expenditures for grant-funded staff hours for Sundays, the YS librarian position, and programming subs.

- Staffing: \$62,071 expended.

224 Lawson: *Expenditures include prior year funds.*

- Donations: \$10,444 donation received.
- Materials: \$5,603 expended.

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

- Donations: \$5,000 donation received.
- Materials: \$6,940 expended.

229 Friends: *Expenditures include prior year funds.*

- Donations: \$15,000 donation received.
- Materials: \$3,059 expended.
- Programs: \$4,958 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$109,675 in reimbursements for 232 and 223 received to date.
- Materials: \$27,955 expended.
- Minor Equipment: \$4,141 expended.
- Programs: \$28,099 expended.
- Misc: \$50,442 expended (\$11,893 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): \$1,889 expended.
- Programs (235-4236): \$511 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 1125 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	-3,708.78	208.78	105.96%
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	-300.00	-120.00	71.42%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-1,250.86	-749.14	62.54%
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	-1,519,910.37	-138,173.63	91.66%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	-1,529,525.50	-158,345.50	
Expenditure					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
230-4230-1000-0000	Full Time Salaries(E)	249,356.78	204,693.96	44,662.82	82.08%
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	16,453.89	-12,953.89	470.11%
230-4230-1113-0000	Vacation Pay(E)	.00	42,712.93	-42,712.93	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	557,017.13	156,853.95	78.02%
230-4230-1210-0000	Part Time Salaries - In Kind(E)	17,167.00	.00	17,167.00	0.00%
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	72,242.44	58,742.17	13,500.27	81.31%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	62,893.37	10,794.24	85.35%
230-4230-1430-0000	PFML(E)	.00	.00	.00	100.00%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	75,168.48	17,701.42	80.93%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	2,776.56	1,013.04	73.26%
230-4230-1540-0000	Life Insurance(E)	769.00	484.85	284.15	63.04%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	2,564.05	435.95	85.46%
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	14,387.07	112.93	99.22%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	14,780.69	719.31	95.35%
230-4230-2402-0000	Audio(E)	1,900.00	1,262.14	637.86	66.42%
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	9,732.57	967.43	90.95%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	3,445.67	54.33	98.44%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	4,629.96	870.04	84.18%
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	9,231.01	268.99	97.16%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	1,417.20	3,582.80	28.34%
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	10,744.32	255.68	97.67%
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	289.67	-89.67	144.83%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	1,955.00	1,911.10	43.90	97.75%
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	60,969.64	17,721.27	77.47%
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	4,214.53	-4,214.53	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	5,032.98	-5,032.98	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	23,238.18	7,287.51	76.12%
230-4231-1410-0000	PERA(E)	8,130.38	6,901.17	1,229.21	84.88%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	7,243.43	1,111.64	86.69%
230-4231-1430-0000	PFML(E)	.00	.00	.00	100.00%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	12,966.06	492.47	96.34%
230-4231-1520-0000	Dental Insurance(E)	505.20	505.20	.00	100.00%
230-4231-1540-0000	Life Insurance(E)	116.00	55.97	60.03	48.25%
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	5,763.20	-1,763.20	144.08%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	392.64	1,107.36	26.17%
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	40,871.06	14,128.94	74.31%
230-4231-3601-0000	Natural Gas(E)	25,000.00	12,654.02	12,345.98	50.61%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	40,934.19	-28,934.19	341.11%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	11,422.93	-422.93	103.84%
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	3,813.78	-1,783.78	187.87%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
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	1,382,552.18	306,492.01	
		1,173.19	-146,973.32	148,146.51	
		103,173.19	-89,252.79	192,425.98	

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CITY OF STILLWATER

Library Supplemental Funds Report

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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)	1,060.01
Total Expenditure:		1,060.01

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)	591.61
223-4223-1112-0000	Sick Pay(E)	1,239.44
223-4223-1113-0000	Vacation Pay(E)	1,195.19
223-4223-1200-0000	Part Time Salaries(E)	48,995.32
223-4223-1410-0000	PERA(E)	3,642.46
223-4223-1420-0000	FICA/Medicare(E)	4,070.54
223-4223-1500-0000	Hospital / Medical(E)	2,274.45
223-4223-1520-0000	Dental Insurance(E)	20.09
223-4223-1540-0000	Life Insurance(E)	41.81
Total Expenditure:		62,070.91

Fund224 - HELEN LAWSON FUND**Revenue**

Account Number	Account Title	YTD
224-0000-3810-0210	Unrealized Gains/Losses(R)	-366.96
224-0000-3820-0100	Donations(R)	-10,444.00
Total Revenue:		-10,810.96
Expenditure		
224-4224-2404-0000	Other Books(E)	5,603.19
Total Expenditure:		5,603.19

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)	3,058.92
229-4229-2407-0000	Programs(E)	4,957.68
Total Expenditure:		8,016.60

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

Account Number	Account Title	YTD
232-0000-3820-0320	Donations - Library Programs(R)	-14,778.62
Total Revenue:		-109,674.97
Expenditure		
232-4232-2113-0000	Materials(E)	27,954.86
232-4232-2302-0000	Other Minor Equipment(E)	4,140.70
232-4232-2407-0000	Programs(E)	28,098.73
232-4232-4099-0000	Miscellaneous Charges(E)	50,441.81
Total Expenditure:		110,636.10

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)	1,888.08
235-4236-4099-0000	Miscellaneous Charges(E)	510.93
235-4238-4099-0000	Miscellaneous Charges(E)	2,305.87
Total Expenditure:		4,704.88

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

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WASHINGTON COUNTY	
CONTRACT NO.	17873
DEPT.	LIBRARY
TERM	1-1-26 TO 12-31-27

LIBRARY SERVICE AGREEMENT BETWEEN WASHINGTON COUNTY AND THE STILLWATER PUBLIC LIBRARY

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

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

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

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

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

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

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

I. The County Library shall:

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

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

II. The City Library shall:

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

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

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

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

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

XII. Effective Date, Termination

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

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

STILLWATER PUBLIC LIBRARY

WASHINGTON COUNTY

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

By: _____
Stan Karwoski, Chair
Board of County Commissioners

Date: 12/3/2025

Date: _____

By: _____
Kevin Corbid, County Administrator

Date: _____

Approved as to form:

By: Stuart Campbell
Stuart Campbell, Assistant County Attorney

Date: 12/3/2025

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, January 14, 2025**

Annual Meeting Minutes

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 6:34 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Adoption of Minutes of 2024 Annual Meeting

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

AGENDA ITEM 4: Election of 2025 Officers

The Nominating Committee proposed Lockyear for President, Ellison for Vice President, and Hansen for Treasurer for one year. They also provided recommendations for an election to fill the final year of the current term 2025-2026, as Lockyear's third and final term on the board ends in December 2025.

Motion to elect officers for 2025 as proposed by Nominating Committee. Burns moved. Hausman Lohmer second. Yes: Burns, Ellison, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None.

AGENDA ITEM 5: 2025 Committee Assignments

Lockyear reported that continuing trustees will keep their committee assignments. As Executive consists of the President, Vice President, and Treasurer, Ellison will serve on the Executive Committee. Glidden will serve on Finance and Hausman Lohmer will serve on Facilities. If anyone wishes to make a change, let Lockyear know.

The 2025 rosters are:

Executive: Ellison, Hansen, Lockyear, Troendle

Facilities: Ellison, Hausman Lohmer, Lockyear, Troendle

Finance: Burns, Glidden, Hansen, Panciera, Troendle

Advocacy Committee: O'Brien, Simon, Keri Goeltl (Staff), Elsbeth Howe (Foundation), Karah Hullander (Friends)

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, January 14, 2025**

AGENDA ITEM 6: Public Commentary

None

AGENDA ITEM 7: Adjournment

Motion to adjourn. Ellison moved. Simon second. Yes: Burns, Ellison, Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Simon; No: None. Meeting adjourned 6:42 PM.

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><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: Grant Request	
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: Motion to approve submitting a \$48,200 grant request to the Huelsmann Foundation to fund the Youth Services Librarian I position in 2026.	
BACKGROUND/CONTEXT: For its 2026 request to the Huelsmann Foundation, the library recommends submitting a \$48,200 grant proposal to fund the Youth Services Librarian I position for one year. This position is essential to sustaining the library's youth programming and early literacy initiatives. Established in 2023 as a grant-funded, term-limited role, the Youth Services Librarian I has become a cornerstone of our capacity to meet the growing needs of families with young children across Stillwater and the St. Croix Valley. This would be a joint request from the Library and the Library Foundation, helping to relieve financial pressure on the Library Foundation.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: New Trustee Recommendations/Selection	
OWNER: Trustee Interview Committee	PRESENTER: Panciera
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 forward the Interview Committee's recommended candidates to the City Council for appointment to the Library Board of Trustees.	
BACKGROUND/CONTEXT: <p>At the December meeting, the Interview Committee will provide a recommendation for appointments to fill the three upcoming open positions on the Board of Trustees.</p> <p>Panciera applied for reappointment to serve a second term beginning in January. Lockyear completes her third term this month and is not eligible for reappointment. Simon completes her first term this month and is not seeking reappointment.</p> <p>Per City policy, a vacancy notice was publicly posted with an application deadline of November 10. Following the deadline, the Interview Committee was provided with redacted applications from residents who applied for consideration.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Election of Officer(s)	
OWNER: Nominating Committee	PRESENTER: Hausman Lohmer
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: Motion to adopt the recommendations of the Nominating Committee	
BACKGROUND/CONTEXT: The Nominating Committee will present a proposed candidate to serve the remainder of the current term for President. After the Nominating Committee presents its proposed candidate, and before voting occurs, the chair shall ask if there are any further nominations from the floor. Once nominations are closed, the Board will proceed with the election.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Board Bylaws	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Adopted: 8/3/98; Amended: 4/8/08, 2012, 3/12/13, 1/14/20, 5/10/22, 8/8/23, 6/10/25

ARTICLE I: Identification

This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota.

ARTICLE II: Purpose

The Stillwater Library Board of Trustees has full authority over the governance of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually.

ARTICLE III: Membership

Section 1. Number and Qualifications. The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

Section 2. Term of Office. A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

Section 3. Disqualifications and Vacancies. Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

Article IV: Officers

Section 1. Officers shall be: President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

Section 2. An officer nominating committee comprised of three Trustees shall be appointed by the President at least one month before an election. The Committee will present a slate of officers at the Year-End Meeting in December. In the event of a mid-term vacancy, the one-month period shall be observed for special elections. Additional nominations may be made from the floor.

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board,

authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of the Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Year-End Meeting. If an unexpected vacancy occurs in other elected positions, the President shall appoint an ad hoc Nominating Committee composed of three Trustees to present a slate of one or more candidates at the earliest possible board meeting. Additional nominations may be made from the floor.

ARTICLE V: Meetings

Section 1. Regular Meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

Section 2. Year-End Meeting. The election of officers shall be held at the time of the regular meeting in December of each year.

Section 3. Agenda and Notices. Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 5. Special Meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

Section 6. Quorum. Five members of the Board shall constitute a quorum for the transaction of business.

Section 7. The most recent revision of Robert's Rules of Order shall govern the order of business on all points not specified in these bylaws.

ARTICLE VI: Committees & Task Forces

Section 1. Committees. The committees of the Board may be formed at any regular meeting of the Board, as determined by the President. Committee membership and charges shall be established by the President in order to manage the work of the Board in an efficient and effective manner. Each committee chair shall be a member of the Board, but committee membership is not restricted to Board members or staff. Staff may serve on committees as ex-officio, non-voting members.

No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

Section 2. Executive Committee.

Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

Section 3. Task Forces. Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. Each Task Force chair shall be a member of the Board, but the Task Force membership is not restricted to Board members or staff. Staff may serve on task forces as ex-officio, non-voting members.

ARTICLE VII: Duties of the Board of Trustees

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees select, appoint and supervise a properly qualified and competent library director and determine the compensation of all library employees.
- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall review and approve all library expenditures. Trustees set goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

Stillwater

Public Library

ARTICLE VIII: Director

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except meetings or portions of meetings at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

ARTICLE IX: Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members before the meeting.

Major Accomplishments

- The Friends of the Stillwater Public Library held a record-breaking November book sale—congratulations to the Friends, staff, and volunteers who made this possible!
- The new 2026-2028 labor agreement was approved by both parties during the second week of November and formally signed on November 17, completing the negotiation process.
- Mark and Library Foundation Executive Director Elsbeth Howe submitted an end-of-year progress report to a donor on December 1.
- Business & Communications Manager Keri Goeltl is coordinating staff registrations for the April 2026 Public Library Association Conference in Minneapolis to ensure we receive the best pricing available.
- Interviews were coordinated for five Board of Trustees applicants together with the Interview Committee.
- Pat decorated several terrace pots and the 4th Street entrance planter, creating a warm and festive environment for visitors. Thank you, Pat!
- Mark met three times with the designer assisting with the Terrace Furniture Project, narrowing down style and product recommendations.
- Two seasonal Event Prep Workers were rehired for winter. They have already supported the Library Stories project and assisted with weekend snow removal.
- Mark attended a Library Foundation gratitude event for current and former board members and spoke about recent accomplishments and upcoming initiatives.
- Four Library Corner articles were written and published in November.
- The November/December issue of ShelfLife was emailed to subscribers on November 5.

Heads-Up

- The library will be closed on December 24, 25, and 30, and January 1.
- Food-to-Go bags for those in need will continue to be provided by Valley Outreach through the end of December.

Near-Term Future Focus

- Assisting with an orientation session for new trustees.
- Staff are completing the PLA Benchmark Survey, a national data collection and benchmarking tool for public libraries that assists with service evaluation and planning.
- Business & Communications Manager Keri Goeltl is preparing a library insert for the City's upcoming quarterly print newsletter.
- Preparing to hire an intern in January, which includes collaboration with the SAHS Pathways Program, HR, and Payroll.

November Programs and Activities

Art

- **Contemporary Basket Weaving:** 12 attendees learned the basics of tapestry weaving on Monday, November 17. Participants created a decorative wall hanging with a hand-held notched loom. This program was funded by the Minnesota Arts and Cultural Heritage Fund. Participant comments:
"Love to learn needle felting"
"The instructor was great as was the class!"
"This was an excellent session. Shannon was a helpful, engaging, encouraging instructor. I think I found a new lifelong hobby!"
- **Marianne Barrett Artist Reception:** 24 people attended a reception for artist Marianne Barrett on Thursday, November 20. A big thank you to our new volunteer, Delaney, who graciously helped setting up and taking down the food at the event!

Books Clubs & Literature

- **Creative Writing Sampler with The Loft Literary Center:** 20 people attended this writing workshop on Monday November 3. This class sampled poetry, fiction, and creative nonfiction; participants explored techniques common in all three genres through conversation and creative writing exercises. This program was funded by the Minnesota Arts and Cultural Heritage Fund. Participant comments:
"I loved getting to explore different styles of writing! As someone who writes fiction as a hobby, it was great to explore poetry and memoir writing as well. I loved the structure and succinct nature of the event. I'll be keeping my eye on the library calendar for future events!"
"I especially appreciated the teacher's exploration of poetry as compression. I appreciated how much time was spent on hands-on practice."
- **Shelf Indulgence Book Club:** 10 participants discussed [The Orchardist by Amanda Coplin](#) on Monday, November 10. In addition to discussing their latest read, the group voted on what Book Club Kit to add to the library's collection. The title chosen is [Betty by Tiffany McDaniel](#). This new kit will be available to borrow in 2026 and will be dedicated to the memory of Kathleen Selz, who regularly attended the book club before her passing in September 2025. Book Club Kits are funded by the Stillwater Public Library Foundation.
- **My Two Elaines Book Discussion:** 4 people joined staff from FamilyMeans at the library on Friday, November 14 to discuss the book [My Two Elaines by Marty Schreiber](#). This discussion was offered in recognition of November as National Caregiver's Month. Participant comments:
"Library staff was very helpful. I appreciate this offering."
- **Mystery Book Club:** 9 participants discussed mysteries set in Nordic countries on Wednesday, November 19. [Find Mystery Book Club book lists on our website.](#)

Lifelong Learning

- **Jigsaw Puzzle Competition:** 26 people joined us for a friendly puzzle competition on Saturday, November 1. The winning team was *Everyday we're puzzlin'*. Participant comments: *"More jig saw puzzle"*

- **Medicare Counseling with Senior Linkage:** A total of 7 people attended a Medicare Counseling session with volunteers in November. Appointments took place on Monday November 3 and Thursday, November 13.
- **Tech Help:** A total of 6 people attended a Tech Help session in November. There were 5 appointments offered on Tuesdays and Fridays throughout the month.

Nature & Outdoors

- **Wild Rice with Andy Weaver:** 20 people attended this talk with naturalist Andy Weaver on Tuesday, November 18 where they learned about the unique ecological and historical importance of wild rice in Minnesota. Participant comments:
"Appreciate Your Learning in Retirement Events"
- **Mysteries of Migration:** 25 people attended this talk with naturalist and birding expert Kyle Te Poel on Wednesday, November 19, and learned about the incredible feat of animal migration. Participant comments:
"This was wonderful! Kyle was very knowledgeable and a great presenter."
"Kyle Te Poel always brings a good program. I'm a repeat attendee."
- **BWCA 101 (Boundary Waters Canoeing Area) with Andy Weaver:** 10 people braved the elements (and a holiday week!) to attend this presentation on one of the first snowy evenings of the season. On Tuesday, November 25, naturalist Andy Weaver shared information about the BWCA and introduced the basics for planning a trip.

Book Displays

- **Caregivers Month:** The round table featured nonfiction and fiction materials for or about caregivers. In addition to books, the display showcased Memory Minder Kits and print resources for caregivers from FamilyMeans.
- **Native American Heritage:** The welcome-area display showcased titles featuring Native American art, history, and culture. The display included indigenous communities from Minnesota and beyond.
- **The Sci-Fi/Fantasy:** This month's display featured short stories.

St. Croix Collection

- **Monthly Visits:** 9 SCC users were recorded in November, including 6 residents and 3 visitors.
- **Research Topics and sources:** Lumberjack history, May Township, plat maps, yearbooks, scrapbooks, family history, and other maps.
- **Genealogy Research Appointment:** This 1:1 appointment was filled in November by 1 person. The volunteer genealogist was able to help locate where in Poland the patron's great-grandparents were from. They were able to locate each of them in passenger lists from their immigration to the US, which provided the places of birth. They used library resources Ancestry.com and FamilySearch.org. The patron left with resources for the next steps in their research, which will require help from specialists at the Minnesota Genealogical Library.
- **Historical Research Appointment:** This 1:1 appointment was filled in November by 2 people.

Programming Photos

Wild Rice with Andy Weaver, November 18, 2025



BWCA 101 with Andy Weaver, November 25, 2025



November Programs and Activities

Early Literacy (0-5)

- Eight Preschool Storytimes (433)
- Two Baby/Toddler Storytimes (143)

School-aged (6-12)

- Family Puzzle Contest (6 teams; 23 people)

"We love that this event was well organized, comfortable, welcoming to all age kids, and XXL pieces. The puzzle size of 300 was a very good fit. My boys liked the image of the animals and colorful pieces."

"So relaxed and fun and at a beautiful library. Also very fun and useful prizes for everyone!"

"We had so much fun and this was a great family bonding event!"

We learned *"How to work together as a team and patience :)"*

- Learn about Ballet with St. Croix Ballet (31) – Children were mesmerized watching the dancers perform small pieces from The Nutcracker, St. Croix Ballet's December show. They saw and touched the parts of a cut ballet slipper.
- LEGO Club (40)

Children's Drop-in Activities

- Scavenger Hunt: Community Helpers (594)
- Apple Pie Discovery Room – A small sample of visitors—24 total—submitted surveys in November.
 - Four hadn't visited previously.
 - Eleven live in Stillwater.
 - Ten reported their child talked about the Discovery Room after their visit.

"I continue to be impressed by the thought and care that goes into making the discovery room as wonderful as it is. Thank you!"

"This room is a favorite of ALL our grandkids 3-15! It is an incredibly well done room ! Every time. We two retired teachers are really impressed!"

"It is always a fun learning experience! The seasonal changes are always great to see and play with!"

All Ages

- Two Chess Club Meetings
- All About Raptors with Andy Weaver and Jackie Fallon

Outreach

- New Heights – Grades K-1, 2-5, and 6-8 visit either weekly or every other week.
- LADC Storytime (47)
- Pride Justice LGBTQIA+ Community Gathering (30) – Angie shared inclusive book recommendations for all ages.

Collection

- Eight additional Nature Backpacks were added in November bringing the total to 18.
 - 3 General
 - 2 Birding
 - 1 Insects and Bugs
 - 2 Tracks, Scats and Signs
- Ten additional Book Bundles were added in November bringing the total to 30 bundles (15 themes).
New themes:
 - Pets
 - Ocean
 - Friendship
 - Dinosaurs

Upcoming Single Date Programs

- MN Mammals with Andy Weaver – Saturday, December 6 at 10:30am
- Watercolor Art: Incredible Insects (grades 6-8) – Wednesday, December 10 at 4pm
- Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!" – Saturday, December 13 at 10:30am
- Winter Art Kit - Snowman in Oil Pastels (Ages 8-12) – Monday, December 29 from 10am-3pm
- Drop-in Craft - Stick Puppets – Monday, January 5 at 10:30am
- Preschool Drop-in Playtime – Friday, January 16 at 10:00am
- Raptor Center – Saturday, January 17 at 10:30am
- Petite Concert – Tuesday, January 20 at 10:30am
- Crafternoon - Button Art – Wednesday, January 21 at 4pm
- Wet Felted Coaster – Thursday, January 22 at 4pm



Board Meeting Minutes

Friday, October 24, 2025, 8:30am - 10:00am

Members Present: Drew, Cindy, Summer, Mark, Lori, Ingrid, Jeneane, Ryan, Erin (at 8:45 a.m.)

Members Remote: Shawn, Kevin

Members Absent: Sandie, Roger

Staff Present: Elsbeth, Annette

1. **Call to Order** - Summer called the meeting to order at 8:30 a.m.
2. **Adoption of Agenda - Motion to approve the agenda Jeneane/Drew. Motion carried.**
3. **Consent Agenda**
 - a. Board Meeting Minutes
 - b. Library Director Report
 - c. Executive Director Report & Metrics

Motion to approve the consent agenda as presented. Cindy/Ingrid. Motion carried.

4. **Updates**
 - a. Board - none
 - b. Library Director
 - i. Mark reported the library will receive a \$10,000 grant from the Carnegie Foundation. The Carnegie Foundation is giving all 1280 Carnegie libraries the money to commemorate the 250th anniversary of the signing of the Declaration of Independence. Interesting to note that 870 libraries are still using the building.
 - ii. The library will be a donation site for Valley Outreach's winter clothing drive.
 - c. Staff

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 Library Advocacy Committee's story video project is under way and video and photos will be taken in mid-November. We're still recruiting for individuals/families to be in B-roll footage.

5. Reports

a. President's Report

- i. Friends Library Book Sale is Nov. 12-15
- ii. Please RSVP for Ann Wolff's party (11/20)
- iii. Townie Tuesday at Lift Bridge raised \$316
- iv. Round-Up at River Market Co-op raised almost \$2,300. River Market is merging with Mississippi Market and it is unclear if the round-up program will continue.

b. Treasurer's Report

i. September Financials

- 1. Balance Sheet - The library is doing a great job of using the older restricted fund balances
- 2. Assets are \$4.2 million
- 3. Budget vs. Actual - Income is over budget, however this total includes the large grant that is being used to support the newspaper digitization project. We're at 93% of what we planned to raise this year and we still have Give to the Max Date and the year-end appeal.
- 4. Expenses are all on track
- 5. Investments are also on track.

ii. Trust Account Quarterly Update

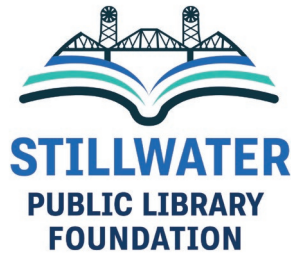
- 1. First State Bank and Trust has a long term SPLF portfolio cash goal of 6%; we're currently at 8%. A majority of the portfolio is in a fixed fund and the equity portion of the portfolio has been performing well. Our return year-to-date is 7.8%. The FSBT trust team review the funds monthly or more.

Motion Lori/Cindy to accept the September Financial and Trust Account report. Motion carried.

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6. Everyone is a Fundraiser Handout - Elsbeth shared how there are several roles that go into fundraising and there are many ways to support the fundraising effort.

7. Old Business:

- a. Development Committee: Light a Spark Recommendation
 - i. Summer reported that at an October 13 meeting the committee and several additional board members had a deep discussion about how to move forward with Light a Spark. A decision was made to pause Light a Spark in 2026. The board will focus on strategic planning in 2026 which will include a discussion on what types of events best align with our mission.
 - ii. Staff has a communication strategy on how the Light a Spark information will be shared with key stakeholders.

8. New Business:

- a. Donor Contact List -completed by Summer
- b. Huelsmann Grant Authorization
 - i. **Jeneane/Ryan move: To provide authorization to apply for a 2026 grant from the Huelsmann Foundation. If the Huelsmann Foundation awards the Stillwater Public Library Foundation a grant it will use the grant as requested in the 2026 grant application. Motion carried.**
- c. 2026 Budget (1st Reading)
 - i. Elsbeth highlighted the differences from the previous year. We are budgeting for a deficit again this year - \$197,517, which is about \$30,000 more than last year.
 - ii. Budgeting for an increase in income of \$20,000
 - iii. Library request is \$313,000 in 2026. \$83,000 of that is carried over from 2025 requests that were not spent.
 - iv. Event expenses were maintained so we have the flexibility to host donor events and perhaps a fundraising event.
 - v. A consultant expense is for strategic planning in 2026.
 - vi. The finance committee will be moving to a different accounting service next year.

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Discussion - current fundraising isn't supporting expenses beyond the Foundation's operating expenses. We're withdrawing from our asset balance to support the library rather than adding to our net assets. In 2026 our strategic planning needs to address this and review how our fundraising better supports our long term goals.

- d. Executive Director Performance Review & Compensation Policy
 - i. This policy formalizes the procedure that the board has been following for executive director performance review.

Motion to approve the executive director performance review & compensation policy. Kevin/Jeneane. Motion carried.

9. Other/Topics for Future Discussion

- a. **Old Business** - The Conflict of Interest policy was passed provisionally as we wanted to ensure Kevin's approval - Kevin responded that he has no objection to the policy as passed.

10. Adjourn - at 10:01 a.m.

2026 Board Meeting Dates:

- February 27
- April 24
- June 26
- August 28
- October 30
- December 4

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Friends of the Stillwater Public Library

October 13, 2025 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

Attendees:

Janet Skeie, Jan Kilkelly, Tracy Salvati,
Mark Troendle, Gemma Lockrem,
Lyndon Lockrem, Laurie Burns, Susie
Danielson

Agenda

Friends of the Stillwater Public Library Agenda Monday, October 13, 2025 at 6:30 pm Conference Room

1. Call meeting to order: Janey Skeie
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Book Sale – Janet Skeie | Dates – 2025/2026
 - a. Submitted to MALF calendar and booksalefinder.com, Susie
6. River Market Co-op: October is Roundup month for FRIENDS
7. New FRIENDS Cloth Bags and aprons – Gemma Lockrem
8. Update: Mark Troendle
9. Adjourn: All

Meeting called to order by Jane Skeie

- Tracy distributed the minutes from Monday, Sept. 8, 2025 for review
 - Minutes approved

Treasurer's reports - Jan Kilkelly

9/1/2025 – 9/30/2025

Opening Balance: \$64,747.91

Total Receipts: \$608.00

Total Disbursements: \$0

Ending Balance: \$65,355.91

Membership report Gemma Lockrem

~98 membership

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 & Aprons | We order through Heritage Embroidery

Gemma ordered bags and aprons, they look great. They will stock the lobby desk for sale to the public. Bookbags are \$15.00

BOOKSALE: Janet Skeie

Janet submitted to MALF calendar

- Our Nov. 2025 SPL Booksale Dates will be listed on booksalefinder.com

Nov. 2025 SPL calendar also has our Booksale advertised

Susie Danielson sent out signup genius link for volunteers to sign up.

BOOKSALE Dates:

FALL 2025 Booksale:

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

Spring 2026: Book collection on Saturday, April 18, 2026

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

Fall 2026: Book collection on Saturday, November 14, 2026

- Book sale November 18-21, 2026

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:

In addition to the communication avenues already mentioned, recent Friends marketing included the following: A Library Facebook post on Oct. 7 promoted October Round-Up at the River Market Co-op. It also discussed the Friends November book sale and collection drive. Additional Facebook posts featuring the book sale and drive are planned.

The City Council approved the Library Board's 2026 operating budget request as presented. One trustee is concluding her service after three consecutive three-year terms. Applications for the open seat are being accepted through the City, and a link is available on the library's website. You must be a City of Stillwater resident to be eligible.

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 7:00 pm

Next meeting will be Monday, November 10, 2025

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

Period:	10/1/25 - <u>10/31/2025</u>	Year-to-Date <u>10/31/2025</u>
Opening Balance	\$65,355.91	\$ 71,612.55
Receipts:		
Memberships	\$40.00	\$ 3,115.00
Donations	\$1,000.00	\$ 1,645.00
Ongoing Book Sales	\$445.00	\$ 3,880.00
Semi-Annual Book Sales		\$ 5,535.00
Scanner Fees		\$ 105.00
Book Bag Sales		\$ 65.00
Total Receipts	\$1,485.00	\$ 14,345.00
Disbursements:		
Grants to Library		\$ 15,000.00
Sponsorships		\$ 2,500.00
Memberships		\$ 35.00
Postage		\$ 129.00
Printing & Supplies	\$412.50	\$ 507.17
Sales Tax		\$ 1,203.00
Fees		\$ -
Misc.		\$ 154.97
Total Disbursements	\$412.50	\$ 19,529.14
Ending Balance	\$66,428.41	\$ 66,428.41

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
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	\$15,987.92

Total	\$21,711.92
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Stillwater Public Library

2025 Calendar

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

Green: Board • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2025 LIBRARY BOARD

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

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

2025 Committee Rosters:

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

Updated 7/2/2025