

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, February 10, 2026**  
**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 January 13, 2026 Minutes +
  - b) Acknowledgement of Bills Paid in January +
  - c) 2025 Budget Status Report +

**Informational/Discussion (10 minutes)**

4. Trustee & Council Liaison Information Sharing I+
5. Director Performance Evaluation: 6-Month Progress Check (March) D+

**Decisional (15 minutes)**

6. RFP for Professional Services A+

**Reports (15 minutes)**

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

**10. Public Commentary**

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

**11. Trustee Check-in/Topics for Future Discussion**

**12. Adjournment A**

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, February 9, 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, January 13, 2026**

**Minutes**

**PRESENT:** Buckland, Burns, Hansen, Hodsdon, Hausman Lohmer, O'Brien, Panciera, Quijano (arrived at 5:54 during Agenda Item 10), Council Liaison Collins

**ABSENT:** Glidden

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order & Introduction of Trustees**

Hansen called meeting to order at 5:30 PM.

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt agenda. Burns moved. Panciera second. Yes: Buckland, Burns, Hansen, Hodsdon, Hausman Lohmer, O'Brien, Panciera; No: None.*

**AGENDA ITEM 3: Consent Calendar**

*Motion to adopt consent calendar. Burns moved. Hausman Lohmer second. Yes: Buckland, Burns, Hansen, Hodsdon, Hausman Lohmer, O'Brien, Panciera; No: None.*

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

Collins noted that the World Snow Sculpting competition officially starts this week.

Hansen reported that Library Legislative Day is on February 25. Trustees discussed different approaches to participating in the day, including sending letters to representatives, calling their office, or attending any events that day. Information about the day's schedule will be forwarded to trustees as received.

**AGENDA ITEM 5: Tentative 2026 Committee Assignments**

Hansen reported the proposed committee assignments for 2026:

- Advocacy: O'Brien, Hausman Lohmer, Hodsdon, Goeltl, Howe, Open – Friends
- Facilities: Quijano, Buckland, Burns, Troendle
- Finance: Glidden, Panciera, Troendle, Goeltl
- Executive: Hansen, O'Brien, Glidden, Troendle

Burns volunteered to also serve on the Finance Committee, in addition to the Facilities Committee. Quijano indicated an interest in serving on Advocacy at some point.

Hansen indicated that, as in prior years, there may be a small task force to coordinate a staff and volunteer appreciation event. The board needs to determine if the event should be held again, and if so, done in conjunction with the Foundation. Glidden and Panciera served on the committee last year. Panciera volunteered to serve again if needed and spoke highly of Glidden's work to coordinate the task force and event. Hansen will follow up with Glidden.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Tuesday, January 13, 2026**

**Minutes**

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

Troendle thanked O'Brien for representing the library at DaVinci Fest, coming up on January 24.

**AGENDA ITEM 9: Board Committee Reports**

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

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

No additional updates.

**AGENDA ITEM 11: Public Commentary**

Troendle reported that he met with a resident about possibly having vegetable garden beds at the library. Troendle was also contacted by a resident about immigration enforcement at the library. Washington County Library shared information with its staff that was developed by the county attorney, the sheriff's office, and the county HR office. Troendle modified that slightly for the library and shared the information and resources with staff.

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

None.

**AGENDA ITEM 13: Adjournment**

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

Meeting adjourned at 5:58 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in January 2026</b>	
OWNER: <b>Goeltl, 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 January 2026 bills paid</b>	
BACKGROUND/CONTEXT:	

<b>January 2026 (2025 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 12,770.27	\$ 26,275.26	\$ 1,659.21	\$ 40,704.74
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 12,770.27</b>	<b>\$ 26,275.26</b>	<b>\$ 1,659.21</b>	<b>\$ 40,704.74</b>

**2025 Fiscal Year**

Bill Resolution: January 6, 2026 (\$37,797.31 for 2025)

- \$24,407 was paid to the Minnesota Historical Society as the final payment of phase 2 of the digitization of local historical newspapers. This was funded through the Foundation.
- \$7,276 was paid to Xcel Energy for gas and electricity.
- \$1,857 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials.
- \$1,002 was paid to Bibliotheca for a new RFID pad.

Bill Resolution: January 20, 2026 (\$2,907.43 for 2025)

- \$1,464 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials.
- \$758 was paid to Child's World for children's materials.

<b>January 2026 (2026 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 3,333.70	\$ 24,357.97	\$ -	\$ 27,691.67
<b>Capital Expenditures</b>	\$ 48,730.50	\$ -	\$ -	\$ 48,730.50
<b>Total</b>	<b>\$ 52,064.20</b>	<b>\$ 24,357.97</b>	<b>\$ -</b>	<b>\$ 76,422.17</b>

**2026 Fiscal Year**

Bill Resolution: January 6, 2026 (\$24,606.40 for 2026)

- \$24,542 was paid to Bibliotheca as a partial down payment on four new selfChecks for 2026. Based on the 2026 capital budget, this will be funded using fund balance.

Bill Resolution: January 20, 2026 (\$51,815.77 for 2026)

- \$24,189 was paid to Bibliotheca as the remaining payment on four new selfChecks for 2026. Based on the 2026 capital budget, this will be funded using fund balance.

- \$23,056 was paid to the Minnesota Historical Society for the first of three payments for phase 3 of the historical newspaper digitization project.
- \$2,463 was paid to Johnson Controls for a fire protection maintenance agreement.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

[1/6/2026 Bill Resolution](#)

[1/20/2026 Bill Resolution](#)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE:

## 2025 &amp; 2026 Bill Resolutions

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Kim Glidden, 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>							
306-02444792-3-2025123	12/31/2025	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
<b>FY 2025:</b>							
1L6R-K633-419M	12/12/2025	5115	Amazon Business	Materials - Juv (Lawson)	117.73	224-4224-2404-0000	Other Books
1L9Q-NKRV-6KGP	12/17/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	110.68	232-4232-2407-0000	Programs
199Y-N4LY-XLTX	12/19/2025	5115	Amazon Business	Materials - Adult Fiction (Friends)	12.31	229-4229-2113-0000	Materials
199Y-N4LY-XLTX	12/19/2025	5115	Amazon Business	Library Supplies	9.99	230-4230-2101-0000	General Supplies
199Y-N4LY-XLTX	12/19/2025	5115	Amazon Business	Programs - Adult (SPLF WR 2026)	39.47	232-4232-2407-0000	Programs
1HVD-WNKR-T9VV	12/26/2025	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	29.98	232-4232-2407-0000	Programs
1XXF-37V3-QHJ4	12/27/2025	5115	Amazon Business	Programs - Adult (SPLF WR 2026)	143.08	232-4232-2407-0000	Programs
2221562	12/22/2025	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	163.93	229-4229-2113-0000	Materials
B7121353	12/12/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	97.51	220-4220-2404-0000	Other Books
B7121353	12/12/2025	452	Brodart Co	Materials - Juv (Lawson)	17.78	224-4224-2404-0000	Other Books
B7121353	12/12/2025	452	Brodart Co	Materials - YA (Lawson)	8.92	224-4224-2404-0000	Other Books
B7121353	12/12/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	112.85	229-4229-2113-0000	Materials
B7121353	12/12/2025	452	Brodart Co	Materials - YA	13.34	230-4230-2406-0000	Teen Books - Materials
B7121353	12/12/2025	452	Brodart Co	Materials - Processing Fee	12.90	230-4230-3404-0000	Processing Fee
B7121353	12/12/2025	452	Brodart Co	Materials - JUV (GIFT)	72.12	232-4232-2113-0000	Materials
B7122405	12/15/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	53.40	220-4220-2404-0000	Other Books
B7122405	12/15/2025	452	Brodart Co	Materials - Juv (Lawson)	16.61	224-4224-2404-0000	Other Books
B7122405	12/15/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	74.12	229-4229-2113-0000	Materials
B7122405	12/15/2025	452	Brodart Co	Materials - Processing Fee	12.04	230-4230-3404-0000	Processing Fee
B7122405	12/15/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	46.89	232-4232-2113-0000	Materials
B7122405	12/15/2025	452	Brodart Co	Materials - JUV (GIFT)	143.70	232-4232-2113-0000	Materials
B7123421	12/16/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	173.14	220-4220-2404-0000	Other Books
B7123421	12/16/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	29.77	220-4220-2404-0000	Other Books
B7123421	12/16/2025	452	Brodart Co	Materials - Juv (Lawson)	90.82	224-4224-2404-0000	Other Books
B7123421	12/16/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	358.83	229-4229-2113-0000	Materials
B7123421	12/16/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	14.58	229-4229-2113-0000	Materials
B7123421	12/16/2025	452	Brodart Co	Materials - Processing Fee	30.96	230-4230-3404-0000	Processing Fee
B7123421	12/16/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	25.25	232-4232-2113-0000	Materials
B7123421	12/16/2025	452	Brodart Co	Materials - JUV (GIFT)	204.05	232-4232-2113-0000	Materials
B7125425	12/18/2025	452	Brodart Co	Materials - Adult Nonfiction (220 Minerva)	83.40	220-4220-2404-0000	Other Books
B7125425	12/18/2025	452	Brodart Co	Materials - Juv (Lawson)	19.76	224-4224-2404-0000	Other Books
B7125425	12/18/2025	452	Brodart Co	Materials - YA (Lawson)	25.51	224-4224-2404-0000	Other Books
B7125425	12/18/2025	452	Brodart Co	Materials - Adult Fiction (Friends)	96.34	229-4229-2113-0000	Materials
B7125425	12/18/2025	452	Brodart Co	Materials - Processing Fee	5.16	230-4230-3404-0000	Processing Fee
B7125425	12/18/2025	452	Brodart Co	Materials - JUV (GIFT)	16.90	232-4232-2113-0000	Materials
306-02444792-3-2025123	12/31/2025	783	Culligan of Stillwater	Water	67.62	230-4230-4099-0000	Miscellaneous Charges
4461287	12/17/2025	822	Imperial Dade/Dalco	Library Janitorial Supplies	549.66	230-4231-2102-0000	Janitorial Supplies
WS12282025	10/1/2025	5278	Karen Chan	Programs - Juv (SPLF HJA ELSA)	250.00	232-4232-2407-0000	Programs
121083	12/13/2025	5742	Library Ideas LLC	Materials - Juv (VOX - SPLF)	98.48	232-4232-2113-0000	Materials
121548	12/18/2025	5742	Library Ideas LLC	Materials - Juv (VOX - SPLF)	158.28	232-4232-2113-0000	Materials
S219224	12/22/2025	1958	Loffler Companies	Library Printer/Copier	924.09	230-4230-3707-0000	Maintenance Agreements
508181299	12/17/2025	2175	Midwest Tape	Materials - Video (SAV)	17.24	230-4230-2408-0000	Film/Video
508181299	12/17/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
508217957	12/24/2025	2175	Midwest Tape	Materials - Audio (AM)	16.19	230-4230-2402-0000	Audio
508217956	12/24/2025	2175	Midwest Tape	Materials - Video (SAV)	26.24	230-4230-2408-0000	Film/Video
508217956	12/24/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
508217957	12/24/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
34925	12/3/2025	2271	MN Historical Society	Newspaper Digitization Phase 2 (Pmt 4 of 4 - SPLF)	24407.00	232-4232-4099-0000	Miscellaneous Charges
W25110638	12/16/2025	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
2170001917	12/17/2025	2807	Regents of the U of M	Materials - Processing (Barcodes)	421.39	230-4230-3404-0000	Processing Fee
			<b>INVOICES SUBTOTAL</b>		<b>\$ 29,584.56</b>		
<b>LIBRARY CREDIT CARD</b>							
None							
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>CITY/SPECIAL BILL PAYMENTS</b>							
<b>FY 2026:</b>							
PREPAY-12772	12/17/2025	4385	Bibliotheca	SelfChecks (2026 Capital Project - Fund Balance)	\$ 24,542.00	120-4230-5310-0000	C/O MIS Computer Equipment
<b>FY 2025:</b>							
INV-US84031	12/19/2025	4385	Bibliotheca	RFID Pad	\$ 1,002.00	230-4230-2303-0000	Minor Computer Equipment
S1-7976594-1 958617278	12/26/2025	3808	Xcel Energy	Energy	\$ 3,154.12	230-4231-3600-0000	Electricity
S1-7976594-1 958617278	12/26/2025	3808	Xcel Energy	Energy	\$ 4,121.03	230-4231-3601-0000	Natural Gas
			<b>SPECIAL BILL PAYMENT SUBTOTAL</b>		<b>\$ 32,819.15</b>		
			<b>GRAND TOTAL</b>		<b>\$ 62,403.71</b>		

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

**2025 & 2026 Bill Resolutions**

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Kim Glidden, 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>							
1H7T-FK9W-CWWV	1/10/2026	5115	Amazon Business	Newspaper Digitization (SPLF)	306.97	232-4232-4099-0000	Miscellaneous Charges
1WXXK-FL6F-6MK4	1/12/2026	5115	Amazon Business	Materials - Adult Nonfiction	111.67	230-4230-2405-0000	Adult Books - Non Fiction
INV-US84108	12/29/2025	4385	Bibliotheca LLC	SelfChecks (Capital 26-4230-001 - Fund Balance)	24188.50	120-4230-5310-0000	C/O MIS Computer Equipment
2222828	1/12/2026	3906	Blackstone Publishing	Materials - Audio (AAB)	199.92	230-4230-2402-0000	Audio
260430193	1/1/2026	683	Comcast - 963209363	Library Internet/WiFi	135.35	230-4230-3098-0000	Technology Support
9767067474	1/12/2026	1271	Grainger	Library Lighting Supplies	198.69	230-4231-2101-0000	General Supplies
25164396	1/1/2026	3047	Johnson Controls Fire Protection LP	Library Maintenance Contract (Feb 2026 - Jan 2027)	2462.94	230-4231-3707-0000	Maintenance Agreements
65649	1/5/2026	2124	Menards	Library Janitorial Supplies	64.90	230-4231-2102-0000	Janitorial Supplies
65691	1/6/2026	2124	Menards	Library Janitorial Supplies	95.83	230-4231-2102-0000	Janitorial Supplies
35006	12/31/2025	2271	MN Historical Society	Newspaper Digitization Phase 3 (Pmt 1 of 3 - SPLF)	23056.00	232-4232-4099-0000	Miscellaneous Charges
38742	1/8/2026	5685	Zoobean Inc	Programs - JUV (SPLF HJA SRP)	995.00	232-4232-2407-0000	Programs
<b>FY 2025:</b>							
1KTJ-CWHT-4TTV	12/30/2025	5115	Amazon Business	Programs - Adult (SPLF WR 2026)	329.55	232-4232-2407-0000	Programs
2038222465	4/11/2024	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP - BA)	15.85	232-4232-2407-0000	Programs
2039060075	5/5/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP - BA)	18.16	232-4232-2407-0000	Programs
2039130551	6/10/2025	280	Baker and Taylor	Programs - Juv (SPLF HJA SRP - BA)	44.97	232-4232-2407-0000	Programs
2222078	12/30/2025	3906	Blackstone Publishing	Materials - Audio (AAB)	35.99	230-4230-2402-0000	Audio
B7132346	12/31/2025	452	Brodart Co	Materials - Adult Fiction	25.82	230-4230-2401-0000	Adult Books - Fiction
B7132346	12/31/2025	452	Brodart Co	Materials - Adult Fiction	441.62	230-4230-2401-0000	Adult Books - Fiction
B7132346	12/31/2025	452	Brodart Co	Materials - Adult Nonfiction	38.64	230-4230-2405-0000	Adult Books - Non Fiction
B7132346	12/31/2025	452	Brodart Co	Materials - Adult Nonfiction	28.48	230-4230-2405-0000	Adult Books - Non Fiction
B7132346	12/31/2025	452	Brodart Co	Materials - Processing Fee	121.20	230-4230-3404-0000	Processing Fee
B7132346	12/31/2025	452	Brodart Co	Materials - Adult Fiction (SPLF Schaffer)	120.85	232-4232-2113-0000	Materials
B7133726	1/5/2026	452	Brodart Co	Materials - Juv	48.55	230-4230-2400-0000	Childrens Books
B7133726	1/5/2026	452	Brodart Co	Materials - Adult Fiction	29.69	230-4230-2401-0000	Adult Books - Fiction
B7133726	1/5/2026	452	Brodart Co	Materials - Adult Nonfiction	18.90	230-4230-2405-0000	Adult Books - Non Fiction
B7133726	1/5/2026	452	Brodart Co	Materials - YA	13.49	230-4230-2406-0000	Teen Books - Materials
B7133726	1/5/2026	452	Brodart Co	Materials - Processing Fee	5.16	230-4230-3404-0000	Processing Fee
B7135696	1/7/2026	452	Brodart Co	Materials - Adult Fiction	457.36	230-4230-2401-0000	Adult Books - Fiction
B7135696	1/7/2026	452	Brodart Co	Materials - Adult Nonfiction	15.12	230-4230-2405-0000	Adult Books - Non Fiction
B7135696	1/7/2026	452	Brodart Co	Materials - Processing Fee	87.87	230-4230-3404-0000	Processing Fee
B7135696	1/7/2026	452	Brodart Co	Materials - Adult Fiction (235 Simon)	11.89	235-4235-2101-0000	General Supplies
NA164355	10/16/2025	604	Childs World Inc.	Materials - JUV	757.35	230-4230-2400-0000	Childrens Books
20890	1/5/2026	3062	HealthPartners Occupational Medicine	Library Drug Screening	116.00	230-4230-4099-0000	Miscellaneous Charges
508250182	12/31/2025	2175	Midwest Tape	Materials - Video (JV)	17.24	230-4230-2408-0000	Film/Video
508250182	12/31/2025	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
				<b>INVOICES SUBTOTAL</b>	<b>\$ 54,619.21</b>		
<b>LIBRARY CREDIT CARD</b>							
<b>FY 2025:</b>							
2080386-2025-11-11-1	11/11/2025	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
S15061	10/27/2025	3589	Valley Bookseller	Programs - Adult (235)	80.00	235-4236-4099-0000	Miscellaneous Charges
				<b>CREDIT CARD SUBTOTAL</b>	<b>\$ 103.99</b>		
<b>CITY/SPECIAL BILL PAYMENTS</b>							
None				<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ -</b>		
				<b>GRAND TOTAL</b>	<b>\$ 54,723.20</b>		

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

**Agenda Items Details**

<b>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:</b> <b>2025 Budget Status Report</b>	
<b>OWNER:</b> Troendle, Library Director Goeltl, Business & 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?</b>
<b>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</b>	
<p><b>BACKGROUND/CONTEXT:</b>            Following is a 2025 budget status report. These numbers are not final as year-end financial entries are pending. Of note, City Finance needs to add wages for hours worked in 2025 but paid in 2026; enter revenues from interest earnings and unrealized gains/losses; enter expenditures for plant and operating general insurance; and add other year-end journal entries. Many of these entries typically occur in the spring in conjunction with the audit. Until then, we will not know the library's official year-end total.</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. \$46,200 was expended, funded by city capital outlay. The masonry project is completed.</li> <li>• <b>Wi-Fi Access Replacement (\$12,000):</b> \$12,000 was originally budgeted for printer replacement in 2025. IT shifted the project to 2026 and instead updated Wi-Fi access points. \$5,224 was expended, funded by city capital outlay.</li> <li>• <b>ADA Enhancements (\$20,000):</b> \$20,000 in supplemental funding was allocated for ADA enhancements to address potential findings of an accessibility study of city facilities. Study results are pending. Project rolled 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.           <ul style="list-style-type: none"> <li>○ <b>Pending Journal Entry:</b> A \$4,162 expenditure for terrace umbrellas/bases will be transferred from Foundation account 232 to the Capital account 120.</li> <li>○ The remaining funds are projected to be spent in February.</li> </ul> </li> <li>• <b>2024 Lawn/Terrace Enhancements (\$4,074 in supplemental remaining from 2024):</b> Fully expended in 2025.</li> </ul>	
<p><b>Fund 230 – Library (City \$)</b>  <u>Revenue</u>            The library's city revenue for 2025 was budgeted at \$1,687,871.</p> <ul style="list-style-type: none"> <li>• <b>City Levy (\$1,658,084)</b></li> <li>• <b>In-Kind Gifts (\$17,167):</b> This line item is for the Volunteer Coordinator's salary paid for directly by the Foundation. The updated expenditure for 2025 is \$21,275.</li> <li>• <b>Interest Earnings and Unrealized Gains/Losses (\$0):</b> TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit.</li> <li>• <b>Library Generated Revenues (\$12,620):</b> This reflects library meeting room fees, card fees for out-of-state residents, lost/damaged fees, printer/copier fees, and gallery income. \$9,876 received.</li> </ul>	

Expenditures

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

Operating Expenditures

**Operating Personnel:** The operating personnel budget is \$1,210,086 (excluding the in-kind Volunteer Coordinator). Expenditures are \$1,146,520 to date; however, year-end entries are pending. The following changes are anticipated:

- Add an estimated \$12,174 for hours worked in 2025 but paid in 2026
- Add an estimated \$1,800 for PERA/FICA related to the hours worked in 2025 but paid in 2026
- Add an estimated \$850 for medical/dental insurance expenses charged to 223 but should have been applied to 230.

With these estimated additions, a ballpark savings of \$49,000 is projected. These savings are due, in part, to staffing changes early in the year with the retirement of Lori Houston and Cindy Sernes. 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. \$60,817 was expended.

**Technology:** The library budgeted \$67,100 for technology-related expenditures. \$56,097 was expended. Part of the savings is due to a change in the payment of the library's annual Windows license bill. To align with the city, the bill was prorated, with \$4,333 charged to FY 2025 and \$8,867 charged to FY 2026.

**Other:** The library budgeted \$32,436 for other operating expenses. \$28,810 expended to date.

Additional charges are anticipated:

- Pending journal entry of \$1,341 in library equipment for office chairs (from 232).
- 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. \$135,214 expended to date. The following changes are anticipated:

- Add an estimated \$1,182 for hours worked in 2025 but paid in 2026
- Add an estimated \$180 for PERA/FICA related to the hours worked in 2025 but paid in 2026.

These expenditures are aligned with the budgeted pace.

**Plant Supplies & Equipment:** The plant supplies budget is \$6,500. \$9,094 expended to date.

**Plant Services and Charges:** The plant services and charges budget is \$155,873. \$127,166 expended to date.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2026.
- *Energy (\$80,000):* \$68,927 expended. Electricity was about \$6,400 under budget, and gas was about \$4,700 under budget.

- *Building Repairs & Maintenance Agreements (\$23,000):* \$52,593 expended. 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.

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

- Materials: \$2,250 expended.

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

- Staffing: \$72,205 expended to date; however, there are a few pending year-end moves:
  - Add an estimated \$853 in hours worked in 2025, but paid in 2026, to fiscal year 2025. In addition, an estimated \$129 in PERA/FICA would also need to be moved to 2025.
  - Transfer an estimated \$850 in medical/dental expenses out of 223 to 230.
- Once 2025 totals are finalized, revenue will be transferred from the Foundation 232 Donations account to cover the 2025 expenditures.

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

- Donations: \$10,444 donation received.
- Materials: \$10,235 expended.

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

- Donations: \$5,000 donation received.
- Materials: \$10,416 expended.

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

- Donations: \$15,000 donation received.
- Materials: \$9,812 expended.
- Programs: \$5,000 expended.

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

- Donations: \$176,072 in reimbursements for 232 and 223 received to date.
- Materials: \$31,936 expended.
- Minor Equipment: \$5,482 expended.
- Programs: \$30,994 expended.

- Misc: \$74,854 expended (\$11,898 advocacy; \$14,142 signage; \$48,814 newspaper digitization).

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

- Donations: \$8,468 received to date.
- Materials (235-4235): \$3,447 expended.
- Programs (235-4236): \$1,369 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 1425 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}230000000000000000{-}2309999999999999 AND

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	-3,118.50	-881.50	77.96%
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	-1,265.94	-734.06	63.29%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
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>-1,669,384.44</b>	<b>-18,486.56</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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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%
230-4230-1430-0000	PFML(E)	.00	.00	.00	100.00%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	76,942.23	15,927.67	82.84%
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	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	2,796.60	203.40	93.22%
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	15,235.35	-735.35	105.07%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	15,963.14	-463.14	102.98%
230-4230-2402-0000	Audio(E)	1,900.00	1,753.69	146.31	92.29%
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	10,271.09	428.91	95.99%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	3,754.74	-254.74	107.27%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	5,254.59	245.41	95.53%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	5,500.00	.00	100.00%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	10,803.26	-1,303.26	113.71%
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	7,205.33	-805.33	112.58%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	3,197.05	-1,697.05	213.13%
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	13,288.58	-2,288.58	120.80%
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	4,058.68	-1,058.68	135.28%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-4001-0000	Subscriptions(E)	536.00	572.95	-36.95	106.89%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	1,955.00	2,094.72	-139.72	107.14%
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	.00	.00	100.00%
230-4231-1500-0000	Hospital / Medical(E)	13,458.53	13,166.06	292.47	97.82%
230-4231-1520-0000	Dental Insurance(E)	505.20	505.20	.00	100.00%
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	7,574.84	-3,574.84	189.37%
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	1,068.84	631.16	62.87%
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	48,608.56	6,391.44	88.37%
230-4231-3601-0000	Natural Gas(E)	25,000.00	20,317.70	4,682.30	81.27%
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 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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>1,689,044.19</b>	<b>1,563,719.19</b>	<b>125,325.00</b>	
<b>Fund230 - LIBRARY FUND</b>		<b>1,173.19</b>	<b>-105,665.25</b>	<b>106,838.44</b>	
<b>Total:</b>		<b>103,173.19</b>	<b>-47,944.72</b>	<b>151,117.91</b>	

## CITY OF STILLWATER

## Library Supplemental Funds Report

End,GLPeriod 1425 AND [Account].AccountNumber 220000000000000{-}229999999999999

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)	2,250.06
<b>Total Expenditure:</b>		<b>2,250.06</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
223-4223-1500-0000	Hospital / Medical(E)	2,474.45
223-4223-1520-0000	Dental Insurance(E)	20.09
223-4223-1540-0000	Life Insurance(E)	48.42
<b>Total Expenditure:</b>		<b>72,205.24</b>

**Fund224 - HELEN LAWSON FUND**

<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><u>-10,810.96</u></b>
<b>Expenditure</b>		
224-4224-2404-0000	Other Books(E)	10,235.08
<b>Total Expenditure:</b>		<b><u>10,235.08</u></b>

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#### Fund226 - VAN MEIER FUND

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

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#### Fund227 - GOVERNMENT GIFTS

<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><u>-5,156.64</u></b>
<b>Expenditure</b>		
227-4227-2404-0000	Other Books(E)	10,415.63
<b>Total Expenditure:</b>		<b><u>10,415.63</u></b>

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#### Fund229 - FRIENDS OF STILLWATER LIBRARY

<b>Revenue</b>		
229-0000-3810-0100	Donations(R)	-15,000.00
<b>Total Revenue:</b>		<b><u>-15,000.00</u></b>
<b>Expenditure</b>		
229-4229-2113-0000	Materials(E)	9,812.35
229-4229-2407-0000	Programs(E)	5,000.00
<b>Total Expenditure:</b>		<b><u>14,812.35</u></b>

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#### Fund232 - STILLWATER LIBRARY FOUNDATION

<b>Revenue</b>		
232-0000-3820-0100	Donations(R)	-64,661.82
232-0000-3820-0305	Donations - Library Equipment(R)	-4,140.70
232-0000-3820-0310	Donations - Library Materials(R)	-28,077.33
232-0000-3820-0315	Donations - Library Miscellane(R)	-50,586.87

232-0000-3820-0320	Donations - Library Programs(R)	-28,605.56
<b>Total Revenue:</b>		<b><u>-176,072.28</u></b>
<b>Expenditure</b>		
232-4232-2113-0000	Materials(E)	31,936.28
232-4232-2302-0000	Other Minor Equipment(E)	5,481.70
232-4232-2407-0000	Programs(E)	30,994.36
232-4232-4099-0000	Miscellaneous Charges(E)	74,853.80
<b>Total Expenditure:</b>		<b><u>143,266.14</u></b>

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#### Fund233 - KILTY FUND

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

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#### Fund235 - LIBRARY DONATIONS FUND

<b>Revenue</b>		
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><u>-8,572.33</u></b>
<b>Expenditure</b>		
235-4235-2101-0000	General Supplies(E)	3,446.75
235-4236-4099-0000	Miscellaneous Charges(E)	1,368.80
235-4238-4099-0000	Miscellaneous Charges(E)	2,879.95
<b>Total Expenditure:</b>		<b><u>7,695.50</u></b>

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#### Fund236 - WICK ESTATE FUND

<b>Revenue</b>		
236-0000-3810-0210	Unrealized Gains/Losses(R)	-58.36
<b>Total Revenue:</b>		<b><u>-58.36</u></b>
<b>Expenditure</b>		
236-4236-4099-0000	Wick - Miscellaneous(E)	1,349.00
<b>Total Expenditure:</b>		<b><u>1,349.00</u></b>

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee &amp; Council Liaison Information Sharing</b>	
OWNER: <b>Trustees &amp; Council Liaison</b>	PRESENTER: <b>Trustees &amp; Council Liaison</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<b>BACKGROUND/CONTEXT:</b> <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>1/13: On behalf of Panciera, Troendle shared an article from The Washington Post titled <a href="#"><u>"A Virginia library book found its way home after 36 years and a world tour."</u></a></p> <p>1/23: On behalf of Burns, Troendle shared that the Independent Lens documentary series on Public Television will air <i>The Librarians</i> in February. From TPT's website: "When Texas lawmakers seek to review a list of books, librarians find themselves on the frontlines of a national battle. Across the U.S., librarians face the impact of uniting against library collection standards that include restrictions on race-related and LGBTQIA+ content. Drawing on historical context, <i>The Librarians</i> explores the broader implications for education and public life." Air dates include Monday, Feb. 9, at 9 PM on TPT 2 and Saturday, Feb. 21, at 9 PM on TPT LIFE. Additional dates are available at <a href="http://tpt.org/independent-lens/schedule">tpt.org/independent-lens/schedule</a>.</p> <p>TPT also will rebroadcast <i>Free for All: The Public Library</i>. From TPT's website: "The Public Library tells the story of the quiet revolutionaries who made a simple idea happen. From the pioneering women behind the "Free Library Movement" to today's librarians who service the public despite working in a contentious age of closures and book bans, meet those who created a civic institution where everything is free and the doors are open to all." Air dates are Saturday, Feb. 21, at 10:30 PM and Sunday, Feb. 22, at 4:30 AM on TPT LIFE.</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>	
<b>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</b> <b>2026 City of Stillwater Calendar of Meetings</b>	
<b>BOARD NORMS:</b> <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>	

# City of Stillwater 2026 Meeting Calendar

JANUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6*	7	8	9	10
11	12	13	13	14	15	16
18	19	19**	20	21	22	23
25	26	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	Th	F	S
1	2	3*	4	5	6	7
8	9	10	10	11	12	13
15	16	17	18	19	20	21
22	23	24	25	26	27	28
28						

MARCH						
S	M	T	W	Th	F	S
1	2	3*	4	5	6	7
8	9	10	10	11	12	13
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	Th	F	S
				1	2	3
5	6	7*	8	9	10	11
12	13	14	14	15	16	17
19	20	20	21	22	23	24
26	27	28	29	30		

MAY						
S	M	T	W	Th	F	S
				1	2	
3	4	5*	6	7	8	9
10	11	12	12	13	14	15
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE						
S	M	T	W	Th	F	S
	1	2*	3	4	5	6
7	8	9	9	10	11	12
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7*	8	9	10	11
12	13	14	14	15	16	17
19	20	21	21	22	23	24
26	27	28	29	30		

AUGUST						
S	M	T	W	Th	F	S
				1		
2	3	4	5*	6	7	8
9	10	11	11	12	13	14
16	17	18*	19	20	21	22
23/30	24	31	25	26	27	28

SEPTEMBER						
S	M	T	W	Th	F	S
		1*	2*	3	4	5
6	7	8	8	9	10	11
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6*	7	8	9	10
11	12	13	13	14	15	16
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	Th	F	S
1	2	3	4*	5	6	7
8	9	10	10	11	12	13
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	Th	F	S
		1*	2	3	4	5
6	7	8	8	9	10	11
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31*		

Meetings are held at City Hall, 216 4th St. N. unless otherwise noted below.

City Council Mtg (7 pm; *4:30 & 7 pm, 1st & 3rd Tues)	Human Rights Comm. Mtg (3 pm, 2nd Mon) (**MLK Breakfast)
Charter Comm. Mtg (7 pm, 2x/year)	Jt Cable Comm. Mtg (6 pm, Qrtly 3rd Mon, 1815 Greeley St S)
Downtown Parking Comm. Mtg (8:30 am, 3rd Thurs)	Library Board of Trustees Mtg (5:30 pm, 2nd Tues, 224 3rd St N)
Downtown Special Service District Mtg (8:30 am, 2nd Tues)	Parks & Recreation Comm. Mtg (7 pm, 4th Mon)
Energy Action Committee Mtg (8:30 am, 1st Thurs)	Planning Comm. Mtg (7 pm, 4th Wed)
Heritage Preservation Comm. Mtg (7 pm, 3rd Wed)	Primary/General Elections
Holiday-Office Closed (*closed at noon)	Utilities Commission Mtg (8 am, 2nd Thurs)

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Performance Evaluation: 6-Month Progress Check (March)</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Hansen, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  <b>IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<b>BACKGROUND/CONTEXT:</b>  At the March meeting, the board could conduct a 6-month progress report with regard to the director's 2025-2026 goals. At the meeting, the director would inform the board of the issues, barriers and progress toward goals. The director would complete a progress report and submit it confidentially to trustees prior to the March meeting.  This is a discussion item to determine if a progress report should be on the board's March agenda.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>RFP for Professional Services</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Quijano, Chair</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  Two options to consider are:	
<p><b>Option A — Approve RFP</b>  <i>Move to approve the Request for Proposals for professional planning and design consultant services for the Children's Library &amp; Event Wing Enhancement Plan and authorize staff to issue the RFP as presented.</i></p> <p><b>Option B — Defer for Further Review</b>  <i>Move to defer action on the Request for Proposals for the Children's Library &amp; Event Wing Enhancement Plan and direct staff to bring a revised version back for consideration at a future meeting.</i></p>	
BACKGROUND/CONTEXT:  <p>The Library is seeking to engage a professional planning and design consultant to prepare a <b>Children's Library &amp; Event Wing Enhancement Plan (CLEWE Plan)</b>. This planning-level document would provide conceptual design options, realistic cost estimates, and high-level phasing strategies for potential future renovations to two core public areas of the building: the Children's Library (lower level) and the Event Wing (upper level).</p> <p>The proposed RFP is intended to support informed, long-term decision-making by the Library Board by:</p> <ul style="list-style-type: none"> <li>• Establishing a clear design and cost framework for future capital planning</li> <li>• Supporting donor conversations, grant applications, and fundraising efforts</li> <li>• Helping the Board understand tradeoffs, priorities, and scalable options before any commitment to construction</li> <li>• Identifying operational impacts and strategies to maintain public access during potential future work</li> </ul> <p>At this stage, the Library is not seeking construction or final design services. Approval of this RFP would authorize staff to solicit proposals for a planning consultant only. Any future design development or renovation work would require additional approvals.</p> <p>The Board is being asked to review the RFP and determine whether it is ready for release, or whether additional refinement is desired before bringing it back for consideration at a future meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>RFP for Professional Services and Sample Agreement for Professional Services</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## REQUEST FOR PROPOSAL FOR

*Professional Planning and  
Design Consultant Services for  
Stillwater Public Library*

# Stillwater Public Library

**DATE/TIME DUE:** April 16, 2026, 3:00 p.m. CT



**Our Vision:** Stillwater Public Library strengthens our community by advancing literacy, enriching lifelong learning, and empowering civic engagement. We want every Stillwater resident to have a library card and use it regularly.

**Our Mission:** Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

**Our Values:** Welcoming Everyone, Strengthening Connections, Championing Literacy, Upholding Intellectual Freedom, Embracing Change

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# **REQUEST FOR PROPOSAL (RFP) FOR**

## **Professional Planning & Design Consultant Services for Stillwater Public Library**

Stillwater Public Library  
224 3rd Street North  
Stillwater, Minnesota 55082  
651-430-8753  
<https://library.stillwatermn.gov/>

### **LIBRARY & PROJECT OVERVIEW**

Stillwater Public Library serves a community of nearly 20,000 residents and occupies a 38,680 square foot historic building that underwent a major expansion in 2006. The Library achieved record circulation figures and program attendance in three successive years (2022-2024) and is governed by a nine-member Library Board.

The Library is seeking professional planning and design consultant services to develop a Children's Library & Event Wing Enhancement Plan (CLEWE Plan). This plan will guide future renovation and fundraising efforts focused on two general areas:

- The Children's Library and adjacent tiled walkway (lower level)
  - The children's collection contains approximately 26,800 items, and approximately 15,871 people participated in children's programs in 2025.
- Event Wing spaces on the upper level, including meeting rooms, gallery, and associated support spaces
  - In 2025, the Library's meeting rooms were used for 596 meetings.

### **CONTACT**

Mark Troendle  
Library Director  
Stillwater Public Library  
[mtroendle@stillwatermn.gov](mailto:mtroendle@stillwatermn.gov)  
651-430-8753

## **PURPOSE OF THIS RFP**

The purpose of this RFP is to select a qualified firm to provide planning-level design services, including conceptual and schematic design and realistic cost estimates, for the CLEWE Plan. This RFP is a competitive process intended to identify and select the firm that will be contracted to develop the CLEWE Plan. The resulting plan will be used to support donor engagement, grant applications, and long-term capital planning. It is anticipated that any future renovations resulting from the CLEWE Plan would be funded primarily through gifts and grants.

The CLEWE Plan will also equip the Library Board with the information needed to evaluate future renovation options, priorities, and potential next steps before any commitment to implementation.

It is anticipated that a consultant will be selected through this process. Any future phases—including final design, permitting, bid document development, renovation services, and contract administration—would be subject to satisfactory performance during the CLEWE Plan development phase, successful fundraising, and any additional approvals or procurement requirements of the Library and City.

## **SCOPE OF WORK**

**The Scope of Work described below will be performed only by the firm selected through this RFP process and awarded a contract by the Library.**

The selected firm will work with the Library's Facilities Committee (comprised of Board Trustees and the Library Director) and other stakeholders to develop the CLEWE Plan, a planning-level roadmap for updating existing interior spaces. The Library is not seeking to add square footage to the building footprint. Square footage (s.f.) figures provided are approximate and are based on available architectural drawings.

The selected firm will develop the CLEWE Plan, which shall include:

- Conceptual and schematic design options
- Planning-level cost estimates sufficient to support fundraising and budgeting
- Identification of priorities, scalable design alternatives aligned with anticipated fundraising capacity, and high-level phasing and implementation strategies—including recommendations for sequencing work to minimize disruption to library operations and maintain public access to spaces whenever feasible.

The primary intent of the CLEWE Plan is to produce a design and cost framework suitable for donor conversations and fundraising targets, not to prepare final construction documents. The Library also seeks to understand how respondents' proposed approach would impact access to and use of the areas to be renovated, and the strategies they would employ to mitigate impacts to staff and the public.

## **IMPORTANT CLARIFICATION ON SCOPE**

Proposers are not being asked to submit design concepts, renderings, or detailed solutions as part of their RFP response.

At this time, proposals are sought solely for the purpose of evaluating qualifications, approach, and cost in order to select one firm that, upon award, will be contracted to prepare the CLEWE Plan.

Authorization and funding for any future design development or construction work will be subject to the terms of the relevant Agreement for Professional Services.

## **EXAMPLES OF PLANNING CONSIDERATIONS (ILLUSTRATIVE ONLY — NOT DESIGN REQUESTS)**

### **Children's Library**

The Children's Library on the lower level is comprised of a browsing and computer area (2,876 square feet), an interactive play-and-learn Discovery Room (407 s.f.), a storage room (78 s.f.) adjacent to the Discovery Room, and a small family restroom. In developing the CLEWE Plan, the following examples illustrate considerations that will need to be examined in more detail by the firm awarded a contract:

#### **Children's Library considerations may include, but are not limited to:**

- Retaining and enhancing the existing warm, nature-inspired aesthetic
- Replacing existing carpet and worn finishes
- Evaluating service desk options that function when staffed but do not visually dominate the space when unstaffed
- Adding a comfort or sanctuary room for children and caregivers
- Improving safety, enclosure, and sound attenuation
- Expanding seating options for children and caregivers
- Repurposing the Discovery Room and loft space
- Aligning technology with user needs
- Improving shelving efficiency and accessibility
- Improving flexibility and usability of storage areas
- Evaluating lighting and wall finishes
- Investigating modifications to column bases and non-load-bearing elements

In addition, the tiled floor adjacent to the Children's Library has experienced heaving during cold weather. The presence of an open-air parking ramp beneath this area results in significant temperature differentials that may contribute to the issue. The final plan shall include options and recommendations for addressing cracked or failing tiles.

### **Event Wing**

The Event Wing on the upper level consists of a large meeting room called the Margaret Rivers Meeting Room (1,545 s.f.) that can be divided into two spaces by means of a collapsible accordion wall, a gallery (732 s.f.) used for art exhibits, a seating area (708 s.f.) at one end of the gallery, two public restrooms, and a former vending/coffee shop space currently used as storage.

#### **Event Wing considerations may include, but are not limited to:**

- Enhancing video conferencing capability
- Replacing existing carpet in the Margaret Rivers Meeting Room
- Updating tables and chairs with more ergonomic, stackable, or foldable furniture
- Improving sound attenuation between divisible meeting rooms
- Addressing cracked floor tiles in the gallery
- Recommendations for restroom renovations
- Improving flexibility and usability of storage areas
- Evaluating lighting conditions, including suitability for meetings, events, exhibits, and video conferencing
- Assessing wall finishes and paint to support durability, acoustics, and a cohesive aesthetic

### **GUIDING PRINCIPLES**

The following principles will guide the planning process:

- Maximize access
- Patron- and staff-centered design
- Operational sustainability
- Efficient and flexible interior design

- Sound attenuation improvements
- Alignment with existing library aesthetics
- Responsible financial stewardship and cost-effective design solutions

## **CONSULTANT RESPONSIBILITIES**

The firm selected through this RFP process will:

- Inform and educate the Facilities Committee on current trends in public library services
- Facilitate meetings and workshops as needed
- Engage library staff, city personnel, and community stakeholders as appropriate
- Advise the Library on planning-level phasing considerations and operational impacts associated with potential future construction, including strategies to minimize disruption to staff and patrons
- Prepare planning-level design concepts and associated cost estimates that include tiered or scalable options (e.g., baseline, enhanced, and aspirational scenarios) to support fundraising conversations, grant applications, and informed decision-making if available funding does not support full implementation.
- Prepare a final CLEWE Plan no later than April 30, 2027, including goals, priorities, cost estimates, and a recommended timeline

## **SITE WALKTHROUGHS**

The Library will make available optional, 45-minute site walkthroughs with the Library Director to provide an overview of the project, allow proposers to view the areas to be assessed, and offer an opportunity to ask questions. Site walkthroughs are strongly encouraged but not required. No information shared during site walkthroughs will materially alter the RFP.

Proposers interested in a site walkthrough must contact the Library Director to schedule a mutually agreeable time. Site walkthroughs will be offered through March 24, 2026.

## INSTRUCTIONS FOR PROPOSERS AND REQUIRED GENERAL PROPOSAL CONTENT

1. Proposals due April 16, 2026, by 3:00 p.m.
2. Respondents shall include one digital copy of their proposal document. Proposals shall not exceed ten (10) pages (font size 11) with no more than ten (10) additional pages for appendices.
3. Project Work Tasks and Timeline
  - a. Proposals shall also include a narrative summarizing the respondent's understanding of the work and the proposed approach to completing the work, including project milestones and completion dates. Responses should address how the proposed approach aligns with the intent of the CLEWE Plan, including development of a donor-ready design and cost framework suitable for donor conversations and fundraising targets, and strategies to minimize impacts to library operations and public access.
4. Project Staffing and Management Plan
  - a. Project team members must be identified and summaries of their qualifications included. Any proposed sub-consultants involved in the work should also be identified. Upon contract finalization, the assignment of the work to others beyond those identified must be approved by the Library in writing. Any and all potential conflicts of interest shall be identified.
5. Qualifications of Firm and References
  - a. State the firm's experience with comparable projects, and include the name and email address of at least three client references.
6. Cost Proposal
  - a. Proposals shall include proposed compensation for the work, including proposed hourly rates. All work will be compensated at hourly rates, subject to a not-to-exceed limit proposed by the consultant without prior authorization. Proposals shall itemize costs by task or phase as defined in the proposer's work plan. The solicitation response shall include all costs for supplies, materials, equipment, labor, and expenses necessary to perform the work. Identify the total not-to-exceed cost for completing the CLEWE Plan.
7. Insurance — The successful respondent will be required to furnish appropriate certificates of insurance as a part of the final contract.
8. The Library reserves the right to reject any or all proposals. The Library also specifically reserves the right to negotiate with proposers to potentially modify the scope of the work.
9. The proposer selected to provide professional planning and design consultant services will be required to enter into a written Agreement for Professional Services with the Library. The deadline for completion of the CLEWE Plan is April 30, 2027.

10. The proposer understands and acknowledges that pursuant to MN Statute, public records may be inspected and examined by anyone desiring to do so at a reasonable time under reasonable conditions, and under supervision by the custodian of the public records. Proposals are private or nonpublic until the proposal submittal deadline, at which time the names of the proposers become public. All other data in the proposal are private or nonpublic data until the completion of the evaluation process (meaning that the Library has completed negotiating the contract with the selected proposer). After the Library has completed the evaluation process, all remaining data submitted by all proposers are public.

11. The Library will not be liable for any costs incurred by any firm responding to this request. Proposals may be withdrawn by the proposer at any time prior to the proposal submittal deadline. Such request must be in writing. Proposal may not be withdrawn for a period of 180 days after the submittal's deadline. All proposals submitted shall be valid for a period of 120 days from the date of the submittal's deadline.

## **COST VALIDITY**

Costs shall remain valid for a minimum of four (4) months from the proposal due date.

## **PROPOSAL EVALUATION SCORING**

• Expressed understanding of the project objectives	10%
• Completeness, quality of the proposal, project approach, and methodology	25%
• Experience/qualifications of the project manager and team with work on similar projects	25%
• Work plan and availability of personnel to meet the specified project schedule	10%
• Cost	30%

## **SUBMISSION DEADLINE**

Proposals are due by 3:00 p.m. on Thursday, April 16, 2026.

## **SCHEDULE**

*(Actions by the Library or City are subject to change based on operational needs.)*

February 16, 2026: RFP issued

March 24, 2026: Final day for site walkthroughs with the Library Director

April 16, 2026, by 3:00 p.m.: Proposals due

April 20–24, 2026: Review and recommendation by committee

May 12, 2026: Library Board action

May 19, 2026: City Council action

## **FINAL PRODUCT**

All final materials shall be the sole property of Stillwater Public Library and provided in Microsoft Word or another mutually agreed-upon format.

Sincerely,

Mark Troendle  
Library Director

## **APPENDIX A: SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT (“Agreement”) is made and executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Stillwater Public Library, 224 Third Street North, Stillwater, Minnesota 55082, (“Library”) and \_\_\_\_\_ (name), \_\_\_\_\_ (address) (“Consultant”).

WHEREAS, the Library has accepted the proposal of the Consultant for certain professional services; and

WHEREAS, Consultant desires to perform the services for the Library under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual consideration contained herein, it is hereby agreed as follows:

### **1. SERVICES.**

- a. Library agrees to engage Consultant as an independent contractor for the purpose of performing certain professional Services (“Services”), as defined in the following documents:
  - i. A proposal dated \_\_\_\_\_, incorporated herein as Exhibit A.
  - ii. Other documentation, incorporated herein as Exhibit B.

(Hereinafter “Exhibits”).

  - iii. Where the terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.
- b. Consultant covenants and agrees to provide Services to the satisfaction of the Library in a timely fashion, as set forth in the Exhibits, subject to Section 7 of this Agreement.
- c. Consultant agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement. Consultant represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

### **2. PAYMENT.**

- a. Library agrees to pay and Consultant agrees to receive and accept payment for Services as set forth in the Exhibits.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Consultant shall require prior written approval by the authorized representative of the Library or by the City Council. The Library will not pay additional compensation for Services that do not have prior written authorization.

- c. Consultant shall submit itemized bills for Services provided to Library on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to Library.
- 3. **TERM**. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as stated herein.
- 4. **TERMINATION**.
  - a. **Termination by Either Party**. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party to the addresses listed in Section 13 of this Agreement. Upon termination under this provision, if there is no default by the Consultant, Consultant shall be paid for Services rendered and reimbursable expenses incurred until the effective date of termination.
  - b. **Termination Due to Default**. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
- 5. **SUBCONTRACTORS**. Consultant shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the Library, unless specifically provided for in the Exhibits. Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the Library for undisputed services provided by the subcontractor.
- 6. **STANDARD OF CARE**. In performing its Services, Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Consultant's undertaking herein or its performance of Services.
- 7. **DELAY IN PERFORMANCE**. Neither Library nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Library or Consultant under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.
- 8. **LIBRARY'S REPRESENTATIVE**. The Library has designated \_\_\_\_\_ to act as the Library's representative with respect to the Services to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information,

interpret, and define the Library's policy and decisions with respect to the Services covered by this Agreement.

9. **PROJECT MANAGER AND STAFFING.** The Consultant has designated \_\_\_\_\_ and \_\_\_\_\_ to be the primary contacts for the Library in the performance of the Services. They shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Consultant may not remove or replace these designated staff without the approval of the Library.

10. **INDEMNIFICATION.**

- a. Consultant and Library each agree to indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and Library, they shall be borne by each party in proportion to its own negligence.
- b. Consultant shall indemnify Library against legal liability for damages arising out of claims by Consultant's employees. Library shall indemnify Consultant against legal liability for damages arising out of claims by Library's employees.

11. **INSURANCE.** During the performance of the Services under this Agreement, Consultant shall maintain the following insurance:

- a. General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
- b. Professional Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
- c. Workers' Compensation Insurance in accordance with statutory requirements.
- d. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

Consultant shall furnish the Library with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the Library. The Library shall be named as an additional insured on the General Liability Insurance policy.

12. **OWNERSHIP OF DOCUMENTS.** Professional documents, drawings, and specifications prepared by the Consultant as part of the Services shall become the property of the Library when Consultant has been compensated for all Services rendered, provided, however, that Consultant shall have the unrestricted right to their use. Consultant shall retain its rights in its standard drawing details, specifications, databases, computer software, and other proprietary property. Rights to proprietary intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of the Consultant.

13. NOTICES. Notices shall be communicated to the following addresses:

If to Library:      Library of Stillwater  
                          224 Third Street North  
                          Stillwater, MN 55082  
                          Attention: Library Director

Or emailed: mtroendle@stillwatermn.gov

If to Consultant:

Or emailed:

14. INDEPENDENT CONTRACTOR STATUS. All services provided by Consultant, its officers, agents and employees pursuant to this Agreement shall be provided as employees of Consultant or as independent contractors of Consultant and not as employees of the Library for any purpose.

15. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either Library or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- d. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- e. Severability. If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- f. Data Practices Compliance. All data collected by the Library pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- g. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

**CITY OF STILLWATER AND STILLWATER PUBLIC LIBRARY**

By: \_\_\_\_\_  
Ted Kozlowski, Mayor

By: \_\_\_\_\_  
Beth Wolf, Library Clerk

By: \_\_\_\_\_  
\_\_\_\_\_, Library Board of Trustees

Date: \_\_\_\_\_

**CONSULTANT**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

### **Major Accomplishments**

- A grant request to support library operations was submitted to the Huelsmann Foundation.
- Mark delivered two hard drives to staff at the Minnesota History Center. Copies of the digital batch files, metadata, and ResCarta files used in the second phase of the newspaper digitization project will be transferred to these drives. The digital files conform, to the maximum extent possible, to the current National Digital Newspaper Program (NDNP) specifications. While the newspapers are already scanned and accessible online, the hard drives provide an additional backup copy of the data.
- Business & Communications Manager Keri Goeltl and Mark completed the hiring of an intern through the SAHS Pathways Program. Keri is providing training and oversight. The internship is expected to provide valuable professional experience for the student while also supporting the library's communications and outreach efforts.
- Four new Biblioteca selfCheck 3000 self-service stations were installed on January 22, replacing older units. Patrons are becoming familiar with the machines, and staff will continue fine-tuning settings as needed. Thank you to Spike Carlsen for lowering the height of the existing stand near the 4th Street entrance to improve accessibility.
- The parking ramp elevator was restored to service on January 30 after being offline for 10 days while the issue was diagnosed and a replacement part was procured and installed.
- Worked with the library's labor attorney to update the memorandum of agreement for a grant-funded library position. A request has since been respectfully submitted to the union to extend the provisions of the agreement.
- The designer assisting with the terrace enhancement project visited the library in January to review color samples and assess how they appear in the space with snow on the ground.
- Five Library Corner articles were written and published in January.

### **Heads-Up**

- The library will be closed on Presidents' Day, observed on Monday, February 16.
- Met with a resident to discuss interest in a potential public vegetable garden at the library. Discussions will continue.
- Mark will meet with the directors of Washington County Library and Bayport Public Library in February for a quarterly meeting. Collaborative efforts are ongoing to enhance communication, particularly between adult services, youth services, and circulation.
- The coiling gates at the parking ramp entrance and exit are being left open due to a mechanical issue requiring replacement of a key motor component.

### **Near-Term Future Focus**

- Continue refining the RFP for professional planning and design consultant services, and make it available publicly when approved and ready.
- Assisting the Library Foundation with a grant request of their own.
- Library Legislative Day is February 25, from 9:00 a.m. to 3:00 p.m.

## January Programs and Activities

### Art

- **Jackson Duin Artist Reception:** 11 attendees met Artist Jackson Duin to celebrate his show, Another Shade of Winter, at the reception on Thursday, January 15. Jackson is a young artist who graduated from Stillwater Area High School and his art will be on display through February.
- **Exploring the Arts: The Films of Humphrey Bogart:** 11 people joined presenter Steve Schroer on Thursday, January 22, to discuss “the ultimate movie tough guy” and his classic films, including Casablanca, The Maltese Falcon, and The African Queen. Participant comment:  
*“Steve Schroer is a great presenter. Having him show and comment on films is a great expansion of his expertise.”*
- **Rangoli Art on Wooden Panel with Art Start:** 11 participants learned about the traditional Indian art form of Rangoli on Monday, January 26. The class created personalized designs on circular wooden bases with paints, markers, and mirrors. This program was funded by the Minnesota Arts and Cultural Heritage Fund, also known as Legacy Funding. Participant comment:  
*“It was a fun and lovely class.”*

### Book Clubs & Literature

- **Shelf Indulgence Book Club:** 5 participants discussed the graphic memoir, [The Best We Could Do](#), by Thi Bui on Monday, January 12.
- **Mystery Book Club:** 9 participants discussed their favorite mysteries of 2025 on Wednesday, January 21. [Find Mystery Book Club book lists on our website.](#)
- **Words from the Valley Poetry Reading:** 30 people attended this poetry reading on Tuesday, January 27. Hosted and curated by poet Joshua Davies in tandem with Cracked Walnut Writing Collective, this event featured readings from established poets throughout the region: Ardie Buckholtz Medina, Patrick Cabello Hansel, MC Hyland, and A.E. Wynter.

### Lifelong Learning

- **Tech Help:** A total of 7 people attended a Tech Help session in January. Appointments are offered weekly on Tuesdays and Fridays throughout the month.
- **Jigsaw Puzzle Competition:** 36 people joined a friendly puzzle competition on Saturday, January 24. The winning team are the current reigning champions who also won in November 2025, *Everyday we're puzzlin'*.
- **Winter Sowing of Native Plant Seeds:** 18 participants joined Washington County Master Gardeners to learn about sowing Native Plant Seeds. Participant comments:  
*“This was a great program. Thank you.”*
- **Introduction to Internet Genealogy:** 8 people attended Janet Poff’s introduction to internet genealogy on Thursday, January 29. Janet is a librarian and genealogy expert who is also hosting genealogy 1:1s for the library. Participant comments:  
*“Very knowledgeable presenter”*  
*“Janet is a fantastic instructor! It was a really interesting class, and I learned a bunch.”*

### **Book Displays:**

- **Lower Level Entry:** Display titled *No Two Snowflakes (Books) are Alike*. This display highlighted different books with the same title.
- **Lower Level Round Table:** Display featured Winter Reads materials and books with blue and white covers.
- **The Sci-Fi/Fantasy:** Display featured books about robots.
- **Romance Room:** Display feature books about hockey and other sports romances.

### **St. Croix Collection:**

- **Monthly Visits:** 18 SCC users were recorded in January, including 13 residents and 5 visitors.
- **Research Topics and sources:** Yearbooks, Prison Mirror articles, prison photos, grant land records, phone books, Runk Collection, and family histories.
- **Genealogy Research Appointment:** 1:1 Genealogy Appointments are now available twice each month with Genealogist Janet Poff. These appointments are funded by the Stillwater Public Library Foundation. Appointments take place on the first Tuesday at 6pm and third Tuesday at 1pm. Research topics in January included general introductions to genealogy and specific questions about Irish and Norwegian genealogy research. Participant comments:  
*"Janet was excellent!"*  
*"It's a very nice library and I've enjoyed all the programs I've attended here!"*
- **Historical Research Appointment:** This 1:1 appointment with a volunteer historian was offered on Saturday, January 17 but was not filled.

### **Outreach**

- **Winter PIT Stop:** On Thursday, January 29, library staff attended the Winter PIT stop hosted at First Presbyterian Church of Stillwater. At this event, library staff interacted with more than 100 people and distributed stickers, books, and Library Booksale coupons.
- **Minnesota Correctional Facility-Oak Park Heights:** Staff from the Minnesota Correctional Facility in Oak Park Heights started a book club in January using a Book Club Kit from Stillwater Public Library. Correctional Facility staff shared that they plan to continue book club meetings and continue using library book club kits. Book Club Kits are funded by Stillwater Public Library Foundation.

## Report from Youth Services Supervisor, Angie Petrie

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### January Programs and Activities

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

- Four Session #1 (10:30 am) Preschool Storytimes (382)
- Four Session #2 (11:30 am) Preschool Storytimes (158)
  - Families attend the later session, which has a smaller attendance size, if that is a better fit for their child.
- Four Baby/Toddler Storytimes (199)
  - Each storytime is followed by playtime, allowing caregivers and their young children time to socialize in a relaxed, less structured setting.
- One Second Saturday Family Storytime (80)
  - We've found this to be a great opportunity for those who can't attend during the week. This is the highest attendance we've had in recent years.
- Preschool Drop-in Play (56)
  - An opportunity to enjoy dedicated time and space to play alongside one's young child in an inclusive, welcoming environment. A component of these twice-a-winter programs is to incorporate large motor skills.
- Petite Concert (40)
  - Petite Concerts presents experiential musical events designed for young listeners from newborns to preschoolers. Concerts are informal and interactive, providing a fun-filled musical experience. They provide a program with an image for each piece and chance to see and touch the musicians' instruments! Children and adults listen to and respond to classical music together. Each a program showing images for each piece.

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

- The Raptor Center (67)
  - Families got up close with three ambassador raptors, discovering the unique traits—like razor-sharp talons, curved beaks, and incredible vision—that distinguish these specialized hunters from other birds.
  - "It was a great program that kept my kids engaged. I'm not sure who loved it more my kids or my husband."
- LEGO Club (70)
  - This is our highest attendance ever of kids and parent builders!

#### Children's Drop-in Activities

- Stick Puppet Drop-in Craft (21)
- Minnesota Winter Animals Scavenger Hunt (460)
- So Cold Discovery Room -
  - In January of those who responded to the survey, 24% visited the Discovery Room for the first time. 71% live in Stillwater. Ages reported infant-10 years. 43% reported the Discovery Room as the main reason for their visit. 43% reported their child talked about the Discovery Room after their visit.
  - "We loved the story time! Songs, a story, a poem - they were all delightful!"
  - "Thank you for being so kind and welcoming!"

- “Love our Stillwater Library and all the work that goes into the discovery room”
- “We love the discovery room and changing themes, especially in the winter”

### **T(w)een (10-15 years)** – Older teens are always welcome, but typically we see 9-13 year olds.

- Crafternoon Button Art (8)
- Two Chess Club sessions (~20)
  - The twice monthly meetups are mostly attended by teens and adults.
- Passive activity – Bookish Would You Rather?
  - *Live in Narnia OR Middle Earth (Narnia by a landslide)*
  - *Save Hagrid OR Neville from Lord Voldemort (close but Hagrid would be saved)*
  - *Read ALL the books except those written by your favorite author OR read ONLY books written by your favorite author (Majority want to be able to read ALL the books, one wrote 67 rizz – a real puzzler)*
  - *Read only book series or read only standalones (most said standalones, one wrote: 6x7=41 btw)*
  - *Be forced to read the last chapter of a book first or watch the movie before reading the book (all but one wrote MOVIE)*

### **Outreach**

- New Heights – Grades K-1 visit weekly; Grades 2-5 and 6-8 visit alternating Tuesdays.
- Lake Area Discovery Club and Kind Roots Outreach Storytime (44)
- St. Croix Area Learning Center – Angie is partnering with the English teacher to enhance independent reading time through donated teen books and personalized reading recommendations based on student surveys. (see results below)

### **Upcoming Single Date Programs**

- Family Book Bingo - Saturday, February 7, 2026 at 10:30am
- Family Engineering Night with the Science Museum of Minnesota - 6:00pm Thursday, February 12, 2026
- T(w)een Crafternoon - Embroidery Stitchwork Card - 4:00pm Wednesday, February 18, 2026
- Now Make Art: Cardboard Invention Convention - Monday, March 16, 2026 at 1:00pm
- Textile Center: Botanical Eco Printing for grades 6-8 - Tuesday, March 17, 2026 10:30am
- T(w)een Crafternoon - Pet Cactus Rock - Wednesday, March 18, 2026 at 4:00pm
- Silly Millies: Butterfly Baths - Saturday, March 21, 2026 at 10:30am
- Singing Heart Preschool Music (with music therapist Katie Corbett) - Tuesday, March 24, 2026 at 10:30am

Four photos of the many fun things at January's Drop-in Play. There will be another one February 20<sup>th</sup>.



Having fun making Button Art at Tween Crafternoon and a close-up of the artists at work.



Drawings from tweens



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Quijano, Chair</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p><b>Committee:</b> Facilities  <b>Meeting Date &amp; Time:</b> Thursday, February 5, 5:30 PM  <b>Location:</b> Conference Room, Stillwater Public Library  <b>Present:</b> Buckland, Burns, Quijano, Troendle</p> <p>Buckland was welcomed to the committee as the newest member.</p> <p><b>Agenda Item 1: Designate Secretary</b></p> <ul style="list-style-type: none"> <li>• Mark volunteered and was designated as Secretary.</li> </ul> <p><b>Agenda Item 2: Select Committee Chair</b></p> <ul style="list-style-type: none"> <li>• Quijano volunteered and was selected as Committee Chair for the next 6 months.</li> </ul> <p><b>Agenda Item 3: Review Draft RFP for Professional Services</b></p> <p>The committee reviewed the newest draft. Modifications were requested to the Scope of Work, Examples of Planning Considerations, and Proposal Evaluation Scoring percentages. For clarity, the committee discussed and approved removing other wording. Mark will make the changes.</p> <p><b>Agenda Item 4: Terrace Furniture Feedback</b></p> <p>The committee reviewed recommendations for replacing and adding furniture on the terrace using previously approved grant funding. Five large round tables and chairs will be replaced. Five smaller bistro tables will be added, with two chairs apiece. Two ADA-compliant tables will be added. A kid-sized picnic table will also be added. The tables will be black, the chairs olive green, and the picnic table will closely match the colors of the green and brown planters. A designer was consulted in selecting the pieces and color palette.</p> <p><b>Agenda Item 5: 10-Year Capital Projects Review</b></p> <p>The committee reviewed and discussed a 10-year projection for a trial in-house planning project, prepared by staff at the request of the City Finance Director to look beyond the standard five-year horizon. The committee will revisit the plan in more detail at a later date. The Library will continue to submit a Capital Improvement Plan (CIP) in July.</p> <p><b>Agenda Item 6: Other Business</b></p> <p>Mark met with a resident interested in offering public vegetable garden planters at the library.</p> <p><b>Future Meetings</b></p> <ul style="list-style-type: none"> <li>• First half of April to discuss the Facilities 101 presentation in May</li> <li>• April 20-24: Review RFPs, if the tentative schedule holds</li> <li>• Mid-June: CIP discussion</li> </ul>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Advocacy Committee Report</b>	
OWNER: <b>Library Advocacy Committee</b>	PRESENTER: <b>Library Advocacy Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p><b>Committee:</b> Advocacy  <b>Meeting Date &amp; Time:</b> Wednesday, January 14, 4 PM  <b>Location:</b> Margaret Rivers B, Stillwater Public Library  <b>Present:</b> Hodsdon, Hausman Lohmer, O'Brien, Goeltl, Howe</p>	
<p><b>Agenda Item 1: Introduction &amp; Committee History</b>    The committee members introduced themselves and welcomed new trustee Hodsdon. Goeltl provided a brief history of the Advocacy Committee.</p>	
<p><b>Agenda Item 2: Approval of Minutes</b>    Minutes approved.</p>	
<p><b>Agenda Item 3: Updates from Trustees, Friends, Foundation, Staff</b></p> <ul style="list-style-type: none"> <li><b>Trustees:</b> O'Brien reported that two new trustees joined the board: Rick Hodsdon and Hannah Buckland.</li> <li><b>Foundation:</b> Howe reported the following: Foundation is in the process of selecting a strategic planning consultant; Foundation exceeded its 2025 fundraising goal; they are working on planning their event schedule for 2026, including two donor appreciation events in February that are in conjunction with library programs.</li> <li><b>Friends:</b> Goeltl reported that the Friends are still working through leadership changes and seeking a treasurer.</li> <li><b>Staff:</b> Goeltl will be working with Howe to explore creating a joint impact report with the Foundation.</li> </ul>	
<p><b>Agenda Item 4: 2026 Committee Membership &amp; Leadership</b>    Hausman Lohmer agreed to chair the Advocacy Committee. The committee will contact Friends about sending a Friends representative to serve in place of Karah Hullander.</p>	
<p><b>Agenda Item 5: Review of Outreach, Possible Calendar Dates, Library Stories</b>    The committee reviewed 2026 outreach events. The committee discussed the RACI document, and members will independently review to help determine use going forward.</p>	
<p><b>Agenda Item 6: Project Updates</b></p> <ul style="list-style-type: none"> <li>Library at DaVinci Fest: O'Brien will staff the library table at DaVinci Fest. O'Brien and Goeltl will meet to determine a plan and the items needed for DaVinci Fest.</li> <li>Library Stories Project: Howe and Goeltl shared a draft donor video clip for review. The committee discussed possible edits/changes. Howe and Goeltl will meet with Lead Sheep to discuss.</li> </ul>	

**Agenda Item 7: 130<sup>th</sup> Anniversary Planning**

The committee discussed 130th Anniversary planning, focusing on options for logos and taglines. In the next week, committee members will add any ideas for logos and taglines to the brainstorming list. By January 31, committee members should pick their top 3 taglines and their top 3 favorites for the starting point of a logo. Committee members should also share any recommendations for graphic designers. Trustees and the Foundation Executive Committee will be consulted for feedback.

**Next Meeting:** Wednesday, March 11, 4-6 PM

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# Stillwater Public Library

## 2026 Calendar

<p><b>January</b></p> <p>1: Library Closed, New Year's Day      13: Trustee Meeting, 5:30 pm      19: Library Closed, MLK Day</p> <ul style="list-style-type: none"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> </ul>	<p><b>February</b></p> <p>9: Friends Meeting, 6:30 pm      10: Trustee Meeting, 5:30 pm      16: Library Closed, Presidents' Day      27: SPLF Board Meeting, 8:30 am</p>	<p><b>March</b></p> <p>9: Friends Meeting, 6:30 pm      10: Trustee Meeting, 5:30 pm      10: Possible Presentation at Stillwater Township, 7:00 pm</p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b></p> <p>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</p> <ul style="list-style-type: none"> <li>• Annual report data to board</li> </ul>	<p><b>May</b></p> <p>11: Friends Meeting, 6:30 pm      12: Trustee Meeting, 5:30 pm      24: Library Closed Sundays in Summer      25: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> <li>• Begin budget prep</li> <li>• Facilities 101</li> </ul>	<p><b>June</b></p> <p>9: Trustee Board Meeting, 5:30 pm      19: Library Closed, Juneteenth      26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Budget discussions</li> <li>• Finance 101</li> </ul>
<p><b>July</b></p> <p>3&amp;4: Library Closed      14: Trustee Meeting, 5:30 pm</p> <ul style="list-style-type: none"> <li>• Operating budget due and CIP due</li> <li>• Preview August library presentation to council</li> </ul>	<p><b>August</b></p> <p>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</p> <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>	<p><b>September</b></p> <p>7: Library Closed, Labor Day      8: Trustee Meeting, 5:30 pm      13: Sunday Hours Resume      14: Friends Meeting, 6:30 pm</p> <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>
<p><b>October</b></p> <p>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</p> <ul style="list-style-type: none"> <li>• Implement board self-assessment survey every 2-3 years (last done in 2024)</li> </ul>	<p><b>November</b></p> <p>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</p> <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>	<p><b>December</b></p> <p>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</p> <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.

<b>Members</b>	<b>Ward</b>	<b>Term</b>
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:	Burns, Glidden, Panciera, Troendle (Staff), Goeltl (Staff)
Advocacy Committee:	Hodsdon, Hausman Lohmer, O'Brien, Goeltl (Staff), Howe (Foundation), Open (Friends)

Updated 2/5/2026