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

Informational/Discussion (25 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Memorandum of Agreement – Youth Services Grant-Funded Position I+
6. Children's Library & Event Wing Enhancement (CLEWE) Plan – RFP Update I+
7. April National Library Week D+

Decisional (0 minutes)

Reports (15 minutes)

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

11. Public Commentary
    For in-person commentary, please refer to the Public Comment Policy for rules and procedures, including time limits.

12. Trustee Check-in/Topics for Future Discussion

13. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, March 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, February 10, 2026

Minutes

PRESENT: Buckland, Burns, Glidden, Hansen, Hausman Lohmer, O'Brien, Panciera, Quijano (arrived at 5:37 during Agenda Item 4)

ABSENT: Hodsdon, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order
Hansen called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda
Hansen proposed moving *Agenda Item 6: RFP for Professional Services* before *Agenda Item 5: Director Performance Evaluation Progress Check: Six-Month Progress Check (March)*.

Motion to flip the order of agenda items 5 and 6. Panciera moved. Glidden second. Yes: Buckland, Burns, Glidden, Hansen, Hausman Lohmer, O'Brien, Panciera; No: None.

Motion to approve revised agenda. Hausman Lohmer moved. Panciera second. Approved. Yes: Buckland, Burns, Glidden, Hansen, Hausman Lohmer, O'Brien, Panciera; No: None.

AGENDA ITEM 3: Consent Calendar
Motion to adopt consent calendar. Burns moved. Glidden second. Approved. Yes: Buckland, Burns, Glidden, Hansen, Hausman Lohmer, O'Brien, Panciera; No: None.

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing
Hansen provided an update on the task force for the staff and volunteer appreciation event. Glidden and Panciera have agreed to serve on the task force. Troendle will reach out to Elsbeth Howe and staff to recruit other representatives for the task force.

Glidden asked how best to share ideas that she's received from others for programming, materials, and services. Troendle responded that the best way is to send suggestions to splinfo@stillwatermn.gov to be routed to the appropriate staff person.

Troendle reported on Library Legislative Day on February 25. There are four legislative priorities: 1) support and bonding for public library construction and renovation grants; 2) support for equitable terms and pricing for public and school library eBooks; 3) raise awareness of Minitex and work of academic libraries; and 4) support efforts to authorize local government to prohibit or restrict possession of weapons in public facilities, including public libraries. Troendle will email trustees with links to this information.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, February 10, 2026

Minutes

O'Brien reported that she introduced language to support school library funding at her local caucus. She will send information to Mark to forward to trustees.

AGENDA ITEM 5: RFP for Professional Services
Quijano reviewed the RFP for Professional Services as outlined on the cover sheet and included in the board packet. The purpose is to select a qualified firm to prepare a Children's Library & Event Wing Enhancement Plan (CLEWE Plan). Quijano asked for questions and feedback on the RFP.

Hansen noted that the funding for the planning stage is provided by the Foundation, and that we have the support of our community partner on this. This is a planning step to get information before making decisions about going further.

Glidden asked about recruiting firms to apply. Troendle will place the RFP notice on the League of Minnesota Cities' site, on the library's website, and will directly contact firms that this library and other libraries have worked with in the past.

Troendle asked if the timeline and request for three references felt sufficient. Troendle noted that the timeline for responding to the RFP should be fine for the vendors. The timeline may be tight for the library to evaluate responses, depending on the number of responses and the quality received. The timeframe for the library to make a decision could be adjusted, if needed.

Motion to approve the Request for Proposals for professional planning and design consultant services for the Children's Library & Event Wing Enhancement Plan and authorize staff to issue the RFP as presented. Panciera moved. Glidden second. Yes: Buckland, Burns, Glidden, Hansen, Hausman Lohmer, O'Brien, Panciera, Quijano; No: None.

AGENDA ITEM 6: Director Performance Evaluation: 6-Month Progress Check (March)
Hansen reported that the board has the option to conduct a six-month progress check with Director Troendle at the March meeting and requested feedback regarding the need for this mid-year check.

Trustees expressed confidence that Troendle has clear direction and a mid-year progress check isn't needed. The annual performance review will occur in the fall.

AGENDA ITEM 8: Director and & Other Staff Reports
Troendle complimented Sarah Foslien and the library staff for the creativity behind the Olympic social media posts.

AGENDA ITEM 9: Board Committee Reports

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

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, February 10, 2026

Minutes

d) Library Advocacy: Report in packet. The committee may be getting a new representative from Friends. The committee is also working on branding for the 130th Anniversary. O'Brien represented the library at DaVinci Fest.

AGENDA ITEM 10: Foundation & Friends Report
The Foundation has selected Propel Nonprofits to assist them with the strategic planning process. It is envisioned to be a six-month process, and Troendle will be part of the strategic planning team.

The Friends met last night. The fall book sale went well, and membership stands at 104. The Friends provided a 2026 gift for materials and programs to the library.

AGENDA ITEM 11: Public Commentary
Public attendee at the meeting noted that he is looking for ways to get involved. Glidden will follow up with the Volunteer Coordinator.

AGENDA 12: Trustee Check-In/Topics for Future Discussion
None.

AGENDA ITEM 13: Adjournment
Motion to adjourn meeting. Glidden moved. Quijano second. Yes: Buckland, Burns, Glidden, Hansen, Hausman Lohmer, O'Brien, Panciera, Quijano; No: None.

Meeting adjourned at 6:07 PM.

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 10, 2026
Agenda Item: 3b

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:
Acknowledgment of Bills Paid in February 2026

OWNER:	PRESENTER:
Goeltl, Business & Communications Manager	Troendle, Director
REQUESTED AGENDA TYPE (A, I, D):	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
A	

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:
Approval of February 2026 bills paid

BACKGROUND/CONTEXT:

February 2026 (2025 Fiscal Year)				
	City	*Foundation*	*Other Supplemental*	*Total*
Operating Expenditures	$ 520.65	$ 13,317.57	$ 5,098.74	$ 18,936.96
Capital Expenditures	$ -	$ -	$ -	$ -
Total	**$ 520.65**	**$ 13,317.57**	**$ 5,098.74**	**$ 18,936.96**

2025 Fiscal Year

Bill Resolution: February 3, 2026 ($18,619.71 for 2025)

- $14,148 was paid to Washington County Library for 2025 purchases/services, including $7,205 for our portion of the circulation system and cataloging licenses and $5,619 for e-materials and Kanopy.
- $2,655 was paid to Xcel Energy for gas and electricity used in 2025.
- $1,125 was paid to HumeraTech for HVAC management.

Bill Resolution: February 17, 2026 ($317.25 for 2025)

- $317 was paid to Cintas for mat and towel cleaning services.

February 2026 (2026 Fiscal Year)				
	City	*Foundation*	*Other Supplemental*	*Total*
Operating Expenditures	$ 14,465.22	$ 2,394.50	$ 4,107.66	$ 20,967.38
Capital Expenditures	$ 582.50	$ 7,508.67	$ -	$ 8,091.17
Total	**$ 15,047.72**	**$ 9,903.17**	**$ 4,107.66**	**$ 29,058.55**

2026 Fiscal Year

Bill Resolution: February 3, 2026 ($14,466.51 for 2026)

- $5,103 was paid to Xcel Energy for gas and electricity used in 2026.
- $3,692 was paid to the American Library Association for 13 staff registrations for the Public Library Association Conference in Minneapolis on April 1-3, 2026.
- $2,220 was paid to Otis for parts/repairs on the library's 3rd Street/Parking Ramp elevator.

Bill Resolution: February 17, 2026 ($14,592.04 for 2026)

- $7,509 was paid to Element 25 for terrace furniture, funded by a grant from the Huelsmann Foundation.
- $1,781 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials.

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 10, 2026
Agenda Item: 3b

• $800 was paid to Stillwater Schools for a library advertisement in the Community Ed catalog.
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2/3/2026 Bill Resolution 2/17/2026 Bill Resolution
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE:

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
INVOICES PAYABLE							
FY 2026:							
1TNK-6QP7-9RNJ	1/15/2026	5115	Amazon Business	Materials - LOT (SPLF)	18.99	232-4232-2113-0000	Materials
1TNK-6QP7-9RNJ	1/15/2026	5115	Amazon Business	Programs - Adult (SPLF WR 2026)	34.48	232-4232-2407-0000	Programs
19VF-TN9T-J4JG	1/17/2026	5115	Amazon Business	Materials - Adult Fiction	97.89	230-4230-2401-0000	Adult Books - Fiction
1JPK-41QQ-HTWX	1/17/2026	5115	Amazon Business	Materials - Processing	7.99	230-4230-3404-0000	Processing Fee
1JPK-41QQ-HTWX	1/17/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	29.19	232-4232-2407-0000	Programs
17QF-P1V3-7LMV	1/20/2026	5115	Amazon Business	Materials - Juv	128.63	230-4230-2400-0000	Childrens Books
1XX4-MQFN-GVPY	1/21/2026	5115	Amazon Business	Materials - Adult Fiction	13.95	230-4230-2401-0000	Adult Books - Fiction
1F64-J79D-TQFL	1/23/2026	5115	Amazon Business	Materials - Processing	99.75	230-4230-3404-0000	Processing Fee
1GY4-NMWC-VDKN	1/23/2026	5115	Amazon Business	Materials - Adult Fiction	(13.95)	230-4230-2401-0000	Adult Books - Fiction
1XRC-YX4P-PGW3	1/26/2026	5115	Amazon Business	Programs - Adult (SPLF WR 2026)	51.25	232-4232-2407-0000	Programs
0509393294_20260221	1/23/2026	5461	American City Business Journals	Materials - Periodicals	250.00	230-4230-2403-0000	Periodicals
152026	1/28/2026	139	American Library Assoc - PLA	PLA Conference Registration	3,691.80	236-4236-4099-0000	Wick - Miscellaneous
INV-US84395	1/22/2026	4385	Bibliotheca LLC	SelfChecks (Capital 26-4230-001 - Fund Balance)	458.00	120-4230-5310-0000	C/O MIS Computer Equipment
PC2026-0004	1/17/2026	6352	Breaching Concerts LLC	Programs - Juv (SPLF HJA ELSA)	300.00	232-4232-2407-0000	Programs
10676523	1/26/2026	674	Cole Papers	Library Janitorial Supplies	748.70	230-4231-2102-0000	Janitorial Supplies
PLA2806	1/29/2026	1062	Faurot, Kimberly	Staff Reimbursement for PLA Conference	233.10	236-4236-4099-0000	Wick - Miscellaneous
66090	1/15/2026	2124	Menards	Library Janitorial Supplies	50.92	230-4231-2102-0000	Janitorial Supplies
CL17019001	1/22/2026	2565	Otis Elevator Company	Library Elevator - 3rd St/PR Elev Repairs	2,219.92	230-4231-3703-0000	Building Repair Charges
3775744	1/29/2026	209	Per Mar Security Services	Library Monitoring Service	285.18	230-4231-3707-0000	Maintenance Agreements
FY 2025:							
W25120639	1/14/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
20260128_10485.25	1/28/2026	3657	Washington County Library	Materials - Kanopy (OGG)	2,000.00	227-4227-2404-0000	Other Books
20260128_10485.25	1/28/2026	3657	Washington County Library	Envisionware	955.92	230-4230-3098-0000	Technology Support
20260128_10485.25	1/28/2026	3657	Washington County Library	SirsiDynix	6,384.85	230-4230-3100-0000	Circulation System
20260128_10485.25	1/28/2026	3657	Washington County Library	OCLC	820.48	230-4230-3100-0000	Circulation System
20260128_10485.25	1/28/2026	3657	Washington County Library	Materials - Kanopy (SPLF)	324.00	232-4232-2113-0000	Materials
20260128_17.91	1/28/2026	3657	Washington County Library	Q4 Lost & Damaged	17.91	230-0000-3880-0030	Lost Materials
20260128_3295.39	1/28/2026	3657	Washington County Library	Materials - Electronic (OGG Overdrive)	1,475.98	227-4227-2404-0000	Other Books
20260128_3295.39	1/28/2026	3657	Washington County Library	Materials - Electronic (Friends Overdrive)	1,622.76	229-4229-2113-0000	Materials
20260128_3295.39	1/28/2026	3657	Washington County Library	Materials - Electronic (SPLF Overdrive)	196.65	232-4232-2113-0000	Materials
20260128_348.81	1/28/2026	3657	Washington County Library	Q4 Overdue Notices	348.81	230-4230-3102-0000	Postage
			INVOICES SUBTOTAL		**22,942.22**		
LIBRARY CREDIT CARD							
FY 2025:							
2080386-2025-12-11-1	12/12/2025	4157	Dream Host	Website Hosting	23.99	230-4230-3098-0000	Technology Support
979223216	12/23/2025	3882	Lakeshore Learning Materials	Minor Equipment - Juv	579.74	230-4230-2302-0000	Other Minor Equipment
			CREDIT CARD SUBTOTAL		**603.73**		
CITY/SPECIAL BILL PAYOUTS							
FY 2026:							
31966	1/27/2026	1423	Heritage Printing Inc.	Newsletter Printing	657.50	232-4232-4099-0000	Miscellaneous Charges
51-7976594-1 9625055	1/26/2026	3808	Xcel Energy	Energy	2,035.90	230-4231-3600-0000	Electricity
51-7976594-1 9625055	1/26/2026	3808	Xcel Energy	Energy	3,067.32	230-4231-3601-0000	Natural Gas
FY 2025:							
251365	12/31/2025	6141	HumeraTech Inc	HVAC mgmt	1,125.00	230-4231-3713-0000	Computer Maintenance/Licenses
51-7976594-1 9625055	1/26/2026	3808	Xcel Energy	Energy	1,260.32	230-4231-3600-0000	Electricity
51-7976594-1 9625055	1/26/2026	3808	Xcel Energy	Energy	1,394.23	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		**$ 9,540.27**		
			GRAND TOTAL		**$ 33,086.22**		

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
INVOICES PAYABLE							
FY 2026:							
789	1/30/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1M6C-M6RY-KCW1	1/31/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	131.26	232-4232-2407-0000	Programs
1RTH-T4R1-KTY7	1/31/2026	5115	Amazon Business	Library Supplies	559.32	230-4230-2101-0000	General Supplies
13MX-FP3D-GTYN	2/2/2026	5115	Amazon Business	Library Custodial Supplies	-3.59	230-4231-2102-0000	Janitorial Supplies
17Y1-J4C6-7NFN	2/2/2026	5115	Amazon Business	Library Supplies	12.38	230-4230-2101-0000	General Supplies
1HWV-VKHY-3TK3	2/2/2026	5115	Amazon Business	Library Custodial Equipment	211.49	230-4231-2302-0000	Other Minor Equipment
1W3G-3QNQ-FQC1	2/2/2026	5115	Amazon Business	Library Custodial Supplies	86.85	230-4231-2102-0000	Janitorial Supplies
1X1P-H7DX-4GLC	2/9/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	28.98	232-4232-2407-0000	Programs
INV-US84499	1/30/2026	4385	Bibliotheca LLC	SelfChecks (Capital 26-4230-001 - Fund Balance)	124.50	120-4230-5310-0000	C/O MIS Computer Equipment
B7151616	1/30/2026	452	Brodart Co	Materials - Juv	151.80	230-4230-2400-0000	Childrens Books
B7151616	1/30/2026	452	Brodart Co	Materials - Processing Fee	13.30	230-4230-3404-0000	Processing Fee
B7155404	2/5/2026	452	Brodart Co	Materials - Juv	256.87	230-4230-2400-0000	Childrens Books
B7155404	2/5/2026	452	Brodart Co	Materials - Adult Fiction	96.14	230-4230-2401-0000	Adult Books - Fiction
B7155404	2/5/2026	452	Brodart Co	Materials - Adult Nonfiction	574.23	230-4230-2405-0000	Adult Books - Non Fiction
B7155404	2/5/2026	452	Brodart Co	Materials - YA	124.63	230-4230-2406-0000	Teen Books - Materials
B7155404	2/5/2026	452	Brodart Co	Materials - Processing Fee	77.81	230-4230-3404-0000	Processing Fee
B7158839	2/10/2026	452	Brodart Co	Materials - Adult Fiction	313.23	230-4230-2401-0000	Adult Books - Fiction
B7158839	2/10/2026	452	Brodart Co	Materials - Adult Nonfiction	71.93	230-4230-2405-0000	Adult Books - Non Fiction
B7158839	2/10/2026	452	Brodart Co	Materials - YA	25.60	230-4230-2406-0000	Teen Books - Materials
B7158839	2/10/2026	452	Brodart Co	Materials - Processing Fee	75.75	230-4230-3404-0000	Processing Fee
60020700	1/27/2026	5848	Cintas/Huebsch	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
262923116	2/1/2026	683	Comcast - 963209363	Library Internet/WiFi	186.85	230-4230-3098-0000	Technology Support
1.61207E+11	1/15/2026	782	Cub Foods	Library Programs - Adult (Friends)	82.76	229-4229-2407-0000	Programs
306-02444792-3-20260	1/31/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
7757229	1/29/2026	855	Demco Inc.	Processing Supplies	524.32	230-4230-3404-0000	Processing Fee
4002_Pmt1	2/13/2026	6658	Element 25, Inc.	Terrace Improvements (Capital 25-4230-017)	7508.67	120-4230-5200-0000	C/O & Improvements
20260102	1/30/2026	3293	ISD #834 Stillwater Area Schools	Advocacy - Community Ed Ad (SPLF)	800.00	232-4232-4099-0000	Miscellaneous Charges
123642	2/4/2026	5742	Library Ideas LLC	Materials - Juv (VOX - SPLF)	342.85	232-4232-2113-0000	Materials
66549	1/26/2026	2124	Menards	Library Custodial Supplies	19.63	230-4231-2102-0000	Janitorial Supplies
508361117	1/27/2026	2175	Midwest Tape	Materials - Video (JV)	18.74	230-4230-2408-0000	Film/Video
508361117	1/27/2026	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
143196	2/9/2026	2571	Overhead Door Co	Building Repairs - Parking Ramp Gate	248.75	230-4231-3703-0000	Building Repair Charges
12	2/5/2026	5738	Schroer, Steven Ronald	Programs - Adult (Friends)	100.00	229-4229-2407-0000	Programs
FY 2025:							
60015733	12/30/2025	5848	Cintas/Huebsch	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL		**$ 13,847.64**		
LIBRARY CREDIT CARD							
FY 2026:							
2080386-2026-01-11-1	1/12/2026	4157	Dream Host	Library Website Hosting	213.80	230-4230-3098-0000	Technology Support
1000023109	1/23/2026	4300	Premier Lighting Inc	Library Lighting	261.85	230-4231-2101-0000	General Supplies
894	1/7/2026	4158	Stillwater Post Office	Library Postage	234.00	230-4230-3102-0000	Postage
			CREDIT CARD SUBTOTAL		**$ 709.65**		
CITY/SPECIAL BILL PAYOUTS							
FY 2026:							
01312026-LB	2/2/2026	4809	LeVander Gillen Miller PA	Library Board	352.00	230-4230-3099-0000	Other Professional Services
			SPECIAL BILL PAYOUT SUBTOTAL		**$ 352.00**		
			GRAND TOTAL		**$ 14,909.29**		

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

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 10, 2026
Agenda Item: 3c

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	

BACKGROUND/CONTEXT:

Following is a 2025 budget status report. These numbers are not final as year-end financial entries are pending, including interest earnings, unrealized gains/losses, operating general insurance, and plant general insurance. Entries typically occur in the spring in conjunction with the audit. Until then, we will not know the library's official year-end total.

Fund 120 – Capital Outlay

The capital budget for 2025 is $102,000. $61,763.25 expended.

- Masonry ($50,000): $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.
- Wi-Fi Access Replacement ($12,000): $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.
- ADA Enhancements ($20,000): $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.
- Terrace Enhancements ($20,000): $20,000 was approved from the Huelsmann Foundation to create a more inviting and welcoming terrace for library patrons. Initial improvements would include additional seating and new planters. $6,266.47 has been expended to date. The remaining funds are projected to be spent in early 2026.
- 2024 Lawn/Terrace Enhancements ($4,074 in supplemental remaining from 2024): Fully expended in 2025.

Fund 230 – Library (City $)

<u>Revenue</u>

The library's city revenue for 2025 was budgeted at $1,687,871.

- *City Levy ($1,658,084)*
- *In-Kind Gifts ($17,167):* This line item is for the Volunteer Coordinator's salary paid for directly by the Foundation. The updated revenue and expenditure for 2025 is $21,274.63.
- *Interest Earnings and Unrealized Gains/Losses ($0):* TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit.
- *Library Generated Revenues ($12,620):* This reflects library meeting room fees, card fees for out-of-state residents, lost/damaged fees, printer/copier fees, and gallery income. $11,677.10 received.

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). 2025 expenditures total $1,160,249.56, for a savings of $49,836. These savings are due, in part, to staffing changes early in the year with the retirement of Lori Houston and Cindy Selnes. In addition, open shelving shifts have also contributed to savings.

Collection: The library budgeted $60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. $60,816.90 was expended in 2025.

Technology: The library budgeted $67,100 for technology-related expenditures. $56,121.79 was expended, for a savings of $10,979. Part of the savings is due to a change in the payment of the library's annual Windows license bill. Instead of being paid out 2025 funds, the bill was prorated to align to city guidance, with $4,333 charged to FY 2025 and $8,867 charged to FY 2026.

Other: The library budgeted $32,436 for other operating expenses. $30,836.58 expended to date.

- Pending entry for general insurance to be made by Finance in Spring of 2026. Last year, these charges were about $4,000.

Plant Expenditures

Plant Personnel: The plant personnel budget is $139,781. $136,510.90 expended for 2025, a savings of $3,270.

Plant Supplies & Equipment: The plant supplies budget is $6,500. $9,094.02 expended to date, an overage of $2,594.

Plant Services and Charges: The plant services and charges budget is $155,873. $127,482.95 expended to date. We are projecting to end the year at about $175K, or about $19K over budget.

- *Plant Insurance ($46,970):* Expense will be entered by Finance in Spring of 2026.
- *Energy ($80,000):* $68,926.26 expended. Electricity was about $6,400 under budget, and gas was about $4,700 under budget.
- *Building Repairs & Maintenance Agreements ($23,000):* $52,592.77 expended. Significant expenditures were incurred for unexpected repairs to the elevator nearest 4th Street and for a new HVAC compressor and other HVAC repairs.
- *Other ($3,203):* $4,738.28 expended.

Year-end Projection & Fund Balance

With final numbers needed for 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 about $37,000 under budget, 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.

Unrealized gains/losses need updating by Finance on all supplement accounts.

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

- Materials: $2,250.06 expended.

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

- Donations: $72,289.05 transfer in from Stillwater Public Library Foundation.
- Staffing: $72,289.05 expended.

224 Lawson: *Expenditures include prior year funds.*

- Donations: $10,444 donation received.
- Materials: $10,235.08 expended.

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

- Donations: $5,000 donation received.
- Materials: $10,415.63 expended.

229 Friends: *Expenditures include prior year funds.*

- Donations: $15,000 donation received.
- Materials: $9,812.35 expended.
- Programs: $5,000 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: $220,651 in reimbursements received.
- Expenditures: $220,651 in expenditures.
    - Materials: $31,936.28 expended.
    - Minor Equipment: $97.98 expended.
    - Programs: $30,994.26 expended.
    - Misc: $74,993.87 expended ($12,038 advocacy; $14,142 signage; $48,814 newspaper digitization).
    - $10,339.77 was transferred out to 120 to cover capital expenses.
    - $72,289.05 was transferred to 223 to cover staffing expenses.

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

- Donations: $8,468 received to date.
- Materials (235-4235): $3,008.08 expended.
- Programs (235-4236): $1,806.75 expended.
- Misc (235-4238): $2,739.88 expended.

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 10, 2026
Agenda Item: 3c

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 120423000000000{-}120423199999999{,}230000000000000{-}230999999999999 AN

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	90,000.00	56,539.77	33,460.23	62.82%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	12,000.00	5,223.48	6,776.52	43.52%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
Total Expenditure:		**102,000.00**	**61,763.25**	**40,236.75**	
F		**102,000.00**	**61,763.25**	**40,236.75**	
Fund230 - LIBRARY FUND					
Revenue					
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-4,000.00	-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	-21,274.63	4,107.63	123.92%
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	-1,642.64	-357.36	82.13%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	-590.00	90.00	118.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-6.72	6.72	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-143.08	-56.92	71.54%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,658,084.00	-1,658,084.04	.04	100.00%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
230-4230-1113-0100	Dental Premiums Employees(R)	.00	.00	.00	100.00%
230-4230-1200-0200	Dental Premiums Cobra(R)	.00	.00	.00	100.00%
230-4230-3900-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4230-5300-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-4231-1200-0100	Donations(R)	.00	.00	.00	100.00%
230-4231-1410-0305	Donations - Library Equipment(R)	.00	.00	.00	100.00%
230-4231-1420-0310	Donations - Library Materials(R)	.00	.00	.00	100.00%
230-4231-1500-0315	Donations - Library Miscellane(R)	.00	.00	.00	100.00%
230-4231-1520-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4231-1540-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-4231-3601-0245	Transfer In - Park Dedication(R)	.00	.00	.00	100.00%
230-4231-4099-0100	Interfund Revenue(R)	.00	.00	.00	100.00%
Total Revenue:		**-1,687,871.00**	**-1,691,035.77**	**3,164.77**	
Expenditure					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
230-4230-1000-0000	Full Time Salaries(E)	249,356.78	232,167.40	17,189.38	93.10%
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	21,254.60	-17,754.60	607.27%
230-4230-1113-0000	Vacation Pay(E)	.00	49,053.19	-49,053.19	100.00%
230-4230-1200-0000	Part Time Salaries(E)	713,871.08	636,961.08	76,910.00	89.22%
230-4230-1210-0000	Part Time Salaries - In Kind(E)	17,167.00	21,274.63	-4,107.63	123.92%
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	72,242.44	67,466.24	4,776.20	93.38%
230-4230-1420-0000	FICA/Medicare(E)	73,687.61	72,078.04	1,609.57	97.81%
230-4230-1430-0000	PFML(E)	.00	.00	.00	100.00%
230-4230-1500-0000	Hospital / Medical(E)	92,869.90	77,916.68	14,953.22	83.89%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1520-0000	Dental Insurance(E)	3,789.60	2,796.65	992.95	73.79%
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	2,214.88	-1,014.88	184.57%
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	10,827.25	-1,327.25	113.97%
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	345.04	-145.04	172.52%
230-4230-4000-0000	Memberships and Dues(E)	500.00	495.00	5.00	99.00%
230-4230-4001-0000	Subscriptions(E)	536.00	572.95	-36.95	106.89%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	1,955.00	2,164.70	-209.70	110.72%
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	69,685.69	9,005.22	88.55%
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	4,854.47	-4,854.47	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	5,958.58	-5,958.58	100.00%
230-4231-1200-0000	Part Time Salaries(E)	30,525.69	26,123.86	4,401.83	85.57%
230-4231-1410-0000	PERA(E)	8,130.38	7,888.11	242.27	97.02%
230-4231-1420-0000	FICA/Medicare(E)	8,355.07	8,265.11	89.96	98.92%
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	4,738.28	-2,708.28	233.41%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		**1,689,044.19**	**1,602,387.33**	**86,656.86**	
Fund230 - LIBRARY FUND		**1,173.19**	**-88,648.44**	**89,821.63**	

CITY OF STILLWATER
Library Supplemental Funds Report
End.GLPeriod 1425 AND [Account].AccountNumber 220000000000000{-}22999999999999

Account Number	Account Title	YTD
Fund220 - MINERVA FUND		
Revenue		
220-0000-3810-0210	Unrealized Gains/Losses(R)	-131.55
Total Revenue:		**-131.55**
Expenditure		
220-4220-2404-0000	Other Books(E)	2,250.06
Total Expenditure:		**2,250.06**
Fund221 - MC-WEBSTER FUND		
Revenue		
221-0000-3810-0210	Unrealized Gains/Losses(R)	-52.27
Total Revenue:		**-52.27**
Fund222 - H R MURDOCK FUND		
Revenue		
222-0000-3810-0210	Unrealized Gains/Losses(R)	-9.35
Total Revenue:		**-9.35**
Fund223 - PERSONNEL GRANT		
Revenue		
223-0000-3910-0232	Transfer In -Stlwr Lib Foundat(R)	-72,289.05
Total Revenue:		**-72,289.05**
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)	1,493.99
223-4223-1200-0000	Part Time Salaries(E)	58,197.41
223-4223-1410-0000	PERA(E)	4,408.07
223-4223-1420-0000	FICA/Medicare(E)	4,810.11
223-4223-1500-0000	Hospital / Medical(E)	1,500.00
223-4223-1540-0000	Life Insurance(E)	48.42
Total Expenditure:		**72,289.05**

Fund224 - HELEN LAWSON FUND

Revenue		
224-0000-3810-0210	Unrealized Gains/Losses(R)	-366.96
224-0000-3820-0100	Donations(R)	-10,444.00
Total Revenue:		**-10,810.96**
Expenditure		
224-4224-2404-0000	Other Books(E)	10,235.08
Total Expenditure:		**10,235.08**

Fund226 - VAN MEIER FUND

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

Fund227 - GOVERNMENT GIFTS

Revenue		
227-0000-3810-0210	Unrealized Gains/Losses(R)	-156.64
227-0000-3820-0100	Donations(R)	-5,000.00
Total Revenue:		**-5,156.64**
Expenditure		
227-4227-2404-0000	Other Books(E)	10,415.63
Total Expenditure:		**10,415.63**

Fund229 - FRIENDS OF STILLWATER LIBRARY

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

Fund232 - STILLWATER LIBRARY FOUNDATION

Revenue		
232-0000-3820-0100	Donations(R)	-78,586.10
232-0000-3820-0305	Donations - Library Equipment(R)	-4,140.70

232-0000-3820-0310	Donations - Library Materials(R)	-31,936.28
232-0000-3820-0315	Donations - Library Miscellane(R)	-74,993.87
232-0000-3820-0320	Donations - Library Programs(R)	-30,994.35
Total Revenue:		**-220,651.30**
Expenditure		
232-4232-2113-0000	Materials(E)	31,936.28
232-4232-2302-0000	Other Minor Equipment(E)	97.98
232-4232-2407-0000	Programs(E)	30,994.36
232-4232-4099-0000	Miscellaneous Charges(E)	74,993.87
232-4232-9120-0000	Transfer Out-Capital Outlay(E)	10,339.77
232-4232-9223-0000	Transfer Out - Personel Grant(E)	72,289.05
Total Expenditure:		**220,651.31**

Fund233 - KILTY FUND

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

Fund235 - LIBRARY DONATIONS FUND

Revenue		
235-0000-3810-0210	Unrealized Gains/Losses(R)	-104.33
235-0000-3820-0100	Donations(R)	-4,900.00
235-3235-3820-0100	Donations-Library Materials(R)	-2,068.00
235-3236-3820-0100	Donations - Library Programs(R)	-1,500.00
Total Revenue:		**-8,572.33**
Expenditure		
235-4235-2101-0000	General Supplies(E)	3,008.80
235-4236-4099-0000	Miscellaneous Charges(E)	1,806.75
235-4238-4099-0000	Miscellaneous Charges(E)	2,739.88
Total Expenditure:		**7,555.43**

Fund236 - WICK ESTATE FUND

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

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 10, 2026
Agenda Item: 4

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:
Trustee & Council Liaison Information Sharing

OWNER:	PRESENTER:
Trustees & Council Liaison	Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:

BACKGROUND/CONTEXT:

This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.

2/19/26: Troendle shared a link to the Minnesota Library Association's 2026 legislative priorities. Near the top of the page, there are links to locate your legislators and access an advocacy toolkit, which includes guidance on contacting your state senator or representative should you wish to share your support for any of the priorities. https://sites.google.com/gsuite.larl.org/mnlibraryadvocacy/2026-legislative-priorities.

2/19/26: On behalf of Trustee O'Brien, Troendle shared a copy of a resolution in support of school libraries that O'Brien brought to her caucus. Resolution is attached.

3/4/26: On behalf of Burns, Troendle shared that "The Librarians" (Season 27, Episode 5) is available by streaming from the public television TPT Passport site or online at https://www.tpt.org/independent-lens/video/the-librarians-ubgpbk/.

3/5/26: On behalf of Panciera, Troendle shared an article from LibHub: Why We Must Fight to Stop HR 7661 Before It Destroys the Lives of American Children.

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.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
Resolution – Support Effective School Libraries

BOARD NORMS:

- Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice.
- We follow open meeting law.
- We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share.
- We follow Robert's Rules of Order and stick to the agenda.
- We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board.
- We respect each other's time. We start meetings on time and move through meetings efficiently.
- We attend meetings regularly and provide notice if absent.

RESOLUTION TITLE:

Support Effective School Libraries

BE IT RESOLVED THAT:

Support effective school libraries for all Minnesota students, including fully staffing school libraries with licensed media specialists, support staff, and empowering the development of a collection of materials representing the needs and interests of all students.

WHEREAS:

- Research proves that effective school libraries lead to better student outcomes but most schools in Minnesota do not have a school library staffed by a licensed library media specialist and even fewer are fully staffed.
- Licensed school library media specialists are teachers who educate students and staff on how to evaluate sources of information for credibility, bias, relevance, and authority.
- Licensed school library media specialists provide instruction, collaboration, and expertise on digital literacy and innovative technologies, educating students on digital citizenship and foundations of computer science.
- Licensed library media specialists are specifically prepared to build relationships between students and literacy through a variety of strategies, including meeting the individual reading needs of students by analyzing student interests, reading levels, and motivation as well as creating effective literacy engagement opportunities for students.
- Licensed school library media specialists are specifically prepared to develop a collection of materials and create equitable and inclusive policies, procedures, and management of library and information centers and resources.

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 10, 2026
Agenda Item: 5

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Memorandum of Agreement – Youth Services Grant-Funded Position	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: A Memorandum of Agreement (MOA) with AFSCME Local 517 has been approved and executed to extend the grant-funded, part-time Youth Services Librarian I position. The position was originally established in 2023 with grant support from the Library Foundation. The Foundation has since approved continued funding through December 31, 2028, and the MOA has been updated to reflect this extension.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Signed MOA	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into between the Stillwater Public Library Board of Trustees (hereafter "Library"), the American Federation of State, County, and Municipal Employees (Local No. 517) (hereafter "Union"), and Erin Look.

WHEREAS, the Library and the Union are parties to a collective bargaining agreement ("CBA") in effect January 1, 2026 until December 31, 2028; and

WHEREAS, on December 5, 2025, the Library Foundation approved a three-year commitment to fund a 20-hour per week Youth Services Librarian I position with grant money; and

WHEREAS, due to the current three-year commitment for grant funding, the Youth Services Librarian I position is currently a temporary, limited-term position; and

WHEREAS, the Library and Union intend the Youth Services Librarian I position to be excluded from certain provisions under the collective bargaining agreement including those in Article 17 including Sections 17.4, 17.5 and 17.6 and Article 18.

NOW THEREFORE, the parties agree as follows:

1. Erin Look, employed in the Youth Services Librarian I position, is excluded from certain provisions under the collective bargaining agreement including those in Article 17 including Sections 17.4, 17.5 and 17.6 and Article 18 and shall not have seniority, bumping or recall rights as it relates to layoff.

2. Erin Look, employed in the Youth Services Librarian I position, will not be given any seniority preference as outlined in Article 18 of the collective bargaining agreement.

3. This MOA shall remain in effect through December 31, 2028, concurrent with the current CBA. If grant funding for the Youth Services Librarian I position is extended beyond December 31, 2028, this MOA shall continue in effect for the duration of such funding, and the position shall remain temporary and limited-term unless otherwise agreed to in writing by the parties.

4. This MOA represents the full and complete agreement between the parties regarding this matter.

FOR THE STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES

President

Name, Title

2/26/26

Date

FOR AFSCME, LOCAL NO. 517

Khalid Abdi Field Rep

Name, Title

Date

Erin Look, Youth Services Librarian I

2/25/26

_____

Date

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 10, 2026
Agenda Item: 6

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Children's Library & Event Wing Enhancement (CLEWE) Plan – RFP Update	
OWNER: Facilities Committee	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	

BACKGROUND/CONTEXT:

The Request for Proposals (RFP) for planning-level design services related to the Children's Library and Event Wing Enhancement (CLEWE) Plan was made available publicly on February 13, 2026.

The RFP has generated strong interest from architectural and design firms. Ten firms have scheduled site visits to review the spaces included in the scope of work. One addendum has been issued, with a second currently in preparation.

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

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
March 10, 2026
Agenda Item: 7

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: April National Library Week	
OWNER: Hansen, President	PRESENTER: Hansen, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	

BACKGROUND/CONTEXT:

National Library Week (**April 19 - 25, 2026**) is a time to recognize our library staff's contributions and promote support of the library. The American Library Association will celebrate the week this year with the theme "Find Your Joy!"

How does the Board wish to acknowledge the contributions of staff and celebrate National Library Week for 2026? In the recent past, trustees have taken turns bringing in treats each day. This has been greatly appreciated by staff and helps ensure that the most people are included, as many staff members work part-time and aren't all here on a single day.

There will be free coffee and tea, provided by the Foundation, for patrons throughout the week to thank them for their love and use of the library. The Friends Book Sale is also during National Library Week.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

REVIEWED BY COMMITTEE?:

Report from Library Director, Mark Troendle

Major Accomplishments

- The RFP for professional planning and design consultant services was finalized and made available publicly on February 13. Ten site tours have been scheduled. One addendum has been issued, with a second currently in preparation.
- Library staff participated in annual safety training coordinated by HR. Topics included general safety, emergency action plan, employee right to know, bloodborne/infectious disease control, fire extinguishers, and ergonomics.
- An order for the majority of new terrace furniture was placed.
- The parking ramp entrance gate was repaired after being out of service for nearly a month.
- Four Library Corner articles were written and published in February, and the February issue of ShelfLife was published on February 4.

Heads-Up

- The library will be closed on Sunday, April 5.
- The loan period for circulating magazines (excluding current issues) has been extended from one week to three weeks, giving patrons additional time to read and enjoy past issues from the Library's collection of more than 120 magazine titles. The change also aligns with a recent update at Washington County Library.
- The Stillwater Public Library Foundation's current Administrative Coordinator, Annette Look, will resign her role effective April 3. The position has been renamed Development and Communications Coordinator, and the Foundation is currently accepting applications. The priority deadline is March 27, though the position will remain open until filled. The role supports the Foundation's fundraising, communications, and event work.
- Stillwater Township recently notified past funding recipients, including the Library, that it will discontinue general donations unless a formal service agreement is in place. The Library has acknowledged the notice, thanked the Township for its past support, and shared that we value the many Township residents who use the Library. We also expressed openness to future conversations about a possible service agreement.

Near-Term Future Focus

- The Business & Communications Manager continues to collaborate with staff as she prepares the Minnesota Public Library Annual Report. Keri is also preparing a joint impact report between the Library and the Foundation. This first-ever initiative will align the Foundation's impact reporting with the Library's strategic plan progress report in one unified document, reflecting our shared commitment to transparent communication about our collective impact.
- The PLA (Public Library Association) Conference will be held in Minneapolis on April 1–3, and a number of staff will be able to attend thanks to donor support.
- Mark is assisting the Library Foundation with a grant request of their own.
- The Library Foundation is engaging in a strategic planning process. The Strategic Approach Team (SAT) will consist of two members from Propel Nonprofits, four Library Foundation Board members, and the Library Director. Preliminary work has already begun with a board self-assessment survey.

Report from Information Services Supervisor, Sarah Rosten

February Programs and Activities

Art & Music

- **Porcelain Pot in Acrylic with Karen Chan:** 18 attended this class on Saturday, February 7. This program is funded by the Minnesota Arts and Cultural Heritage Fund, also known as Legacy Funding. Participant comments:

  "This was just a wonderful class experience!! I'm 49 and had never before taken a painting class of any kind; I learned SO much and felt so inspired!"

- **Bedazzle A Book**: 15 people bedazzled a gorgeous recent edition of the classic Wuthering Heights by Emily Bronte on Saturday, February 21. This class was led by Library Associate Karen Karason, who learned how to bedazzle books to teach this class; the event was a celebration of the recent movie adaptation of the famous book. Participant comments:

  "This class was so amazing! Truly the best library class I've ever done. The instructor was a true expert on the craft, so she could teach us tips and tricks that elevated our experience."

  "More like this- it was so informative. Loved that supplies were included, though I would have paid a small fee."

  "This class was fantastic, thank you so much for offering it! It's always great to learn a new craft and meet people."

- **History of American Popular Music: Motown & the British Invasion with MacPhail Center for Music**: 12 participants learned how societal shifts in our country's history were both shaping and shaped by popular music in the 1960's on Monday, February 23. This program is funded by the Minnesota Arts and Cultural Heritage Fund, also known as Legacy Funding. Participant comments:

  "It was fascinating to learn about music 'factories' and how bands during that time came to popularity."

  "These Music history presentations by the MacPhail Center are informative and insightful. I hope that more of them will be scheduled."

- **Karen Chan Artist Reception:** 50 attended a special farewell reception for artist and instructor Karen Chan on Wednesday, February 25. The reception featured artwork from Karen and her students. Karen taught acrylic painting at Stillwater Public Library for more than five years and is teaching her last class at our library in March 2026 before she relocates to another state. This event was funded by the Stillwater Public Library Foundation.

Book Clubs & Literature

- **Shelf Indulgence Book Club:** 7 participants discussed The Language of Flowers by Vanessa Diffenbaugh. March's book is The Bluest Eye by Toni Morrison.

- **Mystery Book Club**: 5 participants discussed mysteries set in Minnesota on Wednesday, February 18. Find Mystery Book Club book lists on our website.

- **Literature Lovers' Night Out Presents Jenna Blum in Conversation with Nickolas Butler**: 54 people attended this event on Sunday, February 15. Award winning authors Jenna Blum, Murder Your Darlings, and Nickolas Butler, A Forty Year Kiss, discussed their books, writing life, and careers. Books were available to purchase provided by Valley Bookseller. This event was funded by the

Stillwater Public Library Foundation and presented by Valley Bookseller as part of the Literature Lovers' Night Out series. Participant comments:

"Kudos to Sunday's authors. Their interactive presentation was especially classy. High fives for all"

"Loved the interview format! Well worth my time."

"I love events like this one!"

"I attended the program to hear from Nickolas, but was delighted to be introduced to a new (to me) author in Jenna Blum. She was warm, funny, and wonderful! Thank you for incorporating two authors into the event."

Lifelong Learning

- **Tech Help:** A total of 5 people attended a Tech Help session in February. Appointments are offered weekly on Tuesdays and Fridays throughout the month. Participant comment:

  "Josh was beyond great in helping me with my tech problem - didn't make me feel the least bit stupid… and solved the problem with patience & kindness!"

  Library Associate Josh Bishoff shared this anecdote about a February Tech Help Session: "A gentleman hauled in a full-sized desktop workstation! Monitor and keyboard and everything! We set him up at the north puzzle table. He had questions about accessing his Word documents and organizing his photos. We were able to assist him with navigating his folders, syncing his documents to OneDrive, and making new directories and albums to for his photos."

- **Medicare Counseling with Senior Linkage:** On Monday, February 2, 2 people attended sessions with a Medicare counselor. One-one-one Medicare counseling is offered at the library on the first Monday of the month by non-profit Trellis.

- **Maple Syrup with Ironwood Foraging:** 15 participants joined Forager Tim Clemens on Thursday, February 5 to learn about tapping maple trees for delicious syrup! Participant comments:

  "Very knowledgeable presenter."

  "Speaker was engaging and fun."

- **Introduction to Family Search:** 8 people attended Janet Poff's introduction to Family Search on Thursday, February 19. Janet is a librarian a genealogy expert who is also hosting genealogy 1:1s for the library. Participant comments:

  "Janet is a great teacher. It was another terrific genealogy class!"

Book Displays:

- **Lower Level Entry**: Black History Month Display.
- **Lower Level Round Table:** Winter Reads materials and winter-themed books.
- **The Sci-Fi/Fantasy:** Display featured books by black authors.
- **The Lodge**: Staff delivered Large Print books to 11 people at the Lodge in Stillwater.

St. Croix Collection:

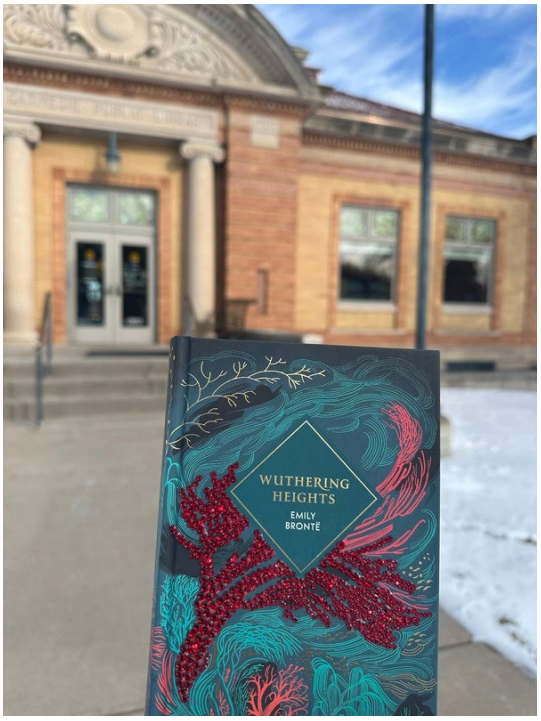
- **Monthly Visits:** 30 SCC users were recorded in February, including 25 residents and 5 visitors.

- **Research Topics and sources:** Fairy Falls, Stillwater Gazette, City Directories, Buildings, Military History, Lowell Inn, Runk Photographs, Yearbooks, Phone Books, House Records, Property Tax Research, Church Records, newspaper article about Connolly Shoe Company's 60th anniversary in 1965.
- **Genealogy Research Appointment:** 2 people attended Genealogy 1:1 appointment in February. Appointments are available on Tuesdays twice a month with Genealogist Janet Poff.
- **Historical Research Appointment:** This 1:1 appointment with a volunteer historian was offered on Saturday, February 21 but was not filled.

Images from Events

Literature Lovers' Night Out Presents Jenna Blum in Conversation with Nickolas Butler
Sunday, February 15

Bedazzle A Book, Saturday, February 21

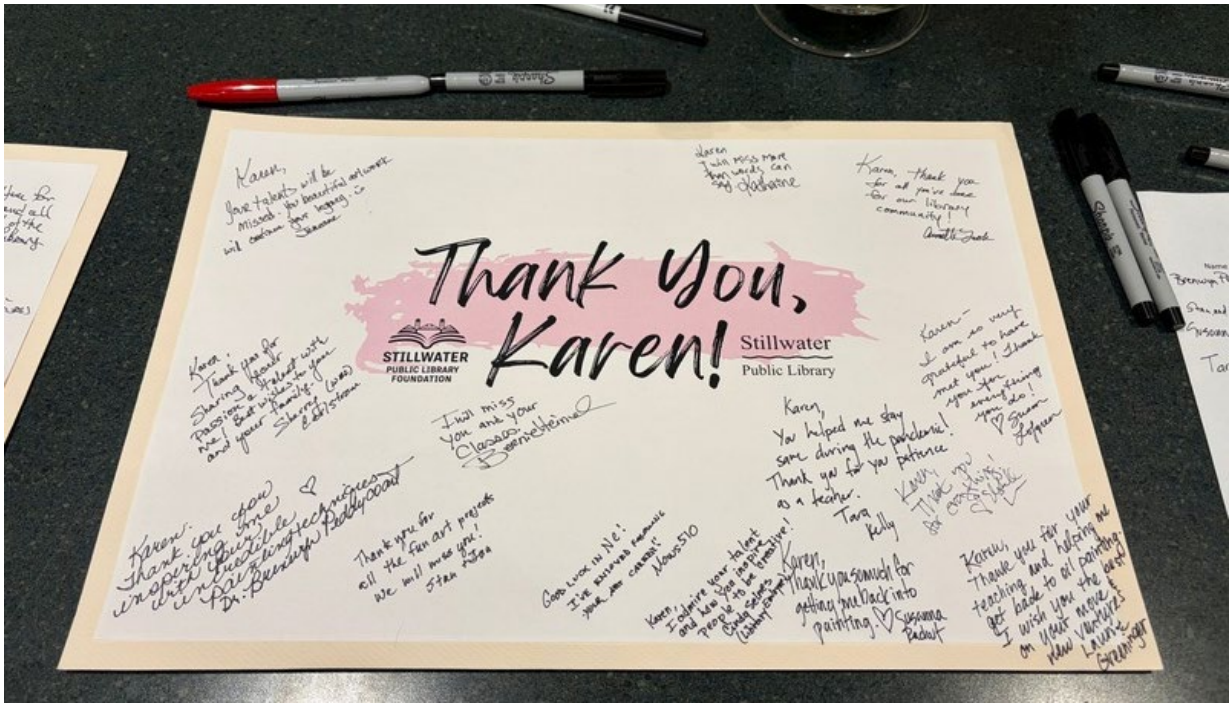


Karen Karason Introduces the program

Karen Karason instructs students

Sandie Brown bedazzles

Karen Chan Artist Reception, Wednesday, February 25



One of three “Thank You” cards signed for Karen

Mark Brown provided music

Sandie Brown Thanks Karen Chan

From @karenchanart on Instagram:

SOLD
Thank you @mccough03
@karenchanart

Thank you 🙏
SOLD
@karenchanart

Thank you Shirly
SOLD
@karenchanart

SOLD
Thank you 🙏
@karenchanart

Report from Youth Services Supervisor, Angie Petrie

February Programs and Activities

Early Literacy (0-5 years)

- 4 Preschool Storytimes – 10:30 session (375)
- 4 Preschool Storytimes – 11:30 session (171)
- 4 Baby/Toddler Storytimes + Play Time (213)
- One Second Saturday Family Storytime (35)
- Preschool Drop-in Play (19)

School-aged (6-12 years)

- Chess Club #1 (12)
- Chess Club #2 (14)
- Family Book Bingo (40)
- Family Engineering Night with the Science Museum (41)
- LEGO Club (67)

Children's Drop-in Activities

- Minnesota Animals Scavenger Hunt (420)
- Ice Cream Discovery Room – *"We love the thoughtfully designed space and frequent rotation of activity."*

T(w)een (10-15 years)

- T(w)een Crafternoon - Embroidery Stitchwork Card (5)

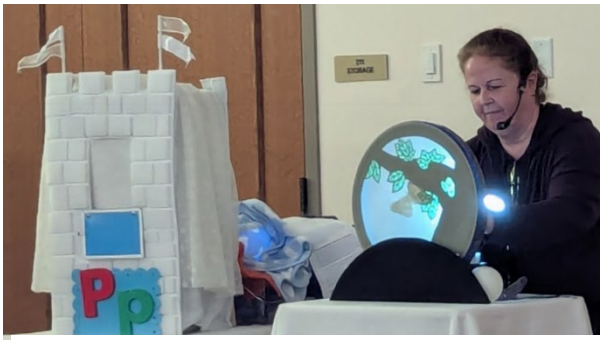
Outreach

- New Heights Grades K (each Thursday), 2-5 and 6-8 (alternating Tuesdays)
- LADC Storytime with Miss Kim (34)

Upcoming Single Date Programs

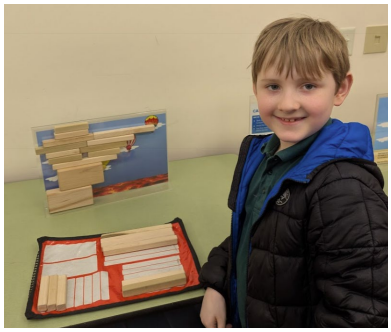
- Now Make Art: Cardboard Invention Convention - Monday, March 16 at 1:00pm
- Textile Center: Botanical Eco Printing for grades 6-8 - Tuesday, March 17 at 10:30am
- T(w)een Crafternoon - Pet Cactus Rock - Wednesday, March 18 at 4:00pm
- Silly Millies: Butterfly Baths - Saturday, March 21 at 10:30am
- Singing Heart Preschool Music (with music therapist Katie Corbett) - Tuesday, March 24 at 10:30am
- Behind the Curtain: Ballet for Kids - Wednesday, April 8 at 3:30pm
- Costume Design and Crafting with Children's Theater Company - Thursday, April 9 at 4:00pm

A new larger Duplo table!



Miss Kim showing shadow puppetry at a Preschool Storytime

Family Engineering Night



Cantilever Challenger: Engineering a bridge to reach the highest hot air balloon

Using foam pieces and water to learn about surface tension

Board Meeting MInutes

Friday, December 5, 2025, 8:30am

Members Present: Drew, Roger, Cindy, Mark, Lori, Ingrid, Jeneane, Sandie, Erin (at 8:40 a.m.)
Members Remote: Summer, Shawn
Members Absent: Kevin, Ryan
Staff Present: Elsbeth, Annette

1. **Call to Order -** Summer called the meeting to order at 8:30 a.m.

2. **Adoption of Agenda - Motion to approve the agenda Jeneane/Roger. Motion carried unanimously.**

3. **Consent Agenda**
   a. Board Meeting Minutes
   b. Library Director Report
   c. Executive Director Report, Library Advocacy Committee Minutes & Metrics
   d. Development Committee Meeting Minutes 12.02.25

   Motion to move the metrics to the Staff Updates and approve the remaining consent agenda items. Shawn/Jeneane. Motion carried unanimously.

4. **Updates**
   a. Board
      i. February's meeting will be hosted by Roger at Sandhill Shores.
         1. Board is also invited to Sandhill Shores Holiday Tour of Homes on December 7, 1 - 5 p.m.

   b. Staff
      i. Everyone signed a card thanking Ann Wolff for the board reception she hosted.
      ii. Metrics - Elsbeth explained this is an internal document to give the board relevant information in a snapshot.
         1. Currently working on the revenue metrics and how to reflect the different revenue streams, ie. donations, investments.

2. Adding detail to expense reporting to show how the library uses Foundation funding.

c. Library Director
   i. The Friends of the library had a record-breaking book sale. Thank you to the Foundation and Susie for their support of the book sale.
   ii. Mark explained the video shoot went well and the video will have primary video and B roll showing the busyness of the library. The library is currently discussing the best way to use the information.

5. Reports

a. President's Report
   i. Summer expressed gratitude for the board's support and kindness as she concluded her final year of three years as board president. Thank you Summer!

b. Treasurer's Report
   i. October Financials
      1. Balance sheet - we're at $4.4 million in net assets with the December payment to the library still outstanding.
         a. Jeneane worked with the auditors to correct reclassification of items that should have been in our equity section of the balance sheet.

      2. Budget vs. Actual
         a. We've exceeded our budget for contributions income and we're on track for expenses. Other income also exceeded budget because investment returns have been better than expected.

c. Bookkeeping Recommendation
   i. Requests for quotes were sent to five recommended bookkeeping organizations. Three of the organizations submitted proposals. The Finance Committee recommends we hire Three Rivers Consulting as our new bookkeeper starting January 1, 2026. We will be purchasing Quickbooks online as part of the transition. We will continue with our current auditor.

d. Youth Services Librarian Position Funding Commitment
    1. Mark indicated that the contract for the youth services librarian contract ends March 24, 2026. The board funds this position and the finance committee recommends we extend our commitment for another three years.

Motion to approve the October financials. Shawn/Sandie. Motion carried unanimously.

Motion to approve Three Rivers Consulting as our new bookkeeper. Shawn/Drew. Motion carried unanimously.

Motion to approve a three year commitment to support the youth services librarian contract. Cindy/Lori. Motion carried unanimously.

6. Old Business:

a. Strategic Planning Update
    i. We received another proposal this week from Library Strategies. The executive committee has met with two organizations and will be making a decision on hiring a consultant soon.
        1. A grant was submitted to St. Croix Valley Foundation to support the costs of the consultant.

7. New Business:

a. Officer Elections - Slate of officers for 2026
    Drew, President
    Erin, Vice-President
    Jeneane, Treasurer
    Ingrid, Secretary

Motion to approve the slate of officers as presented for 2026. Roger/Lori. Motion carried unanimously.

b. Review Board Member Committee Assignments
    i. Current committees: Finance, Development, Executive. Please think about the committee you serve on and where you'd like to serve in 2026.
c. Donor Contact List-reviewed by the board.
d. 2026 Budget 2nd Reading

i. The budget separates payroll costs and consultants, but these are combined in the summary tab of the spreadsheet.
ii. Mark commented that new information from the City was received,so the library's request is increased by $300.
iii. There is an expense for a strategic planning consultant.
iv. Bookkeeping expenses were increased because we expect there to be more hours spent during the first year as we transition to a new bookkeeper.
v. We also budgeted more for website management as we will be transitioning to a new website management in 2026.

Motion to approve the 2026 budget as presented. Drew/Sandie. Motion carried unanimously.

e. New Board Member Application
   i. Erin recommended board applicant Chris Hilgers.

Motion to approve Chris Hilgers as a new board member. Jeneane/Roger. Motion carried unanimously.

f. Review 2025 Progress and Challenges - board members shared several positive opinions of the progress the board has made over the last two years.

g. Distribute 2026 Conflict of Interest Forms - Please submit.

8. Other/Topics for Future Discussion
   a. Year-end appeal has been mailed.

9. Adjourn - 9:38 a.m.

Friends of the Stillwater Public Library

November 10, 2025 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

Attendees:
Gemma Lockrem, Jan Kilkelly, Tracy Salvati, Mark Troendle, Lyndon Lockrem, Janet Skeie, Laurie Burns, Karah Hullander, Elsbeth Howe

Agenda

Friends of the Stillwater Public Library Agenda
Monday, November 10, 2025 at 6:30 pm
Conference Room

1. Call meeting to order: Janet Skeie/Gemma Lockrem
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Karah Hullander
5. Book Sale – All
6. Next FRIENDS Board meeting will be Feb. 9, 2026
7. Update: Mark Troendle
8. Foundation – Elisbeth Howe
9. Adjourn: All

****

Meeting called to order by Janet Skeie

- Tracy distributed the minutes from Monday, Oct. 13, 2025 for review
  - Minutes approved

Treasurer's reports - Jan Kilkelly

10/1/2025 – 10/31/2025
Opening Balance: $65,355.91
Total Receipts: 1,485.00
Total Disbursements: $412.50
Ending Balance: $66,428.41

Membership report Gemma Lockrem
~101 membership

Topics:

Round up at the Co-Op

- Round Up was in Oct. 2025.

BOOKSALE:
Collection: Lots of books were donated to the sale.
Efforts have been made to set up the room to allow more space for patrons to move around.

BOOKSALE Dates

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

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

Jan Kilkelly would like to retire from her Treasurer position on the FRIENDS Board
If you or anyone you know is interested in the Treasurer position, please reach out to one of the Friends Board members or Mark Troendle.

Gemma Lockrem would like to retire from her co-chair position on the FRIENDS Board
If you or anyone you know is interested in co-chairing the President position along with Janet Skeie, please reach out to one of the Friends Board members or Mark Troendle.

Foundation: Elsbeth Howe
Light a Spark is paused in 2026.
Foundation will do some strategic planning and will present findings and new partnership opportunities once in place.

Mark Troendle update:

- On Oct. 22, the library was notified by the Carnegie Corp. of New York that we will receive a $10,000 gift early next year to commemorate the 250th anniversary of the signing of the Declaration of Independence. Andrew Carnegie's legacy continues to enrich communities today.
- The library is serving as a temporary remote location for people in need to pick up emergency Food-to-Go bags provided by Valley Outreach. This is in response to the disruption of SNAP benefits.
- We're also partnering with the St. Croix Valley Optimist Club to support a winter clothing drive for Valley Outreach. The donation box is on the lower level.
- Filming and photography of the book sale on Nov. 12 is scheduled.

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

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

Meeting Adjourned at 7:15 pm
Next meeting will be Monday, February 9, 2026

Friends of the Stillwater Public Library
2025 Financial Reports

Period:	11/1/25 - 11/30/2025	Year-to-Date 11/30/2025
Opening Balance	$66,428.41	$ 71,612.55
Receipts:		
Memberships	$870.00	$ 3,985.00
Donations	$436.00	$ 2,081.00
Ongoing Book Sales	$468.00	$ 4,348.00
Semi-Annual Book Sales	$ 6,549.00	$ 12,084.00
Scanner Fees	$140.00	$ 245.00
Book Bag Sales	$15.00	$ 80.00
Total Receipts	$8,478.00	$ 22,823.00
Disbursements:		
Grants to Library		$ 15,000.00
Sponsorships		$ 2,500.00
Memberships		$ 35.00
Postage	$139.00	$ 268.00
Printing & Supplies	$35.00	$ 542.17
Sales Tax		$ 1,203.00
Fees		$ -
Misc.		$ 154.97
Total Disbursements	$174.00	$ 19,703.14
Ending Balance	$74,732.41	$ 74,732.41

Outstanding Grants Due to Library:	
Book Sale Nov. 2024	$5,724.00
Book Sale Nov. 2025	$6,549.00
Book Sale Apr. 2019	*$562.92*
Book Sale Apr. 2021	$500.00
Book Sale Apr. 2022	$4,475.00
Book Sale Apr. 2023	$5,128.00
Book Sale Apr. 2024	$5,322.00
Book Sale Apr. 2025	$5,535.00
Total	$33,795.92

Friends of the Stillwater Public Library
2025 Financial Reports

Period:	12/1/25 - 12/31/2025	Year-to-Date 12/31/2025
Opening Balance	$74,732.41	$ 71,612.55
Receipts:		
Memberships	$220.00	$ 4,205.00
Donations	$2,775.49	$ 4,856.49
Ongoing Book Sales	$240.00	$ 4,588.00
Semi-Annual Book Sales		$ 12,084.00
Scanner Fees		$ 245.00
Book Bag Sales	$30.00	$ 110.00
Total Receipts	$3,265.49	$ 26,088.49
Disbursements:		
Grants to Library		$ 15,000.00
Sponsorships		$ 2,500.00
Memberships		$ 35.00
Postage		$ 268.00
Printing & Supplies		$ 542.17
Sales Tax		$ 1,203.00
Fees		$ -
Misc.		$ 154.97
Total Disbursements	$0.00	$ 19,703.14
Ending Balance	$77,997.90	$ 77,997.90

Outstanding Grants Due to Library:	
Book Sale Nov. 2024	$5,724.00
Book Sale Nov. 2025	$6,549.00
Book Sale Apr. 2019	*$562.92*
Book Sale Apr. 2021	$500.00
Book Sale Apr. 2022	$4,475.00
Book Sale Apr. 2023	$5,128.00
Book Sale Apr. 2024	$5,322.00
Book Sale Apr. 2025	$5,535.00
Total	$33,795.92

Friends of the Stillwater Public Library
2026 Financial Reports

Period:		1/1/2026 - 1/31/2026
Opening Balance		$77,997.90
Receipts:		
Memberships	$	120.00
Donations		
Ongoing Book Sales	$	334.00
Semi-Annual Book Sales		
Scanner Fees		
Book Bag Sales		$15.00
Total Receipts	$	469.00
Disbursements:		
Grants to Library		
Sponsorships		
Memberships		
Postage		
Printing & Supplies		
Sales Tax	$	1,369.00
Fees		
Misc.		
Total Disbursements	$	1,369.00
Ending Balance	$	77,097.90

Outstanding Grants Due to Library:	
Book Sale Nov. 2024	$5,724.00
Book Sale Nov. 2025	$6,549.00
Book Sale Apr. 2019	*$562.92*
Book Sale Apr. 2021	$500.00
Book Sale Apr. 2022	$4,475.00
Book Sale Apr. 2023	$5,128.00
Book Sale Apr. 2024	$5,322.00
Book Sale Apr. 2025	$5,535.00
Total	$33,795.92

Stillwater Public Library
2026 Calendar

January	February	March
1: Library Closed, New Year's Day 13: Trustee Meeting, 5:30 pm 19: Library Closed, MLK Day • Board passes ratification of wages prepared by Director (if needed)	9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm 16: Library Closed, Presidents' Day 27: SPLF Board Meeting, 8:30 am	9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm • Director evaluation: 6-month progress check
April	**May**	**June**
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 • Annual report data to board	11: Friends Meeting, 6:30 pm 12: Trustee Meeting, 5:30 pm 24: Library Closed Sundays in Summer 25: Library Closed, Memorial Day • Begin budget prep • Facilities 101	9: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 26: SPLF Board Meeting, 8:30 am • Budget discussions • Finance 101
July	**August**	**September**
3&4: Library Closed 14: Trustee Meeting, 5:30 pm • Operating budget due and CIP due • Preview August library presentation to council	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 • Library presentation to Council • City budget recommended to Council • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)	7: Library Closed, Labor Day 8: Trustee Meeting, 5:30 pm 13: Sunday Hours Resume 14: Friends Meeting, 6:30 pm • Council budget changes; Levy adopted • Director evaluation: annual review • Negotiate labor contract with union if due (Executive Committee) • Staff/Volunteer Appreciation Breakfast – Fall •
October	**November**	**December**
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 • Implement board self-assessment survey every 2-3 years (last done in 2024)	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 • Report on self-assessment results every 2-3 years • Adopt holidays for succeeding year	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 • Annual Meeting • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed • SPL/WCL Contract

Green: Board • Purple: Friends • Blue: Foundation

Last updated: 3/3/2026

Stillwater

Public Library

2026 Library Board

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

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

Council Liaison:
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