

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, January 13, 2026  
5:30 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

1. Call to Order & Introduction of Trustees
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
  - a) Adoption of December 9, 2025 Minutes +
  - b) Acknowledgement of Bills Paid in December+
  - c) December 2025 Budget Status Report +
  - d) 2025 Q4 Gifts and Grants Received Report +

Informational/Discussion (15 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Tentative 2026 Committee Assignments I+

Decisional (0 minutes)

Reports (10 minutes)

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, January 12, 2026.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2026 Calendar, 2026 Roster

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Tuesday, December 9, 2025**

**Minutes**

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

**ABSENT:** Burns

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

**AGENDA ITEM 3: Consent Calendar**

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

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

Trustees thanked Simon for her service on the Board of Trustees and leadership on Advocacy Committee. Trustees thanked Lockyear for her service on the Board of Trustees and leadership as President.

**AGENDA ITEM 5: Grant Request**

Troendle asked for board approval of a request to the Huelsmann Foundation to fund the Youth Services Librarian I position for a year.

*Motion to approve submitting a \$48,200 grant request to the Huelsmann Foundation to fund the Youth Services Librarian I position in 2026. Panciera moved. Quijano second. Yes: Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None.*

**AGENDA ITEM 6: New Trustee Recommendations/Selection**

Panciera reported that the Interview Committee recommends the appointment of Hannah Buckland and Richard Hodson to serve their first terms as a trustee and reappointment of Panciera to service his second term.

*Motion to forward the Interview Committee's recommended candidates of Larry Panciera, Hannah Buckland, and Richard Hodson to the City Council for appointment to the Library Board of Trustees. O'Brien moved. Hansen second. Yes: Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None.*

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Tuesday, December 9, 2025**

**Minutes**

**AGENDA ITEM 7: Election of Officers**

Hausman Lohmer reported that the Nominating Committee recommends Hansen to fill to Lockyear's remaining term as President. Lockyear asked if there were further nominations from the floor. There were none.

*Motion to adopt Nominating Committee's recommendation of Hansen as President. Quijano moved. Glidden second. Yes: Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None.*

Hausman Lohmer reported that with Hansen becoming President, there is then a vacancy in the Secretary/Treasurer position. The Nominating Committee recommends Glidden to fill Hansen's remaining term as Secretary/Treasurer.

*Motion to adopt Nominating Committee's recommendation of Glidden as Secretary/Treasurer. O'Brien moved. Quijano second. Yes: Glidden, Hansen, Lockyear, Hausman Lohmer, O'Brien, Panciera, Quijano, Simon; No: None.*

**AGENDA ITEM 8: Director and & Other Staff Reports**

Reports in packet.

Lockyear asked about the results of the Friends Book Sale. Troendle reported that the Fall Book Sale raised \$6,549, which surpassed the prior sales record.

**AGENDA ITEM 9: Board Committee Reports**

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Did not meet.

**AGENDA ITEM 10: Foundation & Friends Report**

Reports in packet. Drew Arnold will be the Foundation's President in 2026.

**AGENDA ITEM 11: Public Commentary**

None.

**AGENDA 12: Trustee Check-In/Topics for Future Discussion**

None.

**AGENDA ITEM 13: Adjournment**

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

Meeting adjourned at 5:52 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in December 2025</b>				
OWNER: <b>Goetl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of December 2025 bills paid</b>				
BACKGROUND/CONTEXT:  Following is a bill report summary for the month of December:				
<b>December 2025 (2025 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 17,435.29	\$ 5,150.01	\$ 11,453.09	\$ 34,038.39
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>26 Prepay Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 17,435.29</b>	<b>\$ 5,150.01</b>	<b>\$ 11,453.09</b>	<b>\$ 34,038.39</b>
<p>Bill Resolution: December 2, 2025 (\$14,803.76 for 2025 + \$600.00 for 2026: \$15,403.76Total)</p> <p>For 2025:</p> <ul style="list-style-type: none"> <li>\$7,595 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials.</li> <li>\$5,472 was paid to Xcel Energy for gas and electricity.</li> </ul> <p>For 2026:</p> <ul style="list-style-type: none"> <li>\$600 was paid to Mobile Beacon for 2026 service plans.</li> </ul> <p>Bill Resolution: December 16, 2025 (\$19,234.63 for 2025 + \$11,566.97 for 2026 = \$30,801.60 Total)</p> <p>For 2025:</p> <ul style="list-style-type: none"> <li>\$6,675 was paid to Brodart for adult fiction, adult nonfiction, teen and children's materials.</li> <li>\$1,341 was paid to SOS Office Furniture for replacement task chairs.</li> <li>\$4,434 was paid to SHI for Microsoft Licensing from September – December 2025.</li> </ul> <p>For 2026:</p> <ul style="list-style-type: none"> <li>\$8,867 was paid to SHI for Microsoft Licensing for January – August 2026.</li> <li>\$1,405 was paid to the American Library Association for individual memberships to attend the PLA Conference in April 2026 at a discounted rate.</li> <li>\$472 was paid to Otis Elevator as a partial payment for 2026 maintenance agreement.</li> <li>\$824 was paid to Corval as a partial payment for 2026 maintenance agreement.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>12/2/2025 Bill Resolution</b> <b>12/16/2025 Bill Resolution</b>				
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
<b>INVOICES PAYABLE</b>							
<b>FY 2026:</b>							
A-091691-20251124-06	11/25/2025	5259	Mobile Beacon	Materials - Hotspots 2026 (SPLF)	600.00	232-4232-2113-0000	Materials
<b>FY 2025:</b>							
11KY-WDGX-CNJ9	11/18/2025	5115	Amazon Business	Library Supplies	179.97	230-4230-2101-0000	General Supplies
11KY-WDGX-CNJ9	11/18/2025	5115	Amazon Business	Materials - Processing	63.68	230-4230-3404-0000	Processing Fee
11KY-WDGX-HDRM	11/18/2025	5115	Amazon Business	Materials - Video (SAV)	-15.6	230-4230-2408-0000	Film/Video
13YV-473G-L4TL	11/19/2025	5115	Amazon Business	Materials - Adult Fiction (Friends)	170.19	229-4229-2113-0000	Materials
1MKY-M97C-37WG	11/20/2025	5115	Amazon Business	Materials - Adult Fiction (Friends)	10.35	229-4229-2113-0000	Materials
1PW3-JJJP-93GF	11/24/2025	5115	Amazon Business	Materials - Adult Nonfiction (220 Minerva)	17.35	220-4220-2404-0000	Other Books
1PW3-JJJP-93GF	11/24/2025	5115	Amazon Business	Materials - Adult Fiction (Friends)	31.59	229-4229-2113-0000	Materials
1YJD-MJCR-91RY	11/24/2025	5115	Amazon Business	Materials - Adult Nonfiction (220 Minerva)	10.04	220-4220-2404-0000	Other Books
1NNT-RGMQ-64GG	11/25/2025	5115	Amazon Business	Materials - Adult Fiction (Friends)	18	229-4229-2113-0000	Materials
1NNT-RGMQ-64GG	11/25/2025	5115	Amazon Business	Materials - Adult Book Club Kit (SPLF)	55.26	232-4232-2113-0000	Materials
1XCK-CGYH-7VWW	11/25/2025	5115	Amazon Business	Library Janitorial Supplies	124.88	230-4231-2102-0000	Janitorial Supplies
B7091529	10/29/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	60.83	220-4220-2404-0000	Other Books
B7091529	10/29/2025	452	Brodart Co	Materials - Juv (Lawson)	118.12	224-4224-2404-0000	Other Books
B7091529	10/29/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	30.25	229-4229-2113-0000	Materials
B7091529	10/29/2025	452	Brodart Co	Materials - YA	10.25	230-4230-2406-0000	Teen Books - Materials
B7091529	10/29/2025	452	Brodart Co	Materials - Processing Fee	5.16	230-4230-3404-0000	Processing Fee
B7091529	10/29/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Lockyear)	17.55	235-4235-2101-0000	General Supplies
B7091529	10/29/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	17.28	235-4235-2101-0000	General Supplies
B7091886	10/29/2025	452	Brodart Co	Materials - Juv (Lawson)	30.7	224-4224-2404-0000	Other Books
B7091886	10/29/2025	452	Brodart Co	Materials - YA (Lawson)	30.31	224-4224-2404-0000	Other Books
B7091886	10/29/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	15.98	229-4229-2113-0000	Materials
B7091886	10/29/2025	452	Brodart Co	Materials - YA	74.62	230-4230-2406-0000	Teen Books - Materials
B7091886	10/29/2025	452	Brodart Co	Materials - Processing Fee	6.02	230-4230-3404-0000	Processing Fee
B7091886	10/29/2025	452	Brodart Co	Materials - Adult Fiction (SPLFobrien)	24.99	232-4232-2113-0000	Materials
B7091886	10/29/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	31.13	232-4232-2113-0000	Materials
B7091886	10/29/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	42.86	232-4232-2113-0000	Materials
B7091886	10/29/2025	452	Brodart Co	Materials - Adult Fiction (235 Palmer)	15.13	235-4235-2101-0000	General Supplies
B7091906	10/29/2025	452	Brodart Co	Materials - Juv (Lawson)	486.09	224-4224-2404-0000	Other Books
B7091906	10/29/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	91.76	229-4229-2113-0000	Materials
B7091906	10/29/2025	452	Brodart Co	Materials - Processing Fee	37.84	230-4230-3404-0000	Processing Fee
B7091906	10/29/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	24.91	235-4235-2101-0000	General Supplies
B7094815	11/3/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	35.64	220-4220-2404-0000	Other Books
B7094815	11/3/2025	452	Brodart Co	Materials - Juv (Lawson)	149.55	224-4224-2404-0000	Other Books
B7094815	11/3/2025	452	Brodart Co	Materials - YA	40.06	230-4230-2406-0000	Teen Books - Materials
B7094815	11/3/2025	452	Brodart Co	Materials - Processing Fee	8.6	230-4230-3404-0000	Processing Fee
B7094815	11/3/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	16.2	232-4232-2113-0000	Materials
B7094815	11/3/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	16.06	232-4232-2113-0000	Materials
B7094815	11/3/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	19.44	235-4235-2101-0000	General Supplies
B7095723	11/4/2025	452	Brodart Co	Materials - Juv (Lawson)	536.33	224-4224-2404-0000	Other Books
B7095723	11/4/2025	452	Brodart Co	Materials - YA (Lawson)	7.13	224-4224-2404-0000	Other Books
B7095723	11/4/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	16.91	229-4229-2113-0000	Materials
B7095723	11/4/2025	452	Brodart Co	Materials - Processing Fee	16.34	230-4230-3404-0000	Processing Fee
B7095723	11/4/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	33.1	232-4232-2113-0000	Materials
B7095723	11/4/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	27	232-4232-2113-0000	Materials
B7095723	11/4/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	18.9	235-4235-2101-0000	General Supplies
B7095723	11/4/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	17.55	235-4235-2101-0000	General Supplies
B7095723	11/4/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	16.2	235-4235-2101-0000	General Supplies
B7097672	11/6/2025	452	Brodart Co	Materials - Juv (Lawson)	53.17	224-4224-2404-0000	Other Books
B7097672	11/6/2025	452	Brodart Co	Materials - YA (Lawson)	251.16	224-4224-2404-0000	Other Books
B7097672	11/6/2025	452	Brodart Co	Materials - Processing Fee	4.3	230-4230-3404-0000	Processing Fee
B7097672	11/6/2025	452	Brodart Co	Materials - Adult Fiction (235 Lockyear)	15.65	235-4235-2101-0000	General Supplies
B7097678	11/6/2025	452	Brodart Co	Materials - Juv (Lawson)	171.95	224-4224-2404-0000	Other Books
B7097678	11/6/2025	452	Brodart Co	Materials - YA (Lawson)	8.89	224-4224-2404-0000	Other Books
B7097678	11/6/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	32	229-4229-2113-0000	Materials
B7097678	11/6/2025	452	Brodart Co	Materials - Processing Fee	9.46	230-4230-3404-0000	Processing Fee
B7097678	11/6/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	16.2	232-4232-2113-0000	Materials
B7097678	11/6/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	15.12	232-4232-2113-0000	Materials
B7097678	11/6/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	31.86	235-4235-2101-0000	General Supplies
B7097738	11/6/2025	452	Brodart Co	Materials - Juv (Lawson)	61.08	224-4224-2404-0000	Other Books
B7097738	11/6/2025	452	Brodart Co	Materials - YA (Lawson)	16.63	224-4224-2404-0000	Other Books
B7097738	11/6/2025	452	Brodart Co	Materials - YA	17.8	230-4230-2406-0000	Teen Books - Materials
B7097738	11/6/2025	452	Brodart Co	Materials - Processing Fee	3.44	230-4230-3404-0000	Processing Fee
B7097738	11/6/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	15.66	232-4232-2113-0000	Materials
B7097738	11/6/2025	452	Brodart Co	Materials - Adult Fiction (235 Lockyear)	17.8	235-4235-2101-0000	General Supplies
B7097738	11/6/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	25.8	235-4235-2101-0000	General Supplies
B7098797	11/7/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	16.2	220-4220-2404-0000	Other Books
B7098797	11/7/2025	452	Brodart Co	Materials - Juv	13.34	230-4230-2400-0000	Childrens Books
B7098797	11/7/2025	452	Brodart Co	Materials - Adult Fiction	70.21	230-4230-2401-0000	Adult Books - Fiction
B7098797	11/7/2025	452	Brodart Co	Materials - Adult Nonfiction	35	230-4230-2405-0000	Adult Books - Non Fiction
B7098797	11/7/2025	452	Brodart Co	Materials - Processing Fee	60.6	230-4230-3404-0000	Processing Fee
B7098797	11/7/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	138.74	232-4232-2113-0000	Materials

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B7098797	11/7/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	37.8	232-4232-2113-0000	Materials
B7098797	11/7/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	15.66	235-4235-2101-0000	General Supplies
B7098797	11/7/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	18.9	235-4235-2101-0000	General Supplies
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	102.73	220-4220-2404-0000	Other Books
B7099812	11/10/2025	452	Brodart Co	Materials - Juv (Lawson)	300.43	224-4224-2404-0000	Other Books
B7099812	11/10/2025	452	Brodart Co	Materials - Juv (Lawson)	37.86	224-4224-2404-0000	Other Books
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	820.03	229-4229-2113-0000	Materials
B7099812	11/10/2025	452	Brodart Co	Materials - Juv	18.93	230-4230-2400-0000	Childrens Books
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Fiction	40.94	230-4230-2401-0000	Adult Books - Fiction
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Nonfiction (230 Gift FSC Engler)	35.56	230-4230-2405-0000	Adult Books - Non Fiction
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Nonfiction (230 Gift FSC Hooley)	25.81	230-4230-2405-0000	Adult Books - Non Fiction
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Nonfiction	54.53	230-4230-2405-0000	Adult Books - Non Fiction
B7099812	11/10/2025	452	Brodart Co	Materials - YA	12.41	230-4230-2406-0000	Teen Books - Materials
B7099812	11/10/2025	452	Brodart Co	Materials - Processing Fee	475.71	230-4230-3404-0000	Processing Fee
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Fiction (SPLFobrien)	23.19	232-4232-2113-0000	Materials
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	30.24	232-4232-2113-0000	Materials
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Fiction (SPLFobrien)	19.04	232-4232-2113-0000	Materials
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	495.29	232-4232-2113-0000	Materials
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	66.47	232-4232-2113-0000	Materials
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Fiction (235 Palmer)	89.41	235-4235-2101-0000	General Supplies
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Fiction (235 Palmer)	14.58	235-4235-2101-0000	General Supplies
B7099812	11/10/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	16.2	235-4235-2101-0000	General Supplies
B7099812	11/10/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	181.87	235-4235-2101-0000	General Supplies
B7106905	11/19/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	85.59	229-4229-2113-0000	Materials
B7106905	11/19/2025	452	Brodart Co	Materials - Adult Fiction	16.2	230-4230-2401-0000	Adult Books - Fiction
B7106905	11/19/2025	452	Brodart Co	Materials - Processing Fee	36.36	230-4230-3404-0000	Processing Fee
B7106905	11/19/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	124.4	232-4232-2113-0000	Materials
B7106925	11/19/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	39.41	220-4220-2404-0000	Other Books
B7106925	11/19/2025	452	Brodart Co	Materials - Juv (Lawson)	37.55	224-4224-2404-0000	Other Books
B7106925	11/19/2025	452	Brodart Co	Materials - YA (Lawson)	11.56	224-4224-2404-0000	Other Books
B7106925	11/19/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	14.23	229-4229-2113-0000	Materials
B7106925	11/19/2025	452	Brodart Co	Materials - Juv	10.11	230-4230-2400-0000	Childrens Books
B7106925	11/19/2025	452	Brodart Co	Materials - YA	42.64	230-4230-2406-0000	Teen Books - Materials
B7106925	11/19/2025	452	Brodart Co	Materials - Processing Fee	15.83	230-4230-3404-0000	Processing Fee
B7107847	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	12.96	220-4220-2404-0000	Other Books
B7107847	11/20/2025	452	Brodart Co	Materials - Juv (Lawson)	19.42	224-4224-2404-0000	Other Books
B7107847	11/20/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	60.26	229-4229-2113-0000	Materials
B7107847	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction	11.87	230-4230-2405-0000	Adult Books - Non Fiction
B7107847	11/20/2025	452	Brodart Co	Materials - Processing Fee	60.6	230-4230-3404-0000	Processing Fee
B7107847	11/20/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	16.2	232-4232-2113-0000	Materials
B7107847	11/20/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	77.95	232-4232-2113-0000	Materials
B7107847	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	72.73	232-4232-2113-0000	Materials
B7107847	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	64.3	235-4235-2101-0000	General Supplies
B7107927	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	17.28	220-4220-2404-0000	Other Books
B7107927	11/20/2025	452	Brodart Co	Materials - Juv (Lawson)	23.91	224-4224-2404-0000	Other Books
B7107927	11/20/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	73.84	229-4229-2113-0000	Materials
B7107927	11/20/2025	452	Brodart Co	Materials - Adult Fiction	10.7	230-4230-2401-0000	Adult Books - Fiction
B7107927	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction	83.79	230-4230-2405-0000	Adult Books - Non Fiction
B7107927	11/20/2025	452	Brodart Co	Materials - Processing Fee	60.6	230-4230-3404-0000	Processing Fee
B7107927	11/20/2025	452	Brodart Co	Materials - Adult Fiction (SPLF)	97.73	232-4232-2113-0000	Materials
B7107927	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	17.76	232-4232-2113-0000	Materials
B7107927	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	22.24	235-4235-2101-0000	General Supplies
B7107927	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	10.8	235-4235-2101-0000	General Supplies
B7108030	11/20/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	71.69	229-4229-2113-0000	Materials
B7108030	11/20/2025	452	Brodart Co	Materials - Processing Fee	24.24	230-4230-3404-0000	Processing Fee
B7108030	11/20/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	17.28	235-4235-2101-0000	General Supplies
B7108030	11/20/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	49.84	235-4235-2101-0000	General Supplies
20251115-KOE	11/15/2025	5089	Christian M Koegel	Materials - Cataloging & Processing	224	230-4230-3404-0000	Processing Fee
20251015-KTP	10/15/2025	6460	Kyle Te Poel	Programs - Adult (Friends)	42.32	229-4229-2407-0000	Programs
20251015-KTP	10/15/2025	6460	Kyle Te Poel	Programs - Adult (235)	157.68	235-4236-4099-0000	Miscellaneous Charges
507985661	11/4/2025	2175	Midwest Tape	Materials - Audio (JM)	11.99	230-4230-2402-0000	Audio
507985661	11/4/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
507985663	11/4/2025	2175	Midwest Tape	Materials - Video (JV)	46.48	230-4230-2408-0000	Film/Video
507985663	11/4/2025	2175	Midwest Tape	Materials - Processing Fee	5.98	230-4230-3404-0000	Processing Fee
508019876	11/12/2025	2175	Midwest Tape	Materials - Audio (AM)	14.24	230-4230-2402-0000	Audio
508019876	11/12/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
508019878	11/12/2025	2175	Midwest Tape	Materials - Video (JV)	219.66	230-4230-2408-0000	Film/Video
508019878	11/12/2025	2175	Midwest Tape	Materials - Processing Fee	33.21	230-4230-3404-0000	Processing Fee
508052038	11/19/2025	2175	Midwest Tape	Materials - Video (JV)	111.71	230-4230-2408-0000	Film/Video
508052038	11/19/2025	2175	Midwest Tape	Materials - Processing Fee	18.56	230-4230-3404-0000	Processing Fee
W25100649	11/17/2025	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
4935	11/19/2025	2884	Rose Floral	Greenery for Terrace Pots (235)	89.98	235-4238-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL		\$ 9,932.28		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 9545617	11/25/2025	3808	Xcel Energy	Energy	3,323.06	230-4231-3600-0000	Electricity
51-7976594-1 9545617	11/25/2025	3808	Xcel Energy	Energy	2,148.42	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,471.48		
GRAND TOTAL							
					\$ 15,403.76		

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

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

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
<b>INVOICES PAYABLE</b>							
<b>FY 2026:</b>							
12152025	12/15/2025	139	American Library Association	ALA Memberships for PLA Conference	1,405.00	236-4236-4099-0000	Wick - Miscellaneous
100402130674	11/17/2025	2565	Otis Elevator Company	Library - Quarterly Maintenance Agreement 2026	471.30	230-4231-3707-0000	Maintenance Agreements
902692	12/1/2025	3994	Corval Constructors	Library Maintenance Agreement (2026, Pmt 2)	824.00	230-4231-3707-0000	Maintenance Agreements
<b>FY 2025:</b>							
784	12/8/2025	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
481534A	10/30/2025	4826	Acorn Naturalists	Materials - Nature Backpacks (SPLF HJA)	129.91	232-4232-2113-0000	Materials
1WXW-LKQH-HXDL	12/2/2025	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	148.48	232-4232-2407-0000	Programs
11VN-LYPQ-DP9V	12/9/2025	5115	Amazon Business	Programs - Adult (SPLF)	139.95	232-4232-2407-0000	Programs
17MY-FYCQ-CXM9	12/9/2025	5115	Amazon Business	Library Supplies	35.63	230-4230-2101-0000	General Supplies
1VQJ-33H6-CDQX	12/9/2025	5115	Amazon Business	Library Supplies	6.96	230-4230-2101-0000	General Supplies
1VQJ-33H6-CDQX	12/9/2025	5115	Amazon Business	Programs - Adult (SPLF)	118.62	232-4232-2407-0000	Programs
11NR-MX17-9FYF	12/10/2025	5115	Amazon Business	Materials - Adult Book Club Kit (SPLF)	37.16	232-4232-2113-0000	Materials
2218900	11/25/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	246.25	229-4229-2113-0000	Materials
B7108735	11/21/2025	452	Brodart Co	Materials - Juv (Lawson)	254.11	224-4224-2404-0000	Other Books
B7108735	11/21/2025	452	Brodart Co	Materials - YA (Lawson)	140.83	224-4224-2404-0000	Other Books
B7108735	11/21/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	78.91	229-4229-2113-0000	Materials
B7108735	11/21/2025	452	Brodart Co	Materials - Adult Nonfiction	142.45	230-4230-2405-0000	Adult Books - Non Fiction
B7108735	11/21/2025	452	Brodart Co	Materials - YA	67.56	230-4230-2406-0000	Teen Books - Materials
B7108735	11/21/2025	452	Brodart Co	Materials - Processing Fee	14.62	230-4230-3404-0000	Processing Fee
B7108735	11/21/2025	452	Brodart Co	Materials - Adult Fiction (SPLFObrien)	30.26	232-4232-2113-0000	Materials
B7108735	11/21/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	26.70	235-4235-2101-0000	General Supplies
B7108735	11/21/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	56.77	235-4235-2101-0000	General Supplies
B7108735	11/21/2025	452	Brodart Co	Materials - Adult Fiction (235 Palmer)	15.12	235-4235-2101-0000	General Supplies
B7110850	11/25/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	63.31	220-4220-2404-0000	Other Books
B7110850	11/25/2025	452	Brodart Co	Materials - Juv (Lawson)	50.11	224-4224-2404-0000	Other Books
B7110850	11/25/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	144.16	229-4229-2113-0000	Materials
B7110850	11/25/2025	452	Brodart Co	Materials - Adult Nonfiction	15.09	230-4230-2405-0000	Adult Books - Non Fiction
B7110850	11/25/2025	452	Brodart Co	Materials - YA	16.90	230-4230-2406-0000	Teen Books - Materials
B7110850	11/25/2025	452	Brodart Co	Materials - Processing Fee	17.20	230-4230-3404-0000	Processing Fee
B7110850	11/25/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	160.69	232-4232-2113-0000	Materials
B7110850	11/25/2025	452	Brodart Co	Materials - JUV (GIFT)	32.37	232-4232-2113-0000	Materials
B7111972	11/26/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	17.82	220-4220-2404-0000	Other Books
B7111972	11/26/2025	452	Brodart Co	Materials - Juv (Lawson)	659.57	224-4224-2404-0000	Other Books
B7111972	11/26/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	650.18	229-4229-2113-0000	Materials
B7111972	11/26/2025	452	Brodart Co	Materials - Processing Fee	64.50	230-4230-3404-0000	Processing Fee
B7113467	12/2/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	83.99	229-4229-2113-0000	Materials
B7113467	12/2/2025	452	Brodart Co	Materials - Adult Fiction	15.66	230-4230-2401-0000	Adult Books - Fiction
B7113467	12/2/2025	452	Brodart Co	Materials - Adult Fiction	32.94	230-4230-2401-0000	Adult Books - Fiction
B7113467	12/2/2025	452	Brodart Co	Materials - Processing Fee	33.33	230-4230-3404-0000	Processing Fee
B7113467	12/2/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	15.66	235-4235-2101-0000	General Supplies
B7113467	12/2/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	14.55	235-4235-2101-0000	General Supplies
B7114492	12/3/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	148.95	229-4229-2113-0000	Materials
B7114492	12/3/2025	452	Brodart Co	Materials - Processing Fee	57.57	230-4230-3404-0000	Processing Fee
B7114492	12/3/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	15.65	232-4232-2113-0000	Materials
B7114492	12/3/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	16.74	235-4235-2101-0000	General Supplies
B7114492	12/3/2025	452	Brodart Co	Materials - Adult (235 Lockyear)	27.59	235-4235-2101-0000	General Supplies
B7114492	12/3/2025	452	Brodart Co	Materials - Adult Fiction (235 Palmer)	37.08	235-4235-2101-0000	General Supplies
B7114492	12/3/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	36.18	235-4235-2101-0000	General Supplies
B7114555	12/3/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	305.95	220-4220-2404-0000	Other Books
B7114555	12/3/2025	452	Brodart Co	Materials - Juv (Lawson)	496.77	224-4224-2404-0000	Other Books
B7114555	12/3/2025	452	Brodart Co	Materials - YA (Lawson)	381.52	224-4224-2404-0000	Other Books
B7114555	12/3/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	262.85	229-4229-2113-0000	Materials
B7114555	12/3/2025	452	Brodart Co	Materials - Adult Nonfiction	17.27	230-4230-2405-0000	Adult Books - Non Fiction
B7114555	12/3/2025	452	Brodart Co	Materials - Processing Fee	70.52	230-4230-3404-0000	Processing Fee
B7117485	12/8/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	300.35	229-4229-2113-0000	Materials
B7117485	12/8/2025	452	Brodart Co	Materials - Adult Fiction	41.31	230-4230-2401-0000	Adult Books - Fiction
B7117485	12/8/2025	452	Brodart Co	Materials - Adult Nonfiction (230 Gift FSC Hooley)	16.01	230-4230-2405-0000	Adult Books - Non Fiction
B7117485	12/8/2025	452	Brodart Co	Materials - Processing Fee	75.75	230-4230-3404-0000	Processing Fee
B7117485	12/8/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	42.89	232-4232-2113-0000	Materials
B7117485	12/8/2025	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	14.55	235-4235-2101-0000	General Supplies
B7117485	12/8/2025	452	Brodart Co	Materials - Adult (235 Lockyear)	17.28	235-4235-2101-0000	General Supplies
B7117485	12/8/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	61.78	235-4235-2101-0000	General Supplies
B7117516	12/8/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	53.31	220-4220-2404-0000	Other Books
B7117516	12/8/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	681.91	229-4229-2113-0000	Materials
B7117516	12/8/2025	452	Brodart Co	Materials - Processing Fee	148.47	230-4230-3404-0000	Processing Fee
B7117516	12/8/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	31.31	232-4232-2113-0000	Materials
B7117516	12/8/2025	452	Brodart Co	Materials - Adult Fiction (235 Simon)	11.89	235-4235-2101-0000	General Supplies
B7117607	12/8/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	157.49	229-4229-2113-0000	Materials
B7117607	12/8/2025	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7117607	12/8/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	151.56	232-4232-2113-0000	Materials
B7117607	12/8/2025	452	Brodart Co	Materials - Adult Nonfiction (Athena)	17.79	235-4235-2101-0000	General Supplies
257940375	12/1/2025	683	Comcast - 963209363	Library Internet/WiFi	188.35	230-4230-3098-0000	Technology Support
161202120078 Library	11/20/2025	782	Cub Foods	Library Programs - Adult (235)	60.99	235-4236-4099-0000	Miscellaneous Charges

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
20251021	10/21/2025	5988	Heather Evelyn Skye	Programs - JUV (SPLF HJA ELSA)	1000.00	232-4232-2407-0000	Programs
20453515	12/2/2025	5848	Huebsch/Cintas	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
104	12/5/2025	6202	Janet Poff	Staff Training (235)	200.00	235-4238-4099-0000	Miscellaneous Charges
120697	12/6/2025	5742	Library Ideas LLC	Materials - Juv (VOX - SPLF)	184.05	232-4232-2113-0000	Materials
20251210	12/10/2025	2009	Madden Galanter Hansen LLP	Library Legal Services (November 2025)	285.90	230-4230-3099-0000	Other Professional Services
62487	10/27/2025	2124	Menards	Library Janitorial Supplies	37.94	230-4231-2102-0000	Janitorial Supplies
63889	11/24/2025	2124	Menards	Library Janitorial Supplies	33.92	230-4231-2102-0000	Janitorial Supplies
64472	12/5/2025	2124	Menards	Library Janitorial Supplies	77.88	230-4231-2102-0000	Janitorial Supplies
508081932	11/25/2025	2175	Midwest Tape	Materials - Video (JV)	11.24	230-4230-2408-0000	Film/Video
508081932	11/25/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
508081933	11/25/2025	2175	Midwest Tape	Materials - Video (SAV)	190.42	230-4230-2408-0000	Film/Video
508081933	11/25/2025	2175	Midwest Tape	Materials - Processing Fee	19.72	230-4230-3404-0000	Processing Fee
508081934	11/25/2025	2175	Midwest Tape	Materials - Audio (AM)	84.10	230-4230-2402-0000	Audio
508081934	11/25/2025	2175	Midwest Tape	Materials - Processing Fee	15.65	230-4230-3404-0000	Processing Fee
508114925	12/2/2025	2175	Midwest Tape	Materials - Audio (AM)	13.49	230-4230-2402-0000	Audio
508114925	12/2/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
508149345	12/10/2025	2175	Midwest Tape	Materials - Audio (AM)	315.55	230-4230-2402-0000	Audio
508149345	12/10/2025	2175	Midwest Tape	Materials - Processing Fee	69.60	230-4230-3404-0000	Processing Fee
ALR0184034X	11/29/2025	2246	MN Dept of Labor and Industry	Library Elevator	290.00	230-4231-4099-0000	Miscellaneous Charges
1.00402E+11	11/17/2025	2565	Otis Elevator Company	Library - Quarterly Maintenance Agreement 2025	235.65	230-4231-3707-0000	Maintenance Agreements
418	10/31/2025	6057	Parcel Arts LLC	Programs - JUV (235 MELSA TEEN)	408.00	235-4236-4099-0000	Miscellaneous Charges
518642	12/2/2025	5582	Playaway Products	Materials - Audio (Wonderbooks - SPLF)	74.99	232-4232-2113-0000	Materials
44246	12/3/2025	5097	SOS Office Furniture	Furnishings (SPLF)	1341.00	232-4232-2302-0000	Other Minor Equipment
201160431	12/1/2025	3922	Uline Inc	Library Janitorial Supplies	987.36	230-4231-2102-0000	Janitorial Supplies
			<b>INVOICES SUBTOTAL</b>		<b>\$ 17,067.94</b>		
<b>LIBRARY CREDIT CARD</b>							
None							
<b>CITY/SPECIAL BILL PAYOUTS</b>							
<b>FY 2026:</b>							
B20569576	12/5/2025	4014	SHI International Corp	Microsoft Licensing	8,866.67	230-4230-3713-0000	Computer Maintenance/Licenses
<b>FY 2025:</b>							
12082025	12/8/2025	3578	Postmaster	Library - 2 pages	433.66	230-4230-3102-0000	Postage
B20569576	12/5/2025	4014	SHI International Corp	Microsoft Licensing	4,433.33	230-4230-3713-0000	Computer Maintenance/Licenses
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 13,733.66</b>		
<b>GRAND TOTAL</b>							
					<b>\$ 30,801.60</b>		

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



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2025 Budget Status Report</b>	
OWNER: <b>Troendle, Library Director</b> <b>Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Following is a budget status report through December 2025.</p> <p><b>Fund 120 – Capital Outlay</b> The capital budget for 2025 is \$102,000. \$57,720 expended to date.</p> <ul style="list-style-type: none"> <li>• <b>Masonry (\$50,000):</b> \$50,000 was budgeted for the completion of the multi-year masonry project in 2024. Due to the cost of the terrace roof, masonry was delayed until 2025. \$46,200 has been spent to date, funded by city capital outlay.</li> <li>• <b>Wi-Fi Access Replacement (\$12,000):</b> \$12,000 was originally budgeted for printer replacement in 2025. IT Director Rice determined that he would like to align the timing of library IT projects with similar projects occurring at the city. To accomplish this, the \$12,000 printer replacement project was shifted to a future year. For 2025, IT will instead do Wi-Fi access replacement, which aligns with other Wi-Fi work being done across the city. \$5,224 has been expended to date, funded by city capital outlay.</li> <li>• <b>ADA Enhancements (\$20,000):</b> \$20,000 was included in capital projects for possible ADA enhancements in coordination with the city’s plan to conduct an accessibility study of city facilities. Potential ADA enhancements include terrace and restroom entries. Study hasn’t been completed or shared yet. If project occurs, Foundation will provide funding up to \$20,000 in 2025. Project could roll to 2026.</li> <li>• <b>Terrace Enhancements (\$20,000):</b> \$20,000 was approved from the Huelsmann Foundation to create a more inviting and welcoming terrace for library patrons. Initial improvements would include additional seating and new planters. \$2,223 has been expended to date. 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.</li> <li>• <b>2024 Lawn/Terrace Enhancements (\$0 New for 2025, \$4,074 in supplemental remaining from 2024):</b> In 2024, \$15,926 of \$20,000 was expended for the 4<sup>th</sup> Street garden area. \$4,074 has been expended in 2025.</li> </ul> <p><b>Fund 230 – Library (City \$)</b> <u>Revenue</u> The library’s city revenue for 2025 was budgeted at \$1,687,871.</p> <ul style="list-style-type: none"> <li>• <i>City Levy (\$1,658,084)</i></li> <li>• <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 expenditure for 2025 is \$21,275.</li> <li>• <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.</li> </ul>	

- **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. \$8,763 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 \$1,160,052 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. \$58,815 expended to date.

**Technology:** The library budgeted \$67,100 for technology-related expenditures. \$47,913 expended to date. We are still waiting on year-end invoices from Washington County related to the shared circulation system (typically around \$8,000).

- **Windows Licenses:** The expenditure for Windows license is lower than budgeted due to a change in how the bill is paid. With the start of this new three-year contract, the city is pro-rating the charges based on dates of service. The total invoice for the library is \$13,000 for September 2025 – August 2026. We would have traditionally charged the full invoice to 2025. Following the guidance of City Finance, we are charging \$4,333 to FY 2025 for September – December and will be charging \$8,667 to FY 2026 for January – August.

**Other:** The library budgeted \$32,436 for other operating expenses. \$26,632 expended to date. Charges for general insurance are provided by Finance in Spring of 2026. Last year, these charges were about \$4,000.

#### Plant Expenditures

**Plant Personnel:** The plant personnel budget is \$139,781. \$136,830 expended to date, in line with budgeted pace.

**Plant Supplies & Equipment:** The plant supplies budget is \$6,500. \$8,544 expended to date.

**Plant Services and Charges:** The plant services and charges budget is \$155,873. \$117,058 expended to date.

- **Plant Insurance (\$46,970):** Expense will be entered by Finance in Spring of 2026.
- **Energy (\$80,000):** \$58,997 expended. Energy is running under budgeted pace with a projected year-end savings of about \$10,000.
- **Building Repairs & Maintenance Agreements (\$23,000):** \$52,593 expended to date. Significant expenditures were incurred for unexpected repairs to the elevator nearest 4<sup>th</sup> Street and for a new HVAC compressor and other HVAC repairs.
- **Other (\$3,203):** \$4,421 expended.

Year-end Projection & Fund Balance

With invoices for 2025 still being received and final numbers needed for personnel, insurance, interest earnings, and unrealized gains and losses, an exact year-end number is unknown. If insurance comes in as budgeted, then we estimate ending the year with revenues higher than expenditures, plus or minus gains or losses in investments. The final overage or underage would automatically be applied to the library's fund balance as this is a self-balancing account.

**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: \$1,813 expended.

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

- Staffing: \$72,568 expended.

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

- Donations: \$10,444 donation received.
- Materials: \$9,937 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: \$7,357 expended.
- Programs: \$5,000 expended.

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

- Donations: \$109,675 in reimbursements for 232 and 223 received to date.
- Materials: \$30,530 expended.
- Minor Equipment: \$5,482 expended.
- Programs: \$30,013 expended.
- Misc: \$50,447 expended (\$11,898 advocacy; \$14,142 signage; \$24,407 newspaper digitization).

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

- Donations: \$8,468 received to date.
- Materials (235-4235): \$3,435 expended.
- Programs (235-4236): \$1,289 expended.
- Misc (235-4238): \$2,880 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 1225 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 ANC

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Fund120 - CAPITAL OUTLAY</b>					
<b>Expenditure</b>					
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%
<b>Total Expenditure:</b>		<b>102,000.00</b>	<b>57,720.53</b>	<b>44,279.47</b>	
		<b>102,000.00</b>	<b>57,720.53</b>	<b>44,279.47</b>	
<b>Fund230 - LIBRARY FUND</b>					
<b>Revenue</b>					
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-4,000.00	-1,987.50	-2,012.50	49.68%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-4,141.16	641.16	118.31%
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	-250.80	-1,249.20	16.72%
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	-360.00	-60.00	85.71%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-1,283.85	-716.15	64.19%
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	-6.72	6.72	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-143.08	-56.92	71.54%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,658,084.00	-1,658,084.04	.04	100.00%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
230-4230-1113-0100	Dental Premiums Employees(R)	.00	.00	.00	100.00%
230-4230-1200-0200	Dental Premiums Cobra(R)	.00	.00	.00	100.00%
230-4230-3900-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4230-5300-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-4231-1200-0100	Donations(R)	.00	.00	.00	100.00%
230-4231-1410-0305	Donations - Library Equipment(R)	.00	.00	.00	100.00%
230-4231-1420-0310	Donations - Library Materials(R)	.00	.00	.00	100.00%
230-4231-1500-0315	Donations - Library Miscellane(R)	.00	.00	.00	100.00%
230-4231-1520-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4231-1540-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-4231-3601-0245	Transfer In - Park Dedication(R)	.00	.00	.00	100.00%
230-4231-4099-0100	Interfund Revenue(R)	.00	.00	.00	100.00%
<b>Total Revenue:</b>		<b>-1,687,871.00</b>	<b>-1,668,271.35</b>	<b>-19,599.65</b>	
<b>Expenditure</b>					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
230-4230-1000-0000	Full Time Salaries(E)	249,356.78	229,501.65	19,855.13	92.03%
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	20,825.32	-17,325.32	595.00%
230-4230-1113-0000	Vacation Pay(E)	.00	48,196.14	-48,196.14	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	629,853.35	84,017.73	88.23%
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	66,636.75	5,605.69	92.24%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	71,231.96	2,455.65	96.66%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1430-0000	PFML(E)	.00	139.98	-139.98	100.00%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	89,861.72	3,008.18	96.76%
230-4230-1520-0000	Dental Insurance(E)	3,789.60	3,249.10	540.50	85.73%
230-4230-1540-0000	Life Insurance(E)	769.00	555.68	213.32	72.26%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	2,786.61	213.39	92.88%
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	13,344.00	6,856.00	66.05%
230-4230-2400-0000	Childrens Books(E)	14,500.00	14,429.45	70.55	99.51%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	15,008.65	491.35	96.83%
230-4230-2402-0000	Audio(E)	1,900.00	1,701.51	198.49	89.55%
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	10,169.95	530.05	95.04%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	3,727.91	-227.91	106.51%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	5,193.87	306.13	94.43%
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	9,823.35	-323.35	103.40%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	1,703.10	3,296.90	34.06%
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	2,848.24	-1,348.24	189.88%
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	12,577.14	-1,577.14	114.33%
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	24,745.21	6,254.79	79.82%
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	309.55	-109.55	154.77%
230-4230-4000-0000	Memberships and Dues(E)	500.00	495.00	5.00	99.00%
230-4230-4001-0000	Subscriptions(E)	536.00	572.95	-36.95	106.89%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	69,145.76	9,545.15	87.87%
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	4,777.34	-4,777.34	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	5,650.05	-5,650.05	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	25,923.84	4,601.85	84.92%
230-4231-1410-0000	PERA(E)	8,130.38	7,803.69	326.69	95.98%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	8,179.00	176.07	97.89%
230-4231-1430-0000	PFML(E)	.00	15.43	-15.43	100.00%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	14,702.87	-1,244.34	109.24%
230-4231-1520-0000	Dental Insurance(E)	505.20	568.35	-63.15	112.50%
230-4231-1540-0000	Life Insurance(E)	116.00	63.82	52.18	55.01%
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	7,025.18	-3,025.18	175.62%
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	890.70	809.30	52.39%
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	44,194.12	10,805.88	80.35%
230-4231-3601-0000	Natural Gas(E)	25,000.00	14,802.44	10,197.56	59.20%
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	11,658.58	-658.58	105.98%
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	4,421.03	-2,391.03	217.78%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>1,689,044.19</b>	<b>1,555,844.64</b>	<b>133,199.55</b>	



**Library Supplemental Funds Report**

End.GLPeriod 1225 AND [Account].AccountNumber 2200000000000000{-}22999999999999

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

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

**Expenditure**

220-4220-2404-0000	Other Books(E)	1,812.84
<b>Total Expenditure:</b>		<b>1,812.84</b>

**Fund221 - MC-WEBSTER FUND****Revenue**

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

**Fund222 - H R MURDOCK FUND****Revenue**

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

**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)	1,419.29
223-4223-1200-0000	Part Time Salaries(E)	57,335.64
223-4223-1410-0000	PERA(E)	4,337.83
223-4223-1420-0000	FICA/Medicare(E)	4,738.47
223-4223-1430-0000	PFML(E)	9.75
223-4223-1500-0000	Hospital / Medical(E)	2,823.38
223-4223-1520-0000	Dental Insurance(E)	23.91
223-4223-1540-0000	Life Insurance(E)	48.42
<b>Total Expenditure:</b>		<b>72,567.74</b>

Account Number	Account Title	YTD
<b>Fund224 - HELEN LAWSON FUND</b>		
<b>Revenue</b>		
224-0000-3810-0210	Unrealized Gains/Losses(R)	-366.96
224-0000-3820-0100	Donations(R)	-10,444.00
<b>Total Revenue:</b>		<b>-10,810.96</b>
<b>Expenditure</b>		
224-4224-2404-0000	Other Books(E)	9,937.94
<b>Total Expenditure:</b>		<b>9,937.94</b>
<b>Fund226 - VAN MEIER FUND</b>		
<b>Revenue</b>		
226-0000-3810-0210	Unrealized Gains/Losses(R)	-7.03
<b>Total Revenue:</b>		<b>-7.03</b>
<b>Fund227 - GOVERNMENT GIFTS</b>		
<b>Revenue</b>		
227-0000-3810-0210	Unrealized Gains/Losses(R)	-156.64
227-0000-3820-0100	Donations(R)	-5,000.00
<b>Total Revenue:</b>		<b>-5,156.64</b>
<b>Expenditure</b>		
227-4227-2404-0000	Other Books(E)	6,939.65
<b>Total Expenditure:</b>		<b>6,939.65</b>
<b>Fund229 - FRIENDS OF STILLWATER LIBRARY</b>		
<b>Revenue</b>		
229-0000-3810-0100	Donations(R)	-15,000.00
<b>Total Revenue:</b>		<b>-15,000.00</b>
<b>Expenditure</b>		
229-4229-2113-0000	Materials(E)	7,356.63
229-4229-2407-0000	Programs(E)	5,000.00
<b>Total Expenditure:</b>		<b>12,356.63</b>
<b>Fund232 - STILLWATER LIBRARY FOUNDATION</b>		
<b>Revenue</b>		
232-0000-3820-0100	Donations(R)	-40,587.18

Account Number	Account Title	YTD
232-0000-3820-0305	Donations - Library Equipment(R)	-97.98
232-0000-3820-0310	Donations - Library Materials(R)	-12,266.21
232-0000-3820-0315	Donations - Library Miscellane(R)	-41,944.98
232-0000-3820-0320	Donations - Library Programs(R)	-14,778.62
<b>Total Revenue:</b>		<b>-109,674.97</b>
<b>Expenditure</b>		
232-4232-2113-0000	Materials(E)	30,529.11
232-4232-2302-0000	Other Minor Equipment(E)	5,481.70
232-4232-2407-0000	Programs(E)	30,012.62
232-4232-4099-0000	Miscellaneous Charges(E)	50,446.80
<b>Total Expenditure:</b>		<b>116,470.23</b>

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**Fund233 - KILTY FUND**
**Revenue**

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

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**Fund235 - LIBRARY DONATIONS FUND**
**Revenue**

235-0000-3810-0210	Unrealized Gains/Losses(R)	-104.33
235-0000-3820-0100	Donations(R)	-4,900.00
235-3235-3820-0100	Donations-Library Materials(R)	-2,068.00
235-3236-3820-0100	Donations - Library Programs(R)	-1,500.00
<b>Total Revenue:</b>		<b>-8,572.33</b>

**Expenditure**

235-4235-2101-0000	General Supplies(E)	3,434.86
235-4236-4099-0000	Miscellaneous Charges(E)	1,288.80
235-4238-4099-0000	Miscellaneous Charges(E)	2,879.95
<b>Total Expenditure:</b>		<b>7,603.61</b>

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**Fund236 - WICK ESTATE FUND**
**Revenue**

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

**Expenditure**

236-4236-4099-0000	Wick - Miscellaneous(E)	1,349.00
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**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2025 Q4 Gifts and Grants Received Report</b>	
OWNER: <b>Goeltl, Business and Communications Manager</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of the supplemental gifts and grants received by the library in Quarter 4 of 2025.</b>	
BACKGROUND/CONTEXT:  Attached is a list of the supplemental gifts and grants received by the library from January 1 – December 31, 2025.  Official acceptance of the gifts and grants received report is requested.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Supplemental Funds: Gifts &amp; Grants Received Through 12/31/25</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2025 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2025) Updated 1/9/2026							
2025 GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/14/2025	Unrestricted Check Donation	\$100	Unrestricted	235-0000-3820-0100	TBD	Board approved 4/8/25.
G2	2/12/2025	Unrestricted Cash Donation	\$4	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G3	3/31/2025	Tribute (Ann & Florence Kraemer)	\$1,000	Books	235-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G4	3/18/2025	Tribute (Mary Ann Sandeen)	\$25	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G5	3/25/2025	Tribute (Myrt Janilla)	\$30	Books	230-0000-3820-0100	Expend in 2025	Board approved 4/8/25.
G6	4/8/2025	In-Kind Donation of Gift Cards to Coffee	\$30	Puzzle Tournament	None	N/A	Board approved 7/8/25.
G7	4/18/2025	Unrestricted Cash Donation	\$8	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 7/8/25.
G8	5/14/2025	Athena Fund: Restricted Charitable Fund Distribution	\$1,458	Books	235-3235-3820-0100	Expend in 2026	Board approved 7/8/25.
G9	5/25/2025	In-Kind Donation of Soil, Watering Fixture	\$48	Library Grounds	None	N/A	Board approved 7/8/25.
G10	5/30/2025	Unrestricted Estate Gift	\$1,000	Unrestricted	235-0000-3820-0100	TBD	Board approved 7/8/25.
G11	5/30/2025	Unrestricted Check Donation	\$1,000	Unrestricted	235-0000-3820-0100	TBD	Board approved 7/8/25.
G12	5/30/2025	Unrestricted Check Donation	\$1,000	Unrestricted	235-0000-3820-0100	TBD	Board approved 7/8/25.
G13	5/30/2025	Unrestricted Charitable Fund Distribution	\$500	Unrestricted	235-0000-3820-0100	TBD	Board approved 7/8/25.
G14	7/9/2025	Unrestricted Donation from Stillwater Township	\$5,000	Unrestricted	227-0000-3820-0100	TBD	Board approved 10/14/25.
G15	7/22/2025	Unrestricted Check Donation	\$50	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 10/14/25.
G16	7/30/2025	Unrestricted Cash Donation	\$5	Unrestricted	230-0000-3820-0100	Expend in 2025	Board approved 10/14/25.
G17	8/19/2025	Restricted Donation	\$200	Books	235-3235-3820-0100	Expend in 2025/2026	Board approved 10/14/25.
G18	8/22/2025	Distribution from Helen Lawson Library Fund	\$10,444	Items of public service with recognition to Helen Lawson Library Fund, such as bookplates or other means of recognition	224-0000-3820-0100	TBD	Board approved 10/14/25.
G19	10/17/2025	Tribute (Selz, Engler)	\$60	Books	230-0000-3820-0100	Expend in 2025	For board review and approval 1/13/2026.
G20	10/17/2025	Tribute (Nicholas George)	\$25	Books	230-0000-3820-0100	Expend in 2025	For board review and approval 1/13/2026.
G21	10/17/2025	Tribute (Hooley)	\$44	Books	230-0000-3820-0100	Expend in 2025	For board review and approval 1/13/2026.
G22	10/21/2025	Unrestricted Check Donation	\$100	Unrestricted	235-0000-3820-0100	TBD	For board review and approval 1/13/2026.
G23	12/19/2025	Tribute (Lockyear, Simon)	\$210	Books	235-3235-3820-0100	Expend in 2025/2026	For board review and approval 1/13/2026.
G24	12/19/2025	Unrestricted Check Donation	\$200	Unrestricted	235-0000-3820-0100	TBD	For board review and approval 1/13/2026.
G25	12/19/2025	Restricted Donation	\$200	Books	235-3235-3820-0100	Expend in 2026	For board review and approval 1/13/2026.
			\$22,740.42				
2025 FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
FRND1	2/12/2025	Friends 2025-02 Grant	\$15,000.00	\$10K Materials & \$5K Programs	229	Expend in 2025	Board approved 4/8/25.
			\$15,000.00				
2025 FOUNDATION GRANTS (This is a list of the grants awarded. SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF1	1/1/2025	232 SPLF 2025 Materials	\$20,000	Materials	232	Expend in 2025	Board approved 4/8/25.
SPLF2	1/1/2025	232 SPLF 2025 Programs	\$7,500	Programs	232	Expend in 2025	Board approved 4/8/25.
SPLF3	1/1/2025	232 SPLF 2025 Sundays	\$19,000	Staffing	223	Expend in 2025	Board approved 4/8/25.
SPLF4	1/1/2025	232 SPLF 2025 YS Librarian	\$44,600	Staffing	223	Expend in 2025	Board approved 4/8/25.
SPLF5	1/1/2025	232 SPLF 2025 Advocacy and ShelfLife	\$18,500	Advocacy	232	Expend in 2025	Board approved 4/8/25.
SPLF6	1/1/2025	232 SPLF 2025 ADA Enhancements	\$20,000	Building/Grounds	120	Expend in 2025/2026	Board approved 4/8/25.
SPLF7	1/1/2025	232 SPLF 2025 Design Plan for Library Space	\$60,000	Building/Grounds	232	Expend in 2025/2026	Board approved 4/8/25.
SPLF8	1/1/2025	232 SPLF 2025 Furnishings (Displays, LOT)	\$2,500	Building/Grounds	232	Expend in 2025	Board approved 4/8/25.
SPLF9	1/1/2025	232 SPLF 2025-01 DR HJA EL & SA	\$7,000	Programs	232	Expend in 2025	Board approved 4/8/25.
SPLF10	1/1/2025	232 SPLF 2025-01 DR HJA Nature	\$4,500	Programs	232	Expend in 2025	Board approved 4/8/25.
SPLF11	1/1/2025	232 SPLF 2025-01 DR HJA Summer Explorers	\$17,000	Programs	232	Expend in 2025	Board approved 4/8/25.
SPLF12	1/31/2025	232 SPLF 2025 DR Tributes - Books	\$180	Materials	232	Expend in 2025	Board approved 4/8/25.
SPLF13	3/31/2025	232 SPLF 2025-03 DR Huelsmann Terrace Enhancements	\$20,000	Building/Grounds	120	Expend in 2025	Board approved 4/8/25.
SPLF14	3/31/2025	232 SPLF 2025-03 DR FSBT Early Lit (Decodables, Vox,	\$500	Materials	232	Expend in 2025	Board approved 4/8/25.
SPLF15	4/30/2025	232 SPLF 2025-04 DR Lg Print Mystery (Obrien)	\$300	Materials	232	Expend in 2025	Board approved 7/8/25.
SPLF16	6/30/2025	232 SPLF 2025-06 DR Mystery Books (Schaffer)	\$1,586	Materials	232	Expend in 2025	Board approved 7/8/25.
SPLF17	12/31/2025	232 SPLF 2025-12 DR Heuer Newspapers	\$4,000	Materials	232	Expend in 2026	For board review and approval 1/13/2026.
SPLF18	12/31/2025	232 SPLF 2025-12 DR Heuer Youth Services	\$1,000	Materials/Programs	232	Expend in 2026	For board review and approval 1/13/2026.
			\$248,165.59				
2025 FOUNDATION IN-KIND							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLFIK1	12/31/2025	In-Kind Donation: Foundation Payroll Expenses for Volunteer Coordinator from 1/1/2025 - 12/31/2025	\$21,274.63	Volunteer Coordinator	230-0000-3820-0110	Paid directly	For board review and approval 1/13/2026.
			\$21,274.63				

## Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee &amp; Council Liaison Information Sharing</b>	
OWNER: <b>Trustees &amp; Council Liaison</b>	PRESENTER: <b>Trustees &amp; Council Liaison</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>12/15: On behalf of several trustees, Troendle shared an article from The Washington Post titled <a href="#">"Library board ousted after voting to keep children's book about trans boy."</a></p> <p>12/15: On behalf of Hansen, Troendle shared an article from The Guardian titled <a href="#">"US librarians tackle 'manufactured crisis' of book bans to protect LGBTQ+ rights."</a></p> <p>12/28: Troendle shared that due to the weather conditions and staff/patron safety in traveling, the library would close early at 4:00 PM on December 28, and open late at 12:00 Noon on December 29.</p> <p>1/5: On behalf of Burns, Troendle shared a commentary by Aaron Brown published in the Star Tribune titled <a href="#">"High costs? Budget cuts? Even more reason to protect public libraries."</a></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><b>BOARD NORMS:</b></p> <ul style="list-style-type: none"> <li>• Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice.</li> <li>• We follow open meeting law.</li> <li>• We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share.</li> <li>• We follow Robert's Rules of Order and stick to the agenda.</li> <li>• We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board.</li> <li>• We respect each other's time. We start meetings on time and move through meetings efficiently.</li> <li>• We attend meetings regularly and provide notice if absent.</li> </ul>	

**Agenda Items Details**

<b>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:</b> Tentative 2026 Committee Assignments	
<b>OWNER:</b> Hansen, President	<b>PRESENTER:</b> Hansen, President
<b>REQUESTED AGENDA TYPE (A, I, D):</b> I	<b>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</b>
<b>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</b>	
<p><b>BACKGROUND/CONTEXT:</b> With the election of officers at last month's meeting and new trustees joining the board this month, there have been some changes to the 2026 committee rosters.</p> <p>The 2026 Standing Committee assignments are as follows:</p> <p><b><u>Advocacy</u></b> Ashley Hausman Lohmer Rick Hodsdon Bevin O'Brien Keri Goeltl (staff) Elsbeth Howe (Foundation) (Friends - Vacant)</p> <p><b><u>Facilities</u></b> Hannah Buckland Stan Burns Jon Quijano Mark Troendle (staff)</p> <p><b><u>Finance</u></b> Kim Glidden Larry Panciera Keri Goeltl (staff) Mark Troendle (staff)</p> <p><b><u>Executive</u></b> Craig Hansen (President) Bevin O'Brien (Vice President) Kim Glidden (Secretary/Treasurer) Mark Troendle (staff)</p>	
<b>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</b>	
<b>PREVIOUS ACTION ON ITEM:</b>	
<b>REVIEWED BY COMMITTEE?:</b>	

### Major Accomplishments

- We're pleased to report that City Councilmember Ryan Collins was reappointed as the liaison to the library board, trustee Larry Panciera was reappointed to the library board by City Council, and the Council also appointed Hannah Buckland and Rick Hodsdon to serve as new trustees.
- The Executive Committee provided an orientation to our two new trustees, and the trustee orientation guide was also updated.
- Phase 2 of the newspaper digitization project ended on December 30 with a final upload to complete that stage. Last year, more than 90,000 additional pages of newspapers were scanned and made available through the Minnesota Digital Newspaper Hub. The process for Phase 3 began this month, and over the course of the next 12 months it will involve digitizing nearly 70,000 more pages of the Stillwater Gazette from 1947 through 1977. We're very excited to be able to continue to expand access.
- Two new Shelves were hired, and one Substitute Associate retired. Also, the three supervisors moved to full-time status in January. Mark completed the requisite paperwork for each of those processes.
- Staff completed 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 created a two-page library insert that was included in the City's quarterly print newsletter that is mailed to residents. As per our practice, the PDF was also provided to Stillwater Township for posting on their website.
- Four Library Corner articles were written and published in December.

### Heads-Up

- The library will be closed on Martin Luther King Jr. Day, observed on Monday, January 19.

### Near-Term Future Focus

- Preparing to hire an intern in January, which includes collaboration with the SAHS Pathways Program, HR, and Payroll.
- Submitting a grant request by mid-January.
- Coordinating with our labor attorney and union to extend the provisions of a grant-funded union position for an additional term of three years.
- Preparing to receive and install four new self-checkout stations. The new units will be placed in the same locations as the current stations; however, the stands will be different or modified in three instances. For the two side-by-side units on the lower level, we purchased standalone units so that the stand is built-in. For the station by the 4<sup>th</sup> Street entrance, Mark and Spike Carlsen have discussed modifying the current stand so that it's shorter to comply with ADA guidelines. The standalone units will be a bit lower too. Also, while the factory-built stands work well for the lower level aesthetically, they are a bit too modern in design when placed near our historic entrance, which is why we would like to modify the current stand in that specific location. The desktop station in the children's area will continue to reside on the same desk.



## December Programs and Activities

### Adult Programs

- **Poinsettia in Acrylic with Karen Chan:** On Saturday, December 13, 20 students painted along with Karen Chan to create their own unique poinsettia masterpieces. Participant comments:

*I thought the instructor, K. Chen, did a great job getting us novices to jump in the pool and start to swim.*

*Thank you for offering these classes free of charge!!*

- **Mystery Book Club:** Canceled in December due to staff illness. [Find Mystery Book Club book lists on our website.](#)
- **Shelf Indulgence Book Club:** On Monday, December 8, 11 people discussed the title [Two Old Women: An Alaska Legend of Betrayal, Courage and Survival](#) by Velma Wallis. The next meeting on Monday, January 12 will include discussion of [The Best We Could Do](#) by Thi Bui.
- **Tech Help:** Appointments were offered on Fridays and Tuesdays throughout the month with 4 attendees total.
- **Medicare Counseling with Senior Linkage:** Appointments were offered on Monday, December 1, and on Thursday, December 4, with a total of 3 attendees.

### Displays & Outreach

- **The Lodge:** On Tuesday, December 9, staff shared library materials with 8 residents.
- **Displays:** The large round table display featured *Short Stories for Short Days*, bringing attention to some smaller titles that are easy to overlook on the shelves. The standing display near the desk featured *SLAY Bells Ring: Wintertime Thrillers* and included plenty of suspenseful fiction.

### St. Croix Collection

- **Monthly Use:** 12 recorded visits in December, including 3 Stillwater residents and 9 visitors.
- **Research Topics and sources**
- **Genealogy Research Appointment:** This 1:1 appointment was filled in December.
- **Historical Research Appointment:** The person registered did not attend the appointment in December.

### Programming Photos

Patron submitted photo from Poinsettia in Acrylic with Karen Chan, December 13, 2025



## **Report from Youth Services Supervisor, Angie Petrie**

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**December Programs and Activities** – Storytimes are on break for December, and the month was all about puppets and planning for 2026. Judging by the foot traffic, we're pretty sure families spent all their time off from school at the library!

### **Early Literacy (0-5)**

- Wednesday Puppet Show – Gingerbread Man (140)
- Saturday Puppet Show – Gingerbread Man (104)

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

- MN Mammals with Andy Weaver (8)
- Karen Chan Snowman Art Kit (25)
  - *This was a great program, especially during winter break! My daughter got together with a friend and did the drawing together, their creatures both turned out really great, a fun activity! They learned patience and focus.*

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

- Frozen Treats Scavenger Hunt (379)
- So Cold – Ice Cream Discovery Room

### **Teen**

- Passive activity – "Bookish" Would You Rather?
- Two Chess Club sessions – mostly attended by teens and adults

### **Outreach**

- Puppet Show – Preschool/School Outreach (60)
  - This performance was attended by Lake Area Discovery Center and Kind Roots Nature Daycare.

### **Upcoming Single Date Programs**

- Drop-in Craft – Stick Puppets – Monday, January 5
- Preschool Drop-in Playtime – Friday, January 16
- Raptor Center – Saturday, January 17
- Petite Concert – Tuesday, January 20
- T(w)een Crafternoon Button Art – Wednesday, January 21
- Wet Felted Coaster – Thursday, January 22
- Family Book Bingo – Saturday, February 7
- Family Engineering Night with the Science Museum of Minnesota – Thursday, February 12
- T(w)een Crafternoon – Embroidery Stitchwork Card – Wednesday, February 18
- Preschool Drop-in Playtime – Friday, February 20

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Hansen, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p><b>Committee: Executive Committee</b>  <b>Meeting Date &amp; Time: Saturday, January 3, 2026, 11:15 AM</b>  <b>Present: Glidden, Hansen, O'Brien, Troendle</b>  <b>Absent: None</b></p> <p><b>Discussion Topics – Assignments and Planning:</b></p> <ol style="list-style-type: none"> <li>1. 2026 Training Plans <ol style="list-style-type: none"> <li>a. Facilities 101 – schedule meeting in May</li> <li>b. Finance 101 – schedule meeting in June</li> </ol> </li> <li>2. Access system to receive any Community Input for monthly Trustee Meetings – Bevin Mark will contact City IT to provide access to Bevin.</li> <li>3. Responsible to provide Executive Meeting Minutes – Kim</li> <li>4. There are currently 3 openings for the Trustee Committees <ol style="list-style-type: none"> <li>a. Advocacy</li> <li>b. Facilities</li> <li>c. Finance</li> </ol> <p>During training sessions for Hannah and Richard, ask if they have a request to be considered for one of these committee openings. (Hannah requested Facilities)</p> </li> <li>5. Documentation of Roll Call for Motions and Seconds at Trustee Meetings – Bevin</li> <li>6. February 25 Library Legislative Day – Will the legislature be in session? Participation may not be needed.</li> </ol>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater Public Library

## 2026 Calendar

<b>January</b> 1: Library Closed, New Year's Day 13: Trustee Meeting, 5:30 pm 19: Library Closed, MLK Day  <ul style="list-style-type: none"> <li>Board passes ratification of wages prepared by Director (if needed)</li> </ul>	<b>February</b> 9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm 16: Library Closed, Presidents' Day 27: SPLF Board Meeting, 8:30 am  <ul style="list-style-type: none"> <li></li> </ul>	<b>March</b> 9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm 10: Possible Presentation at Stillwater Township, 7:00 pm  <ul style="list-style-type: none"> <li>Director evaluation: 6-month progress check</li> </ul>
<b>April</b> 1: Annual Report to State Due 1-3: PLA Conference in Minneapolis 5: Library Closed, Easter 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 5:30 pm 19-25: National Library Week 22-25: Friends Used Book Sale 24: SPLF Board Meeting, 8:30 am  <ul style="list-style-type: none"> <li>Annual report data to board</li> </ul>	<b>May</b> 11: Friends Meeting, 6:30 pm 12: Trustee Meeting, 5:30 pm 24: Library Closed Sundays in Summer 25: Library Closed, Memorial Day  <ul style="list-style-type: none"> <li>Begin budget prep</li> <li>Facilities 101</li> </ul>	<b>June</b> 9: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 26: SPLF Board Meeting, 8:30 am  <ul style="list-style-type: none"> <li>Budget discussions</li> <li>Finance 101</li> </ul>
<b>July</b> 3&4: Library Closed 14: Trustee Meeting, 5:30 pm  <ul style="list-style-type: none"> <li>Operating budget due and CIP due</li> <li>Preview August library presentation to council</li> </ul>	<b>August</b> 3: Trustee Meeting, 5:30 pm (MON MTG) 5: Presentation to City Council, 4:30 pm 18: City Budget Workshop, 4:30 pm 28: SPLF Board Meeting, 8:30 am  <ul style="list-style-type: none"> <li>Library presentation to Council</li> <li>City budget recommended to Council</li> <li>Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<b>September</b> 7: Library Closed, Labor Day 8: Trustee Meeting, 5:30 pm 13: Sunday Hours Resume 14: Friends Meeting, 6:30 pm  <ul style="list-style-type: none"> <li>Council budget changes; Levy adopted</li> <li>Director evaluation: annual review</li> <li>Negotiate labor contract with union if due (Executive Committee)</li> <li>Staff/Volunteer Appreciation Breakfast - Fall</li> </ul>
<b>October</b> 12: Library Closed Until 2 PM for Staff Training Day 12: Friends Meeting, 6:30 pm 13: Trustee Meeting, 5:30 pm 30: SPLF Board Meeting, 8:30 am  <ul style="list-style-type: none"> <li>Implement board self-assessment survey every 2-3 years (last done in 2024)</li> </ul>	<b>November</b> 9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm 11: Library Closed, Veterans Day 18-21: Friends Used Book Sale 26: Library Closed, Thanksgiving Day  <ul style="list-style-type: none"> <li>Report on self-assessment results every 2-3 years</li> <li>Adopt holidays for succeeding year</li> </ul>	<b>December</b> 4: SPLF Board Meeting, 8:30 am 8: Trustee Meeting, 5:30 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End  <ul style="list-style-type: none"> <li>Annual Meeting</li> <li>Succeeding year budget adopted by Council</li> <li>Provide authorization for year-end expenditures if needed</li> <li>SPL/WCL Contract</li> </ul>

Green: Board • Purple: Friends • Blue: Foundation

# Stillwater

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## Public Library

### 2026 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	Ward	Term
Hannah Buckland	4	1st Term: Jan 1, 2026 - Dec 31, 2028
Stan Burns	3	2nd Term: Jan 1, 2025 - Dec 31, 2027
Kim Glidden, Treasurer	2	1st Term: Jan 1, 2025 - Dec 31, 2027
Craig Hansen, President	1	2nd Term: Jan 1, 2024 - Dec 31, 2026
Rick Hodsdon	3	1st Term: Jan 1, 2026 - Dec 31, 2028
Ashley Hausman Lohmer	4	1st Term: Jan 1, 2025 - Dec 31, 2027
Bevin O'Brien, Vice President	3	1st Term: Jan 1, 2024 - Dec 31, 2026
Larry Panciera	2	2nd Term: Jan 1, 2026 - Dec 31, 2028
Jon Quijano	3	Partial Term: June 1, 2025 - Dec 31, 2026
<i>Council Liaison:</i> Ryan Collins	1	

*Library Director:*  
Mark Troendle

*2026 Committee Rosters:*

Executive:	Hansen, Glidden, O'Brien, Troendle (Staff)
Facilities:	Buckland, Burns, Quijano, Troendle (Staff)
Finance:	Glidden, Panciera, Troendle (Staff), Goeltl (Staff)
Advocacy Committee:	Hodsdon, Hausman Lohmer, O'Brien, Goeltl (Staff), Howe (Foundation), Open (Friends)

*Updated 1/8/2026*