

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, April 14, 2026
5:30 PM, Margaret Rivers A**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda +

Regular Business (10 minutes)

3. Consent Calendar
 - a) Adoption of March 10, 2026 Minutes +
 - b) Acknowledgement of Bills Paid in March +
 - c) 2026 Budget Status Report +
 - d) 2026 Q1 Gifts and Grants Received Report +

Informational/Discussion (10 minutes)

4. Trustee & Council Liaison Information Sharing I+

Decisional (25 minutes)

5. 2025 Impact Report A+
6. 2025 State Annual Report A+
7. Grant Request A+

Reports (10 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, April 13, 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, March 10, 2026**

Minutes

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Hansen called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Hansen noted that Panciera shared an article about a movement to implement a nationwide book ban. Burns reported that the PBS show on libraries is also very disturbing.

Collins reported that the fire chief is retiring, and a new fire chief will be announced shortly. The first PFAS treatment plant should be in operation in May, and they are working on a second treatment plant. A street improvement project has been approved for the North Hill area. A change has been made to the city's assessment policy. For a total reconstruct, it is going from 70% of the property owner's responsibility to 35%, and the mill and overlay is going from 80% to 50%.

AGENDA ITEM 5: Memorandum of Agreement – Youth Services Grant-Funded Position

Troendle reported the library had a previous MOA with the union that was expiring at the end of March. The union considered and approved a new agreement. This part-time youth services librarian position exists because the library has grant funding for it. If the funding went away, we wouldn't want that person to bump a city-funded union position. It is a position dependent on grant funding.

AGENDA ITEM 6: Children's Library & Event Wing Enhancement (CLEWE) Plan – RFP Update

Troendle reported that the RFP went out. Ten site visits with different firms have occurred, and an eleventh firm has reached out to set a tour. Most have offices in the Twin Cities area.

The Facilities Committee will review the proposals. The proposals are due by 3 PM on April 16. The Facilities Committee plans to review received proposals by late April, narrow down the candidates, and bring them in for further interviews as needed. If the timeline holds, a recommendation would be brought to the May board meeting.

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Troendle noted that firms seem interested in this library and reported that the spaces are in good condition. The firms have discussed the need to bring in a structural engineer to assess the floor upheaval on the lower level.

AGENDA ITEM 7: National Library Week

Hansen reported that National Library Week in April 19-25. In the past, the trustees have used this week to celebrate staff. There are typically 12-15 on staff.

Sun: Quijano

Mon: O'Brien (sweets)

Tue: Hausman Lohmer & Glidden (meat & cheese)

Wed: Panciera (taco bar)

Thu: Hansen (Milly's Kitchen Madness)

Fri: Burns

Sat: Collins

AGENDA ITEM 8: Director and & Other Staff Reports

Troendle reported on a library visit with a group of students from Cumberland, Wisconsin, in grades 3-8. They stopped here, and the library staff led three separate tours for different age groups. They were very enthusiastic and complimentary.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Did not meet.
- c) Finance Committee: Did not meet. The next meeting would be in May to plan for 2026 budget.
- d) Library Advocacy: Meets tomorrow. Two new people are attending the meeting – one from Foundation and one from Friends.
- e) Library Event Planning Task Force: Did not meet. The 2026 team is Panciera, Glidden, Susie Danielson, and Kaytee Estall.

AGENDA ITEM 10: Foundation & Friends Report

Troendle reported that minutes from both the Foundation and Friends are in the packet.

The Friends met last night. Mark Stapleton offered to be the treasurer.

AGENDA ITEM 11: Public Commentary

None.

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

None.

**STILLWATER PUBLIC LIBRARY
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Minutes

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 5:57 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in March 2026				
OWNER: Goeltl, Business & Communications Manager			PRESENTER: Troendle, Director	
REQUESTED AGENDA TYPE (A, I, D): A			IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of March 2026 bills paid				
BACKGROUND/CONTEXT:				
March 2026 (2026 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 26,735.88	\$ 3,107.45	\$ 1,922.75	\$ 31,766.08
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 26,735.88	\$ 3,107.45	\$ 1,922.75	\$ 31,766.08
<p>Bill Resolution: March 3, 2026 (\$20,011.58)</p> <ul style="list-style-type: none"> • \$8,922 was paid to Xcel Energy for gas and electricity. • \$3,475 was paid to the Overhead Door Co. for parts and repairs to the parking ramp entrance gate. • \$2,843 was paid to Otis Elevator. \$2,136 was for parts and repairs on the library's 3rd Street/Parking Ramp elevator, and \$707 was for the general maintenance agreement. <p>Bill Resolution: March 17, 2026 (\$13,007.54)</p> <ul style="list-style-type: none"> • \$6,840 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials. • \$1,322 to Images of the Past to digitize St. Croix Collection VHS tapes. • In addition, there was one bill for fiscal year 2025: \$1,253 to Minnesota UI Fund for 2025 unemployment compensation. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 3/3/2026 Bill Resolution 3/17/2026 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE:				

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							
3798 250050	2/19/2026	41	Ace Hardware	Library Janitorial Supplies	88.12	230-4231-2202-0000	Building Repair Supplies
1YQY-L7LC-LDNC	2/12/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	23.99	232-4232-2407-0000	Programs
1Q9K-F943-FLJ7	2/17/2026	5115	Amazon Business	Materials - Juv	124.61	230-4230-2400-0000	Childrens Books
1WX1-FGPC-QKNF	2/17/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF - Book Club Kits)	23.35	232-4232-2113-0000	Materials
1WX1-FGPC-QKNF	2/17/2026	5115	Amazon Business	Materials - Adult Nonfiction (SPLF - Book Club Kits)	37.25	232-4232-2113-0000	Materials
1D4X-7T1M-G49P	2/22/2026	5115	Amazon Business	Materials - Adult Nonfiction	37.32	230-4230-2405-0000	Adult Books - Non Fiction
1H9N-HTFL-DC9J	2/23/2026	5115	Amazon Business	Library Custodial Supplies	101.10	230-4231-2102-0000	Janitorial Supplies
1YRH-1JQK-H4HX	2/23/2026	5115	Amazon Business	Library Supplies	425.70	230-4230-2101-0000	General Supplies
1HN9-CVCM-4QKR	2/24/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF Book Club Kits)	57.38	232-4232-2113-0000	Materials
2225980	2/16/2026	3906	Blackstone Publishing	Materials - Audio (AAB)	213.54	230-4230-2402-0000	Audio
2226871	2/24/2026	3906	Blackstone Publishing	Materials - Audio (AAB)	139.97	230-4230-2402-0000	Audio
60026496	2/24/2026	5848	Cintas/Huebsch	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
48	2/16/2026	6660	Jenna Blum	Programs - Adult (SPLF Winter Reads)	500.00	232-4232-2407-0000	Programs
2152026	2/15/2026	6661	Nickolas Andrew Butler	Programs - Adult (SPLF Winter Reads)	500.00	232-4232-2407-0000	Programs
W26010634	2/12/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
CL17126001	2/9/2026	2565	Otis Elevator Company	Library Elevator - 3rd St/PR Elev Repairs	2136.00	230-4231-3703-0000	Building Repair Charges
1.00402E+11	2/16/2026	2565	Otis Elevator Company	Library - Quarterly Maintenance Agreement 2026	706.95	230-4231-3707-0000	Maintenance Agreements
143260	2/17/2026	2571	Overhead Door Co	Building Repairs - Parking Ramp Gate	3475.00	230-4231-3703-0000	Building Repair Charges
150022645	12/17/2025	2807	Regents of the U of M	Programs - Juv (SPLF HJA ELSA)	350.00	232-4232-2407-0000	Programs
INV1488	2/18/2026	2987	Science Museum of Minnesota	Programs - Juv (MELSA STEM)	600.00	235-4236-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL		\$ 9,946.60		
LIBRARY CREDIT CARD							
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							
3032026	03/03/26	3578	Postmaster	Library - 2 pages	\$ 433.66	230-4230-3102-0000	Postage
51-7976594-1 9666731	02/25/26	3808	Xcel Energy	Energy	\$ 3,335.16	230-4231-3600-0000	Electricity
51-7976594-1 9666731	02/25/26	3808	Xcel Energy	Energy	\$ 5,586.51	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 9,355.33		
GRAND TOTAL					\$ 20,011.58		

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

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							
791	2/28/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1NPK-T19N-FXHH	3/2/2026	5115	Amazon Business	Materials - Adult Nonfiction (SPLF - Book Club Kits)	48.23	232-4232-2113-0000	Materials
1NPK-T19N-FXHH	3/2/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF - Book Club Kits)	40.10	232-4232-2113-0000	Materials
1FM1-9YYD-9LMP	3/4/2026	5115	Amazon Business	Library Supplies	28.49	230-4230-2101-0000	General Supplies
1FM1-9YYD-9LMP	3/4/2026	5115	Amazon Business	Advocacy (SPLF - Welcome Packets)	78.97	232-4232-4099-0000	Miscellaneous Charges
1KMV-K4RP-D7LC	3/5/2026	5115	Amazon Business	Library Supplies	66.45	230-4230-2101-0000	General Supplies
20260317-AME	3/11/2026	5461	American City Business Journals	Materials - Periodicals (SPLF - Heuer)	250.00	232-4232-2113-0000	Materials
B7159543	2/11/2026	452	Brodart Co	Materials - Juv	60.24	230-4230-2400-0000	Childrens Books
B7159543	2/11/2026	452	Brodart Co	Materials - Adult Fiction	16.90	230-4230-2401-0000	Adult Books - Fiction
B7159543	2/11/2026	452	Brodart Co	Materials - Adult Nonfiction	31.85	230-4230-2405-0000	Adult Books - Non Fiction
B7159543	2/11/2026	452	Brodart Co	Materials - Processing Fee	9.53	230-4230-3404-0000	Processing Fee
B7160538	2/12/2026	452	Brodart Co	Materials - Juv	92.89	230-4230-2400-0000	Childrens Books
B7160538	2/12/2026	452	Brodart Co	Materials - Adult Fiction	587.59	230-4230-2401-0000	Adult Books - Fiction
B7160538	2/12/2026	452	Brodart Co	Materials - Adult Nonfiction	15.12	230-4230-2405-0000	Adult Books - Non Fiction
B7160538	2/12/2026	452	Brodart Co	Materials - YA	8.92	230-4230-2406-0000	Teen Books - Materials
B7160538	2/12/2026	452	Brodart Co	Materials - Processing Fee	63.94	230-4230-3404-0000	Processing Fee
B7160538	2/12/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	8.89	232-4232-2113-0000	Materials
B7160932	2/12/2026	452	Brodart Co	Materials - Juv	30.33	230-4230-2400-0000	Childrens Books
B7160932	2/12/2026	452	Brodart Co	Materials - Adult Fiction	131.19	230-4230-2401-0000	Adult Books - Fiction
B7160932	2/12/2026	452	Brodart Co	Materials - Processing Fee	16.11	230-4230-3404-0000	Processing Fee
B7166014	2/19/2026	452	Brodart Co	Materials - Juv	103.26	230-4230-2400-0000	Childrens Books
B7166014	2/19/2026	452	Brodart Co	Materials - Adult Fiction	196.85	230-4230-2401-0000	Adult Books - Fiction
B7166014	2/19/2026	452	Brodart Co	Materials - Adult Nonfiction	47.17	230-4230-2405-0000	Adult Books - Non Fiction
B7166014	2/19/2026	452	Brodart Co	Materials - Processing Fee	13.75	230-4230-3404-0000	Processing Fee
B7166033	2/19/2026	452	Brodart Co	Materials - Juv	161.00	230-4230-2400-0000	Childrens Books
B7166033	2/19/2026	452	Brodart Co	Materials - Adult Fiction	16.01	230-4230-2401-0000	Adult Books - Fiction
B7166033	2/19/2026	452	Brodart Co	Materials - Adult Nonfiction	139.50	230-4230-2405-0000	Adult Books - Non Fiction
B7166033	2/19/2026	452	Brodart Co	Materials - YA	19.61	230-4230-2406-0000	Teen Books - Materials
B7166033	2/19/2026	452	Brodart Co	Materials - Processing Fee	11.25	230-4230-3404-0000	Processing Fee
B7166056	2/19/2026	452	Brodart Co	Materials - Juv	105.79	230-4230-2400-0000	Childrens Books
B7166056	2/19/2026	452	Brodart Co	Materials - Adult Fiction	117.47	230-4230-2401-0000	Adult Books - Fiction
B7166056	2/19/2026	452	Brodart Co	Materials - Adult Nonfiction	344.45	230-4230-2405-0000	Adult Books - Non Fiction
B7166056	2/19/2026	452	Brodart Co	Materials - YA	27.52	230-4230-2406-0000	Teen Books - Materials
B7166056	2/19/2026	452	Brodart Co	Materials - Processing Fee	13.75	230-4230-3404-0000	Processing Fee
B7167191	2/20/2026	452	Brodart Co	Materials - Juv	93.33	230-4230-2400-0000	Childrens Books
B7167191	2/20/2026	452	Brodart Co	Materials - Adult Fiction	97.55	230-4230-2401-0000	Adult Books - Fiction
B7167191	2/20/2026	452	Brodart Co	Materials - Adult Nonfiction	66.72	230-4230-2405-0000	Adult Books - Non Fiction
B7167191	2/20/2026	452	Brodart Co	Materials - YA	7.73	230-4230-2406-0000	Teen Books - Materials
B7167191	2/20/2026	452	Brodart Co	Materials - Processing Fee	8.75	230-4230-3404-0000	Processing Fee
B7168060	2/23/2026	452	Brodart Co	Materials - Adult Fiction	304.93	230-4230-2401-0000	Adult Books - Fiction
B7168060	2/23/2026	452	Brodart Co	Materials - Adult Nonfiction	16.20	230-4230-2405-0000	Adult Books - Non Fiction
B7168060	2/23/2026	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7168171	2/23/2026	452	Brodart Co	Materials - Adult Fiction	139.70	230-4230-2401-0000	Adult Books - Fiction
B7168171	2/23/2026	452	Brodart Co	Materials - Adult Nonfiction	45.75	230-4230-2405-0000	Adult Books - Non Fiction
B7168171	2/23/2026	452	Brodart Co	Materials - YA	88.24	230-4230-2406-0000	Teen Books - Materials
B7168171	2/23/2026	452	Brodart Co	Materials - Processing Fee	48.48	230-4230-3404-0000	Processing Fee
B7168977	2/24/2026	452	Brodart Co	Materials - Juv	674.64	230-4230-2400-0000	Childrens Books
B7168977	2/24/2026	452	Brodart Co	Materials - Adult Fiction	136.65	230-4230-2401-0000	Adult Books - Fiction
B7168977	2/24/2026	452	Brodart Co	Materials - Adult Nonfiction	219.31	230-4230-2405-0000	Adult Books - Non Fiction
B7168977	2/24/2026	452	Brodart Co	Materials - YA	58.73	230-4230-2406-0000	Teen Books - Materials
B7168977	2/24/2026	452	Brodart Co	Materials - Processing Fee	37.50	230-4230-3404-0000	Processing Fee
B7168977	2/24/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	8.89	232-4232-2113-0000	Materials
B7169985	2/25/2026	452	Brodart Co	Materials - Juv	114.63	230-4230-2400-0000	Childrens Books
B7169985	2/25/2026	452	Brodart Co	Materials - Adult Fiction	227.77	230-4230-2401-0000	Adult Books - Fiction
B7169985	2/25/2026	452	Brodart Co	Materials - Adult Nonfiction	115.65	230-4230-2405-0000	Adult Books - Non Fiction
B7169985	2/25/2026	452	Brodart Co	Materials - Processing Fee	10.00	230-4230-3404-0000	Processing Fee
B7169985	2/25/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	13.34	232-4232-2113-0000	Materials
B7172270	2/27/2026	452	Brodart Co	Materials - Juv	76.46	230-4230-2400-0000	Childrens Books
B7172270	2/27/2026	452	Brodart Co	Materials - Adult Fiction	19.58	230-4230-2401-0000	Adult Books - Fiction
B7172270	2/27/2026	452	Brodart Co	Materials - Adult Nonfiction	49.05	230-4230-2405-0000	Adult Books - Non Fiction
B7172270	2/27/2026	452	Brodart Co	Materials - YA	106.91	230-4230-2406-0000	Teen Books - Materials
B7172270	2/27/2026	452	Brodart Co	Materials - Processing Fee	2.50	230-4230-3404-0000	Processing Fee
B7172270	2/27/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	41.45	232-4232-2113-0000	Materials
B7173495	3/2/2026	452	Brodart Co	Materials - Juv	183.94	230-4230-2400-0000	Childrens Books
B7173495	3/2/2026	452	Brodart Co	Materials - Adult Fiction	106.85	230-4230-2401-0000	Adult Books - Fiction
B7173495	3/2/2026	452	Brodart Co	Materials - YA	233.51	230-4230-2406-0000	Teen Books - Materials
B7173495	3/2/2026	452	Brodart Co	Materials - Processing Fee	28.75	230-4230-3404-0000	Processing Fee
B7173495	3/2/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	5.39	232-4232-2113-0000	Materials
B7173557	3/2/2026	452	Brodart Co	Materials - Juv	73.04	230-4230-2400-0000	Childrens Books
B7173557	3/2/2026	452	Brodart Co	Materials - Adult Fiction	51.26	230-4230-2401-0000	Adult Books - Fiction
B7173557	3/2/2026	452	Brodart Co	Materials - Adult Nonfiction	92.43	230-4230-2405-0000	Adult Books - Non Fiction
B7173557	3/2/2026	452	Brodart Co	Materials - YA	81.84	230-4230-2406-0000	Teen Books - Materials
B7173557	3/2/2026	452	Brodart Co	Materials - Processing Fee	5.00	230-4230-3404-0000	Processing Fee
B7173557	3/2/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	57.36	232-4232-2113-0000	Materials
B7175789	3/4/2026	452	Brodart Co	Materials - Juv	28.59	230-4230-2400-0000	Childrens Books

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B7175789	3/4/2026	452	Brodart Co	Materials - Adult Fiction	11.28	230-4230-2401-0000	Adult Books - Fiction
B7175789	3/4/2026	452	Brodart Co	Materials - Adult Nonfiction	23.14	230-4230-2405-0000	Adult Books - Non Fiction
B7175789	3/4/2026	452	Brodart Co	Materials - YA	62.87	230-4230-2406-0000	Teen Books - Materials
B7175789	3/4/2026	452	Brodart Co	Materials - Processing Fee	5.00	230-4230-3404-0000	Processing Fee
B7175789	3/4/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	24.01	232-4232-2113-0000	Materials
B7176808	3/5/2026	452	Brodart Co	Materials - Juv	16.87	230-4230-2400-0000	Childrens Books
B7176808	3/5/2026	452	Brodart Co	Materials - Adult Fiction	303.19	230-4230-2401-0000	Adult Books - Fiction
B7176808	3/5/2026	452	Brodart Co	Materials - Adult Nonfiction	85.54	230-4230-2405-0000	Adult Books - Non Fiction
B7176808	3/5/2026	452	Brodart Co	Materials - YA	7.13	230-4230-2406-0000	Teen Books - Materials
B7176808	3/5/2026	452	Brodart Co	Materials - Processing Fee	7.50	230-4230-3404-0000	Processing Fee
B7176808	3/5/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF Gordon Tribute)	39.42	232-4232-2113-0000	Materials
B7176808	3/5/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	24.43	232-4232-2113-0000	Materials
20260228-KOE	2/28/2026	5089	Christian M Koegel	Cataloging/Processing	288.75	230-4230-3404-0000	Processing Fee
265417179	3/1/2026	683	Comcast - 963209363	Library Internet/WiFi	186.85	230-4230-3098-0000	Technology Support
904303	3/1/2026	3994	Corval Constructors	Library Maintenance Agreement (2026, Pmt 3)	824.00	230-4231-3707-0000	Maintenance Agreements
306-02444792-3-2026	2/28/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
20260204-IMA	2/14/2026	1549	Images of the Past	Materials - AV SCC (235)	1322.75	235-4235-2101-0000	General Supplies
20260228-MAD	3/10/2026	2009	Madden Galanter Hansen LLP	Library Legal Services (February 2026)	70.50	230-4230-3099-0000	Other Professional Services
67839	2/26/2026	2124	Menards	Library Janitorial Supplies	73.83	230-4231-2102-0000	Janitorial Supplies
68286	3/9/2026	2124	Menards	Library Janitorial Supplies	35.96	230-4231-2102-0000	Janitorial Supplies
508460090	2/18/2026	2175	Midwest Tape	Materials - Audio (AM)	26.99	230-4230-2402-0000	Audio
508460090	2/18/2026	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
135	12/10/2025	6313	Now. Make. Art.	Programs - Juv (SPLF HJA ELSA)	475.00	232-4232-2407-0000	Programs
298222	2/27/2026	2584	Paper Roll Products	Materials - Processing Supplies	149.28	230-4230-3404-0000	Processing Fee
260304	3/4/2026	5766	Wendy's Wiggle Jiggle & Jam	Programs - JUV (SPLF HJA ELSA)	500.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 11,754.50		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
2025 Payment:							
07988017-20260310	3/10/2026	3520	Minnesota UI Fund	Unemployment Compensation (Q4 2025)	1253.04	230-4230-4099-0000	Miscellaneous Charges
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 1,253.04		
GRAND TOTAL					\$ 13,007.54		

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Following is a 2026 budget status report through March 31, 2026.</p> <p>Fund 120 – Capital Outlay The capital budget for 2026 is \$73,100. \$61,763.25 expended.</p> <ul style="list-style-type: none"> • <i>UL Carpeting (\$10,000)</i>: \$10,000 was budgeted to replace carpeting in the rotunda area on the upper level, funded by fund balance. • <i>Printer/Copier (\$12,000)</i>: \$12,000 was budgeted to replace the public and staff copier in 2026. The City is now considering shifting from purchasing to leasing, potentially moving this project out of capital. The funding source was fund balance, which could be applied to this operating expense if needed. • <i>SelfChecks (\$51,100)</i>: \$51,100 in fund balance was allocated for the purchase of 4 new selfChecks. \$49,313 was expended. • <i>Terrace Enhancements – 2025 (\$20,000)</i>: \$20,000 in Foundation supplemental funding was allocated in 2025 to create a more inviting and welcoming terrace for library patrons. \$6,266.47 was expended in 2025, and the remaining \$13,733.53 was rolled to 2026. \$7,508.67 has been spent to date. • <i>ADA Enhancements – 2025 (\$20,000)</i>: \$20,000 in Foundation supplemental funding was allocated for ADA enhancements in 2025 to address potential findings of an accessibility study of city facilities. Study results are pending. Project rolled to 2026. <p>Fund 230 – Library (City \$) <u>Revenue</u> The library’s city revenue for 2025 was budgeted at \$1,787.813.</p> <ul style="list-style-type: none"> • <i>City Levy (\$1,755,560)</i> • <i>In-Kind Gifts (\$19,633)</i>: This line item is for the Volunteer Coordinator’s salary paid for directly by the Foundation. The updated revenue and expenditure for 2026 is \$21,203. • <i>Interest Earnings and Unrealized Gains/Losses (\$0)</i>: TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit. • <i>Library Generated Revenues (\$12,620)</i>: This reflects library meeting room fees, card fees for out-of-state residents, lost/damaged fees, printer/copier fees, and gallery income. \$1,715 received to date. <p><u>Expenditures</u> The library’s total city expenditures for 2025 were budgeted at \$1,861,015. Although the library’s full operational funding request was adopted by the City during the budget process, there is a \$73K gap between revenues and expenditures to account for the use of fund balance to pay for capital projects.</p>	

Operating Expenditures

Operating Personnel: The operating personnel budget is \$1,295,158 (excluding the in-kind Volunteer Coordinator). \$296,811 expended to date.

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$12,089 expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$12,685 expended to date.

Other: The library budgeted \$32,140 for other operating expenses. \$4,942 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$151,115. \$33,394 expended to date.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$2,034 expended to date.

Plant Services and Charges: The plant services and charges budget is \$156,170. \$29,802 expended to date.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2027.
- *Energy (\$80,000):* \$14,025 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$13,929 expended.
- *Other (\$3,500):* \$1,760 expended.

Supplemental Funds

Beyond the library's city budget, about \$390,000 in supplemental funding from the Foundation, Friends, Lawson, and other donors was budgeted to cover operating and capital needs, such as 100% of programming, just over 50% of materials, all the Sunday hours, the 20-hr youth librarian, newspaper digitization, and more. A supplemental fund report is attached.

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

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

- Donations:
- Staffing: \$22,245 expended.

224 Lawson: Expenditures include prior year funds.

- Donations:
- Materials:

227 Government Gifts: Expenditures include prior year funds.

- Donations:
- Materials:

229 Friends: Expenditures include prior year funds.

- Donations: \$15,000 donation received.
- Materials: \$183 expended.

- Programs: \$5,000 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$28,146 in reimbursements received.
- Expenditures: \$33,028 in expenditures.
 - Materials: \$3,738 expended.
 - Minor Equipment: \$0 expended.
 - Programs: \$4,391 expended.
 - Misc: \$24,899 (Newspaper Digitization: \$23,363; Advocacy: \$879)

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

- Donations: \$10,000 received to date (Carnegie gift).
- Materials (235-4235): \$1,323 expended.
- Programs (235-4236): \$600 expended.
- Misc (235-4238): \$0 expended.

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

- Misc: \$5,330 expended (staff training - PLA).

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2026 Library Budget Status Report

2026 Supplemental Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Library Budget Status Report (City)

End.GLPeriod 326 AND [Account].AccountNumber 120423000000000{-}120423199999999{,}230000000000000{-}230999999999999 AND |

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	10,000.00	7,508.67	-7,508.67	100.00%
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)	63,100.00	49,313.00	-49,313.00	100.00%
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:		73,100.00	56,821.67	-56,821.67	
Fund120 - CAPITAL OUTLAY					
		73,100.00	56,821.67	-56,821.67	
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	.00	-4,000.00	0.00%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-1,121.16	-2,378.84	32.03%
230-0000-3810-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	.00	.00	100.00%
230-0000-3820-0100	Gifts(R)	-1,500.00	-30.00	-1,470.00	2.00%
230-0000-3820-0110	In Kind Gifts(R)	-19,633.00	.00	-19,633.00	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	.00	-420.00	0.00%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-355.83	-1,644.17	17.79%
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	-205.00	-295.00	41.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-.14	.14	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-3.00	-197.00	1.50%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,755,560.00	-292,593.34	-1,462,966.66	16.66%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
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:		-1,787,813.00	-294,308.47	-1,493,504.53	
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)	566,936.00	103,123.08	463,812.92	18.18%
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)	8,045.00	4,389.48	3,655.52	54.56%
230-4230-1113-0000	Vacation Pay(E)	.00	13,508.21	-13,508.21	100.00%
230-4230-1200-0000	Part Time Salaries(E)	466,027.01	114,171.30	351,855.71	24.49%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1210-0000	Part Time Salaries - In Kind(E)	19,633.00	.00	19,633.00	0.00%
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	77,472.25	17,205.82	60,266.43	22.20%
230-4230-1420-0000	FICA/Medicare(E)	79,021.69	18,045.26	60,976.43	22.83%
230-4230-1430-0000	PFML(E)	102.00	930.76	-828.76	912.50%
230-4230-1500-0000	Hospital / Medical(E)	93,552.00	24,350.96	69,201.04	26.02%
230-4230-1520-0000	Dental Insurance(E)	3,410.40	943.99	2,466.41	27.67%
230-4230-1540-0000	Life Insurance(E)	591.40	142.04	449.36	24.01%
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	1,092.34	1,907.66	36.41%
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	.00	1,200.00	0.00%
230-4230-2303-0000	Minor Computer Equipment(E)	20,200.00	.00	20,200.00	0.00%
230-4230-2400-0000	Childrens Books(E)	14,500.00	2,476.92	12,023.08	17.08%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	2,972.03	12,527.97	19.17%
230-4230-2402-0000	Audio(E)	1,900.00	580.42	1,319.58	30.54%
230-4230-2403-0000	Periodicals(E)	3,000.00	3,100.61	-100.61	103.35%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	2,087.03	8,612.97	19.50%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	853.24	2,646.76	24.37%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	18.74	5,481.26	0.34%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	.00	5,500.00	0.00%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	2,065.85	7,434.15	21.74%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	422.50	4,577.50	8.45%
230-4230-3100-0000	Circulation System(E)	6,400.00	.00	6,400.00	0.00%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	667.66	832.34	44.51%
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	1,586.74	9,413.26	14.42%
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	.00	3,000.00	0.00%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	31,000.00	10,618.89	20,381.11	34.25%
230-4230-3803-0000	Data Base Maintenance(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%
230-4230-3900-0000	Sales Tax(E)	200.00	106.82	93.18	53.41%
230-4230-4000-0000	Memberships and Dues(E)	500.00	230.00	270.00	46.00%
230-4230-4001-0000	Subscriptions(E)	536.00	593.00	-57.00	110.63%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	1,658.50	243.18	1,415.32	14.66%
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)	73,100.00	.00	73,100.00	0.00%
230-4231-1000-0000	Full Time Salaries(E)	84,301.54	15,808.43	68,493.11	18.75%
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)	514.27	745.38	-231.11	144.93%
230-4231-1113-0000	Vacation Pay(E)	.00	2,839.78	-2,839.78	100.00%
230-4231-1200-0000	Part Time Salaries(E)	32,578.98	6,319.47	26,259.51	19.39%
230-4231-1410-0000	PERA(E)	8,702.73	1,913.11	6,789.62	21.98%
230-4231-1420-0000	FICA/Medicare(E)	8,941.36	1,999.65	6,941.71	22.36%
230-4231-1430-0000	PFML(E)	.00	102.07	-102.07	100.00%
230-4231-1500-0000	Hospital / Medical(E)	15,484.27	3,523.62	11,960.65	22.75%
230-4231-1520-0000	Dental Insurance(E)	505.20	126.30	378.90	25.00%
230-4231-1540-0000	Life Insurance(E)	86.40	15.87	70.53	18.36%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	460.54	-260.54	230.27%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	1,274.13	2,725.87	31.85%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	88.12	1,411.88	5.87%
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	211.49	588.51	26.43%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	.00	1,000.00	0.00%
230-4231-3101-0000	Telephone(E)	1,700.00	89.07	1,610.93	5.23%
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	5,371.06	49,628.94	9.76%
230-4231-3601-0000	Natural Gas(E)	25,000.00	8,653.83	16,346.17	34.61%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	8,079.67	3,920.33	67.33%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	5,849.04	5,150.96	53.17%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	1,500.00	1,125.00	375.00	75.00%
230-4231-4099-0000	Miscellaneous Charges(E)	2,000.00	634.50	1,365.50	31.72%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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:		1,861,015.00	391,757.00	1,469,258.00	
Fund230 - LIBRARY FUND		73,202.00	97,448.53	-24,246.53	
Total:		73,202.00	154,270.20	-81,068.20	

Library Supplemental Funds Report

End.GLPeriod 326 AND [Account].AccountNumber 2200000000000000{-}2299999999999999

Account Number	Account Title	YTD
Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1112-0000	Sick Pay(E)	235.33
223-4223-1113-0000	Vacation Pay(E)	584.59
223-4223-1200-0000	Part Time Salaries(E)	17,776.88
223-4223-1410-0000	PERA(E)	1,299.15
223-4223-1420-0000	FICA/Medicare(E)	1,452.06
223-4223-1430-0000	PFML(E)	76.25
223-4223-1500-0000	Hospital / Medical(E)	799.60
223-4223-1520-0000	Dental Insurance(E)	8.75
223-4223-1540-0000	Life Insurance(E)	12.67
Total Expenditure:		<u>22,245.28</u>

Fund229 - FRIENDS OF STILLWATER LIBRARY

Revenue		
229-0000-3810-0100	Donations(R)	-15,000.00
Total Revenue:		<u>-15,000.00</u>
Expenditure		
229-4229-2407-0000	Programs(E)	182.76
Total Expenditure:		<u>182.76</u>

Fund232 - STILLWATER LIBRARY FOUNDATION

Revenue		
232-0000-3820-0310	Donations - Library Materials(R)	-2,716.06
232-0000-3820-0315	Donations - Library Miscellane(R)	-24,020.47
232-0000-3820-0320	Donations - Library Programs(R)	-1,409.92
Total Revenue:		<u>-28,146.45</u>
Expenditure		
232-4232-2113-0000	Materials(E)	3,738.40
232-4232-2407-0000	Programs(E)	4,390.59
232-4232-4099-0000	Miscellaneous Charges(E)	24,899.44
Total Expenditure:		<u>33,028.43</u>

Fund235 - LIBRARY DONATIONS FUND**Revenue**

235-0000-3820-0100	Donations(R)	-10,000.00
Total Revenue:		-10,000.00

Expenditure

235-4235-2101-0000	General Supplies(E)	1,322.75
235-4236-4099-0000	Miscellaneous Charges(E)	600.00
Total Expenditure:		1,922.75

Fund236 - WICK ESTATE FUND**Expenditure**

236-4236-4099-0000	Wick - Miscellaneous(E)	5,329.90
Total Expenditure:		5,329.90

T n		9,562.67
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026 Q1 Gifts and Grants Received Report	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 1 of 2026.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – March 31, 2026.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 3/31/26	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2026 GIFTS & GRANTS RECEIVED (January 1 - March 31, 2026)
Updated 4/9/2026

2026 GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	2/5/2026	Unrestricted Check Donation	\$10,000.00	None	230-0000-3820-0100	TBD	Board approval requested.
G2	2/11/2026	Tribute (Woman's Reading Club - Singer)	\$30.00	Books	230-0000-3820-0100	Expend in 2026.	Board approval requested.
			\$10,030.00				
2026 FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
FRND1	2/1/2026	Friends Grant	\$15,000.00	\$10K Materials & \$5K Programs	229	Expend in 2026	Board approval requested.
			\$15,000.00				
2026 FOUNDATION GRANTS (This is a list of the grants awarded. SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF1	1/1/2026	SPLF 2026 Intern	\$1,000.00	Staffing		223	Expend in 2026
SPLF2	1/1/2026	SPLF 2026 Sundays	\$20,000.00	Staffing		223	Expend in 2026
SPLF3	1/1/2026	SPLF 2026 YS Librarian	\$47,900.00	Staffing		223	Expend in 2026
SPLF4	1/1/2026	SPLF 2026 Programs	\$7,500.00	Programs		232/223	Expend in 2026
SPLF5	1/1/2026	232 SPLF 2026 Advocacy	\$10,200.00	Advocacy		232	Expend in 2026
SPLF6	1/1/2026	232 SPLF 2026 Materials	\$18,000.00	Materials		232	Expend in 2026
SPLF7	1/1/2026	232 SPLF DR 2026-01 DR Johnson Newspaper Digitization	\$70,000.00	Newspaper Digitization		232	Expend in 2026
SPLF8	1/1/2026	232 SPLF DR 2026-01 DR HJA Summer Explorers	\$19,000.00	Programs		232	Expend in 2026
SPLF9	1/1/2026	232 SPLF DR 2026-01 DR HJA Early Lit	\$8,000.00	Programs		232	Expend in 2026
SPLF10	1/1/2026	232 SPLF DR 2026-01 DR HJA Puppetry	\$4,000.00	Programs		232	Expend in 2026
SPLF11	2/1/2026	232 SPLF DR 2026-02 DR Cookbooks (Gordon Tribute)	\$100.00	Materials		232	Expend in 2026
			\$205,700.00				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>3/12/26: Troendle emailed trustees with three updates:</p> <ul style="list-style-type: none"> • Andy Kass, a long-time community member, business owner, and library supporter, recently passed away. Andy was integral to the Library Foundation, a long-time Library volunteer, and served on the Advocacy Task Force before it became a committee. On behalf of the board, Hansen donated to Valley Outreach in memory of Andy. A sympathy card was also sent to his family. Contributions can be dropped off in Admin or at the next board meeting. • National Library Week is April 19–25 this year. Thank you for your generosity in providing treats for staff. On weekdays, treats can be brought to either the Admin office (upper level) or the Information Desk (lower level). On weekends, please bring treats to the Information Desk. The current schedule/menu is: <ul style="list-style-type: none"> ○ Sunday, April 19 – Jon ○ Monday, April 20 – Bevin (sweets) ○ Tuesday, April 21 – Ashley and Kim (cheese and meats) ○ Wednesday, April 22 – Larry (tacos) ○ Thursday, April 23 – Craig (Milly’s Kitchen Madness & Bakes) ○ Friday, April 24 – Stan ○ Saturday, April 25 – Ryan • City Boards & Commissions Training: Attached is information regarding City of Stillwater Boards and Commissions training that the City shared yesterday. Trustees would attend the session from 5:30–6:30 PM on May 7 if you did not attend last year. Please RSVP to Asha Altermatt at stillwater@stillwatermn.gov or 651-430-8800. <p>3/13/26: Troendle emailed trustees that the library will be closed on Sunday, March 15, due to an expected winter storm.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Boards and Commissions Training Memorial acknowledgment letter from Valley Outreach	
BOARD NORMS: <ul style="list-style-type: none"> • Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice. • We follow open meeting law. • We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share. • We follow Robert’s Rules of Order and stick to the agenda. 	

- We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board.
- We respect each other's time. We start meetings on time and move through meetings efficiently.
- We attend meetings regularly and provide notice if absent.



ATTENTION

All City of Stillwater Boards and Commission members are requested to attend a training on

Thursday, May 7, 2026

5:30 PM

at City Hall
Council Chambers

Presenter: Kori Land, City Attorney

Per City Council, attendance is required for those who did not attend the training last year

DETAILS:

Time:	5:30 PM – 6:30 PM	6:30 PM – 8:30 PM
Attendees:	All Boards & Commissions	Heritage Preservation Commission & Planning Commission
Topics:	Conduct of Meetings	Municipal Planning/Zoning
	Open Meeting Law Conflicts of Interest Data Practices Act/Social Media	Public Hearings

RSVP to Asha Altermatt at stillwater@stillwatermn.gov or 651-430-8800.

3/16/2026

Stillwater Public Library
Board of Trustees
224 3rd St N
Stillwater, MN 55082-4832

Dear Friends,

On behalf of Valley Outreach, thank you for your donation of **\$103.94 through a gift from the Stillwater Library Board of Trustees in memory of Andy Kass**. Because of caring community members like you, people receive nourishing food, warm coats, and essential resources when they need them most.

*"When I walked through the door, it felt like a heavy cloud had lifted. I felt safe the moment I stepped in. I thought, 'Wow, these people really care.'
Everyone was so kind when I first arrived—they've become like a second family to me."
- Cheri, Valley Outreach Client*

Cheri is just one of the thousands of people whose lives have been touched by your generosity. Coming to Valley Outreach offers more than just immediate help—it offers a sense of relief and hope.

Your gift ensures that Valley Outreach can offer food, warm clothing, and personalized support today and in the future. And through providing basic needs services, we also offer comfort, connection, and a supportive community where people regain stability and confidence.

Thank you for putting kindness into action and for standing with people who need it most.

With gratitude,



Jessica Hauser

Director of Communications and Development

Thank you for this thoughtful gift. We miss Andy.

Valley Outreach is a 501(c)(3) non-profit. Your contribution is fully tax deductible to the extent allowed by law. No goods or services were provided in exchange for this contribution. Federal Tax ID: 41-1452973

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2025 Impact Report	
OWNER: Goeltl, Business & Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <p>Approve the use of a joint Library and Library Foundation 2025 Impact Report concept and authorize publication of the 2025 Impact Report in its current format, incorporating any revisions directed by the Board prior to publication.</p>	
BACKGROUND/CONTEXT: <p>The 2025 Impact Report follows this cover sheet. The Library produces an annual impact report, typically in April or May, to coincide with the state library annual report.</p> <p>The Library and the Library Foundation have explored a joint impact report format to highlight the results of 2025. This approach is being introduced as a concept for board consideration, with the goal of evaluating whether a shared report may be an effective model for communicating the Library’s overall impact.</p> <p>Historically, the Library and Foundation have produced separate reports, though much of the Foundation’s content has relied on information provided by Library staff. A joint format has the potential to streamline this process and reduce duplication.</p> <p>In addition, the Foundation maintains an established distribution network and has offered to support printing and mailing, which could expand the report’s reach beyond previous library-only reports that were primarily available on the Library’s website. Additional print copies would continue to be available at the Library and through outreach efforts.</p> <p>This approach is also consistent with practices at some peer libraries, where joint reporting is used to present a more integrated view of public service and philanthropic support.</p> <p>The version included in the board packet is intended to convey the report’s content and general layout. The final printed piece will be reformatted as a 6" x 9" stapled booklet for distribution.</p> <p>The use of a joint report this year is intended as a pilot approach and does not represent a standing or approved long-term direction. Board discussion and feedback will help determine whether this format should be continued or modified in future years, along with input received from report audiences and stakeholders.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS 2025 Impact Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



A.D.

CARNEGIE PUBLIC LIBRARY

1902

2025 IMPACT REPORT

A SHARED STORY OF COMMUNITY IMPACT:
A JOINT REPORT FROM THE LIBRARY AND FOUNDATION

Stillwater
Public Library



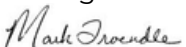
Dear Friends,

Since 1897, Stillwater Public Library has been a welcoming cornerstone of the community. An early gift from Andrew Carnegie provided our historic home and began a lasting tradition of public-private partnership that continues to sustain and strengthen the Library's work today.

Established in 2007, the Stillwater Public Library Foundation is an independent 501(c)(3) nonprofit dedicated to expanding the Library's impact, granting more than \$1.9 million in donor support to date.

Together, we are deeply grateful to the City, donors, volunteers, and staff who make this work possible, the patrons who bring the Library to life, and the community members whose interest and support ensure a vibrant future.

With gratitude,



Mark Troendle
Library
Director



Elsbeth Howe
Foundation
Executive Director



Stillwater Public Library

Our mission is to connect members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

We envision a stronger community where literacy advances, lifelong learning thrives, engagement grows, and every resident has and uses a library card.



Our mission is to inspire our community to promote, champion, and invest in the success of Stillwater Public Library.

In keeping with this mission, our vision is to see Stillwater Public Library celebrated as a world-class library.

IMPACT AT A GLANCE 2025



Total Visits

118,234

New Cardholders

1,567

Active Cardholders

15,904

Daily Visitors,
On Average

350

Total Programs
& Activities

325

Total Youth & Adult
Participants

20,051

Physical Items
Checked Out

325,958

E-Materials
Borrowed

102,039

Kanopy Titles
Streamed

1,367

Website Visits

185,392

Wi-Fi Sessions

294,645

Computer Sessions

6,363

Meetings at Library

596

Volunteers

139

Volunteer Hours

3,595

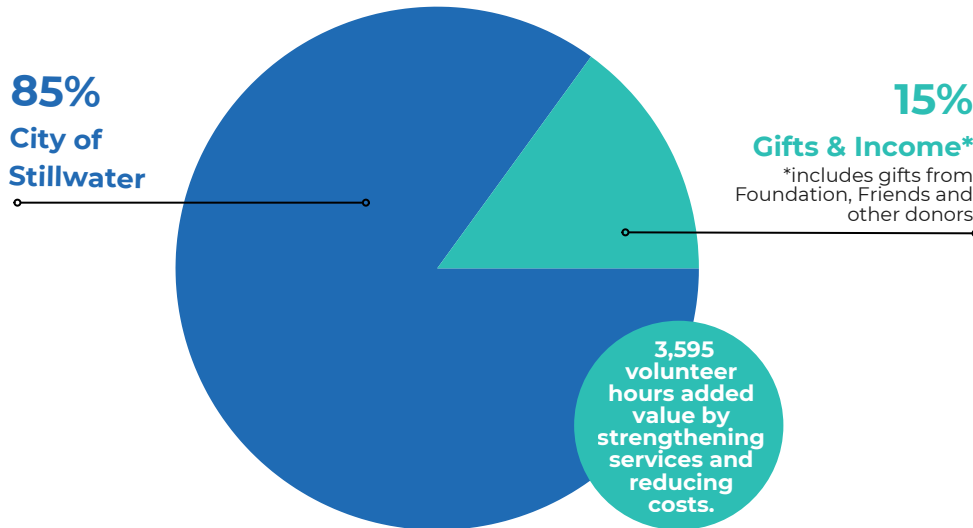
MAKING AN IMPACT

2025 LIBRARY OPERATING SUPPORT

How Your Library is Funded: Public Investment, Community Partnership

Stillwater Public Library is owned and operated by the City of Stillwater, with the majority of funding provided through city property taxes. These funds support essential services such as staff, building maintenance, utilities, daily operations, and capital needs. We are deeply grateful for this strong public investment from the City and our community.

Contributions from generous donors—including the independent nonprofits Stillwater Public Library Foundation and Friends of the Stillwater Public Library—help leverage city funding to broaden opportunities, enhance spaces, and bring additional programs to the community.



The City funds:

- Library hours Monday-Saturday, 2,692 open hours in 2025
- More than 93% of library staffing
- 50% of new materials
- Computers, internet, Wi-Fi
- Ongoing building maintenance
- Building preservation

Gifts from donors fund:

- Open hours on Sunday during the school year
- Youth Services Librarian and Volunteer Coordinator
- 50% of new materials
- Programs for all ages
- Newspaper digitization
- Building enhancements

“Without a doubt, the best investment a city could make for the people.” ~Library Patron, 2025 Polco Survey

MAKING AN IMPACT

2025 FOUNDATION FINANCIALS

Stillwater Public Library Foundation: Amplifying the Library's Impact

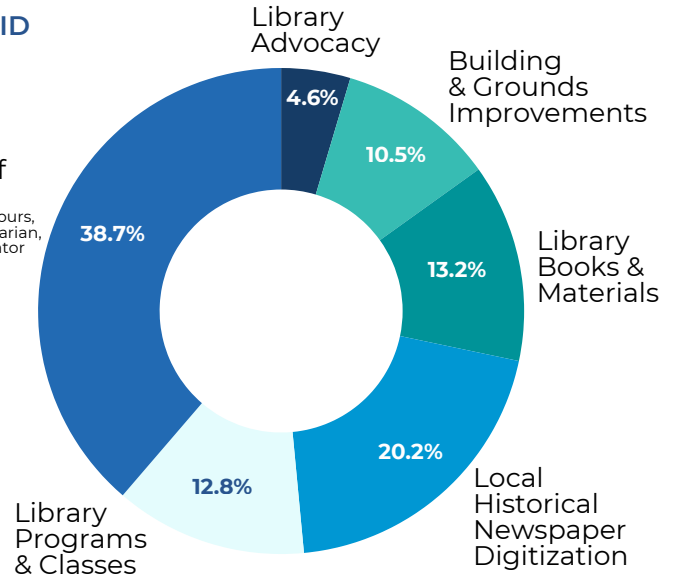
While the City provides the essential infrastructure and professional staff that keep the library's doors open, the Foundation mobilizes private support to extend the library's reach and enhance its capabilities. Since 2007, more than \$1,916,000 in Foundation grants has fueled programs, collections, and services—a clear demonstration of effective public-private collaboration. Together, we ensure the library remains a dynamic, adaptable, and forward-looking community resource.

FOUNDATION EXPENSES & REVENUES	2025
Programs: Foundation Grants to Library	\$241,926
Programs: Other	\$15,304
Fundraising	\$59,178
Management & General	\$76,037
Total Expenses	\$392,445
Total Revenue	\$733,402
Total Assets	\$4,511,001

The 2025 IRS Form 990 will be added to the Foundation's website when available.

FISCAL YEAR 2025 GRANTS PAID

Library Staff Support*
*includes Sunday Hours, Youth Services Librarian, Volunteer Coordinator



\$1,916,176 AWARDED TO LIBRARY SINCE 2007

MAKING AN IMPACT

EXPANDING ACCESS TO INFORMATION & IDEAS

Stillwater Public Library connects the community to knowledge, creativity, and opportunity for all ages through diverse materials and services, city-funded hours on Monday to Saturday, donor-funded Sunday hours, and 24/7 online access.



Print books,
magazines, &
newspapers

90,710

Ebooks and audio
with MELSA
eLibrary

308,416

50%
of new items
are funded by
donations.

New items
added in 2025

7,817

Library
of Things

121

Library of Things: Try Something New

Hotspots, laptops, DVD & CD players, birding kits, nature backpacks, telescopes, and memory kits allow patrons to try something new at no cost.

This collection is funded largely by the Stillwater Public Library Foundation.



“The library offers so many different resources—genealogy tools, movie streaming, ebooks, how to repair something, how to make something, how to do something. For someone like me, who’s a real dabbler and endlessly curious, the library lets me explore all of it without making a huge investment.” ~Amy, Stillwater resident & library user

MAKING AN IMPACT ENHANCING LIFELONG LEARNING & ENGAGEMENT

Adult Programs

97

Participants

2,772

One-on-One Help
Appointments

(Technology, Medicare,
Genealogy, Historical
Research)

85

Very or extremely
important for our
community
to have access to
free library
programs

(Source: 6/2025 City of
Stillwater Survey)

93%



Generous
supporters
make every
adult program
possible.



"I love the Stillwater Library collection and ...the classes are SIMPLY THE BEST! I have learned so much about art, history, and genealogy thanks to the Stillwater Library! The classes are educational, but they also work to reduce stress in our very busy lives! Thank you so much."

MAKING AN IMPACT

GROWING EARLY LEARNERS

Storytime Programs

103

Storytime Attendees

5,712



Storytimes help children build early literacy skills, deepen social connections, and develop a lifelong love of reading in a welcoming environment. Dedicated library staff bring these enriching experiences to life with generous donor support.

“We moved to the area in 2025. With two small toddlers, I knew that the library systems would be one of the best first steps into being part of the community, but we did not expect such amazing programming.

Stillwater Public Library is a weekly activity for us, whether it's the Discovery Room with its interactive and fun setup for all ages or the storytimes with Ms. Erin and Ms. Kim.

Our family loves all the books in the library. I deeply appreciate all the work and craft that goes into educating the children in this community...We made exactly the right choice in making Stillwater our new home.”

~Rachel
A new stay-at-home mom



Weekly
Baby & Toddler
Storytimes are
funded by
donors.

MAKING AN IMPACT

GROWING EARLY LEARNERS



Open during library hours, the Discovery Room is a space for kids and caregivers to play, imagine, and learn together. Created by staff, the Discovery Room is made possible through the generosity of the Stillwater Public Library Foundation.

Discovery Room Exhibits

4

Hours of Fun & Learning

2,840

Picture Books

6,152

Board Books

701

Book Bundles

20

New in 2025, Children's Book Bundles feature five librarian-selected books on popular themes like big emotions, potty time, and welcoming a new baby. These grab-and-go bundles are fully donor-funded.

"The Discovery Room is always a highlight of my child's visit to the library!!! [We] practice life skills and just have fun together!"



City and donor funds provide engaging spaces and materials for families.



"We are so thankful for the free programs at the library and the wonderful play spaces...We especially love the Vox and WonderBooks. They have helped my kids learn to read."

MAKING AN IMPACT

SUPPORTING SCHOOL AGE LEARNERS

“Stillwater Public Library is part of the fabric of our community. I recently was recounting all the ways our library has been part of my family’s life, and it was astounding. Our library is my happy place.”

Read-Alongs & Decodables

734

To better support emerging readers, we've increased our collections of Wonderbooks and Vox books (which combine books and audio into one) and decodables (phonics-based books).

Early Reader Books

3,499

Chapter Books

7,539

Teen Books

4,298



Books and classes, made possible by donors, help build learning skills.



The library’s school-aged programs and resources provide kids with the chance to explore new hobbies and topics in a free, safe space. With materials that broaden their knowledge, kids can discover their interests and passions.

MAKING AN IMPACT

SUPPORTING SCHOOL AGE LEARNERS

Fully funded
through
Foundation
donor support.

Because of the Foundation's generous support, the library is able to extend learning far beyond the classroom—fueling literacy, curiosity, and discovery for school-age children and families all year long.

Youth-Services Librarian

Funded by the Foundation, Miss Erin—our part-time Youth Services Librarian—is a steady, joyful presence for children and families. She coordinates enriching programs for school-aged learners, leads Baby & Toddler Storytime, and champions the Summer Reading Program. Her work nurtures literacy and ensures young learners feel supported.



Summer Reading Program

Made possible through generous donor support, the Summer Reading Program keeps students learning long after school ends—helping prevent the “summer slide” and inspiring a lifelong love of reading. Research shows that children who participate maintain or even improve their reading skills. Our community embraces the fun with Summer Wednesdays drawing crowds over 250.



Library Naturalist

Funded by Foundation gifts, our 2025 Library Naturalist, Andy Weaver—retired biology teacher from Stillwater Area High School—sparked wonder through story-driven exploration of Minnesota ecosystems. His programs for youth, families, and adults fostered environmental stewardship and cultivated our community's connection to the natural world.



MAKING AN IMPACT

BUILDING A LEGACY OF SUPPORT

Bridging the Gap to a Brighter Tomorrow

The Stillwater Public Library Foundation helps the library flourish as a welcoming hub for learning, creativity, and connection. Community support supplements city funding to meet changing needs and bring engaging programs and services to people of all ages.

Every gift counts. Some donors contribute monthly, others annually, and many give when they can. Together, thousands of contributions—large and small—have brought new opportunities, programs, and experiences to the community.

No matter how you give, your generosity ensures the library continues inspiring curiosity, fostering connection, and sparking lifelong discovery today and into the future.

Monetary
Donations

Donor-Advised
Funds

IRA
Distributions

Gifts of
Stock

Employer
Matching Gifts

Event
Sponsorships

Estate
Gifts

Volunteering
& Advocacy



“When I found out that the Foundation bridges the gap between the funding that the City of Stillwater provides and what the library needs to have Sunday hours, wonderful programs, and more materials — I was all in!” ~Erin McQuay, Foundation Board Member & Donor

MAKING AN IMPACT BUILDING A LEGACY OF SUPPORT

Investing in the Library's Future

The Stillwater Public Library Foundation invites donors to make a lasting contribution through planned gifts, including bequests, life insurance, or retirement account designations. Legacy gifts provide a powerful way to shape the library's future, often extending far beyond what annual donations can achieve. Another way to create an enduring impact is to support the Stillwater Public Library Foundation Endowment Fund at the St. Croix Valley Foundation.

Whether through a legacy gift or endowment contribution, donors leave a mark that nurtures the library's mission for years to come.



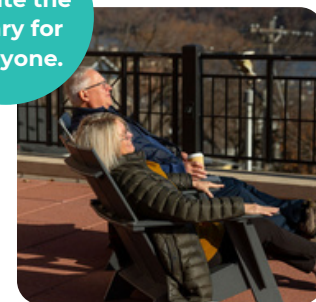
"I loved growing up in a Carnegie library. Now, decades later, under its tall ceilings and surrounded by books, I'm suddenly ten again. There's a remembered sense of security and permanence, curiosity and wonder, and the life-changing power of story—all because of my community's foresight and someone's donations.

Today we need our libraries more than ever. Through my giving, I can make a difference to today's children and tomorrow's. What a privilege it is."

~Carol Stabenow, Foundation Donor



**Donors
elevate the
library for
everyone.**



Expanding What's Possible

Foundation support maximizes what the library can offer the community by funding new books and digital materials, inspiring programs for all ages, valued services like Sunday hours and Wi-Fi hotspots, and key staff including a Volunteer Coordinator and Youth Services Librarian. Donors also help care for the library's historic building through preservation and enhancement projects.

MAKING AN IMPACT

2025 BOARD MEMBERS & VOLUNTEERS

LIBRARY BOARD OF TRUSTEES

Pat Lockyear, President
 Steve Ellison, Vice President*
 Bevin O'Brien, Vice President*
 Craig Hansen, Secretary/Treasurer
 Stan Burns
 Kim Glidden
 Ashley Hausman Lohmer
 Larry Panciera
 Jon Quijano*
 Carrie Simon

Ryan Collins, Council Liaison
 Mark Troendle, Library Director

*Partial term served or office held in 2025.

FOUNDATION BOARD OF DIRECTORS

Summer Seidenkranz, President
 Drew Arnold, Vice President
 Jeneane Flipp, Treasurer
 Erin McQuay, Secretary
 Sandie Brown
 Ryan Collier
 Shawn Glaser
 Roger Funk
 Lori Houston
 Kevin Sandstrom
 Cindy Selnes
 Ingrid Youmans

Elsbeth Howe, Executive Director
 Mark Troendle, Library Director

VOLUNTEERS *indicates Foundation donor

Jowan Abdullah
 John Allen
 Anderson Family
 Angela Anderson
 Diane Anderson
 Christina Arndt*
 Genny Arndt
 Drew Arnold*
 Laurie Arnold*
 Baer Family
 Ed Beeler
 Maureen Bell*
 Lynne Bertalmio*
 Judith Blackford
 Carolyn Blocher*
 Catherine Bloomquist
 Barbara Bogenschultz
 David Bogenschultz
 Katie Boyle
 Carol Breuch
 Ann Brookman*
 Mark Brown*
 Sandra Brown*
 Wil Brown*
 Janice Burns*
 Laureen Burns*
 Stanley Burns*
 Katie Byboth
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Volunteers Strengthen the Library

In 2025, volunteers contributed more than 3,500 hours—enhancing services, expanding capacity, and reducing costs. Foundation support for a dedicated Volunteer Coordinator makes this possible.

Volunteers of all ages help create a welcoming, vibrant library. We are deeply grateful for the skills, energy, and heart they bring.

Jackie Savstrom
 Clark Schroeder*
 Amy Schwantes
 Summer Seidenkranz*
 Cindy Selnes*
 Sentence to Service
 Carrie Simon*
 Marc Simon
 Janet Skeie
 Mark Skeie
 Sharon Speich*
 Mark Stapleton

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WITH GRATITUDE

Donors to the Foundation made possible a wealth of resources and opportunities at the library that would not otherwise exist. The Foundation is deeply grateful to everyone who supported this work in 2025.

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Robert & Margaret Simmet Family Fund
of the Catholic Community Foundation
Community Foundation for the
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Huelsmann Foundation
Hugh J. Andersen Foundation
St. Croix Valley Foundation
Seiberlich Family Foundation
Weekes Family Foundation

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Chilkoot Cyclery
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TG Construction
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Friends of the Stillwater Public Library
Stillwater Sunrise Rotary Club
Woman's Reading Club



Bequests

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457
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Opening Doors on Sundays

Since 2015, the Foundation has funded Sunday staffing during the school year, opening the doors of the library for students, families, and residents who rely on weekend access. This investment expands opportunity, providing additional time for reading, research, and connection.

Beth & Rodney Fierek
Jeneane & Russ Flipp
Rita Friesen
Roger & Lynne Funk
Kari & Kirk Garratt
Pat & Marty Gerkey
Don Gettinger
Shawn & Traci Glaser
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Celeste Koeberl
Stephanie Kossik
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Matt & Megan Lehmann
Michael Leimer
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Brian & Jane Luke
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Jim & Marilyn Meier
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Carol McKinney
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Sticks, The Ice Pop Shop
Swirl
Valley Bookseller

Tribute donations can be found on the following pages.

Extending Access to Our Shared History

Historical research is easier than ever thanks to the Stillwater Area Historic Newspaper Initiative. In 2025, 90,000 additional pages were digitized—bringing the total to more than 323,000 pages of Washington County newspapers freely available through the Minnesota Historical Society's Minnesota Digital Newspaper Hub.



A generous 2025 gift from former Stillwater residents Terry and Roxie Johnson will fund the initiative's 2026 phase, digitizing nearly 70,000 additional pages of the Stillwater Gazette from 1947 through 1977. This effort reflects the power of private generosity combined with public collaboration.

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2025 TRIBUTE GIFTS

TRIBUTES

The Foundation is honored and grateful to have received these meaningful gifts in 2025.

Gifts in Honor of

Krista Barrie

given by Jeff Hoose

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Stanley Burns

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given by Healing Within
Acupuncture Community,
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Stillwater Public Library & Stillwater Public Library Foundation 224 3rd ST N
Stillwater, MN 55082

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651-275-4338
splinfo@stillwatermn.gov
library.stillwatermn.gov

CONTACT THE FOUNDATION
651-504-2350
splf@stillwaterlibraryfoundation.org
stillwaterlibraryfoundation.org

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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2025	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2025 Minnesota Public Library Annual Report.	
BACKGROUND/CONTEXT: Minnesota public libraries are required by law (Minnesota Statutes 134.13) to submit annual reports to the Minnesota Department of Education. The Department of Education is required by law (Minnesota Statutes 134.31, Subd. 4) to collect statistics on the receipts, expenditures, services, and use of regional public library systems and public libraries across the state. This statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projecting and planning for strategic or technology initiatives, budgeting, or expansion projects; and supporting historical research. This data is also submitted to the Institute of Museum and Library Services (IMLS) for the <i>Public Libraries in the United States Survey</i> . IMLS is authorized to collect this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and shared widely at local, state, and national levels. Researchers, consultants, journalists, and legislators use the data to analyze and compare public libraries nationwide. The annual report format is designed primarily for libraries that operate as locations within a larger library system. It includes separate reports for the library administrative entity and for individual library locations. In Stillwater’s case, the library functions as both the administrative entity and the location. As a result, the data fields included in each report vary. For example, program details listed in the location report differ from the summary totals provided in the administrative entity report. As in past years, the financial segment of the report is based on unaudited data. The City of Stillwater is still reconciling fiscal year 2025, and final audited figures are not yet available. Items of note: Registered Users: The number of resident users (cardholders residing within Stillwater city limits) decreased slightly, while the number of reciprocal users (cardholders residing outside Stillwater but selecting Stillwater as their home library) increased, resulting in a net increase in total registered users. Visits: The number of visits decreased compared with last year. Part of this change may be related to the replacement of people-counting technology at the library entrances. The previous equipment was aging and may have overcounted visits. In addition, the 4th Street counter was relocated from the entrance door to the security gate to improve accuracy, eliminating counts of individuals returning materials to the 4th Street return bin without entering the building. Looking ahead, counts from	

January through March 2026 appear to be on pace with, or slightly higher than, the same months in 2025 when adjusted for the equipment change.

Circulation:

Total circulation decreased in 2025 after reaching a historic high in 2024. Physical circulation declined by 25,406 items, with DVD use showing the most notable drop. DVD circulation decreased by 13,495, accounting for 52% of the total decline. Children’s book circulation also decreased by 9,836. While use of specialized children’s materials—such as decodable books and graphic novels—increased, circulation declined for board books, picture books, early readers, and chapter books.

Collection:

The category “Other Physical Materials” refers to the Library of Things collection, which includes items such as hotspots, laptops, telescope kits, DVD players, and nature backpacks.

Programs:

The total number of library programs decreased in 2025, while attendance increased. With an intentional focus on quality over quantity, fewer adult, teen, and children’s programs were offered, but attendance remained steady or increased slightly. Program and attendance totals also include self-directed activities, such as children’s scavenger hunts and winter and summer reading programs. Self-directed participation increased across all age groups.

Financials:

Total operating revenue includes city funding and supplemental funds received, including state Legacy funds expended, but excludes in-kind gifts. In-kind personnel support includes funding for the volunteer coordinator and \$102,596 in volunteer service hours.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

History of Library Usage and Activity
2025 Annual Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Full report reviewed by the Executive Committee.

History of Library Usage and Activity

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Patrons & Visits:										
Population of the Legal Service Area	19,754	19,693	19,748	19,915	19,767	19,394	19,464	19,425	19,426	19,460
Registered Users - Residents	12,312	11,252	10,453	10,399	9,789	9,543	9,435	9,382	9,070	9,044
Registered Users - Reciprocal	8,456	7,550	7,267	7,044	6,850	6,600	6,570	6,612	6,770	6,860
Total Registered Users	20,768	18,802	17,720	17,443	16,639	16,143	16,005	15,994	15,840	15,904
In-Person Visits	149,618	146,574	146,249	143,844	37,365	73,282	110,553	126,369	133,160	118,234
Collection & Circulation:										
Collection Size (Physical Materials)	106,030	92,081	88,684	89,014	87,900	91,780	93,188	91,343	87,017	90,710
Total Physical Circulation	299,863	311,150	298,213	332,141	210,304	293,219	344,718	353,354	351,364	325,958
Total Downloadable Circulation	24,047	26,477	25,663	40,342*	36,860	52,140	64,564	79,491	91,099	102,039
Total Circulation	323,910	337,627	323,876	372,483	247,164	345,359	409,282	432,845	442,463	427,997
Programming:										
Children's Programs & Activities	233	248	280	301	214	117	105	167	205	186
Teen Programs & Activities	38	32	54	49	31	19	15	7	17	8
Adult Programs & Activities	42	49	54	50	50	86	104	110	130	97
All Ages Programs & Activities	N/A	N/A	N/A	N/A	N/A	4	4	3	12	34
Total Programs	313	329	388	400	295	226	228	287	364	325
Children's Program Participation	7,769	7,548	9,680	10,617	7,595	7,522	12,961	15,478	15,517	15,857
Teen Program Participation	441	273	464	167	424	432	165	177	97	198
Adult Program Participation	819	1,548	1,816	2,137	2,334	3,085	3,611	2,928	2,647	2,772
All Ages Program Participation	N/A	N/A	N/A	N/A	N/A	207	228	278	1,323	1,224
Total Participation	9,029	9,369	11,960	12,921	10,353	11,246	16,965	18,861	19,584	20,051

* The total downloadable circulation was 30,653 for 2019 and not 40,342. An incorrect count for downloadable e-books was provided by Washington County Library. The State has been alerted to this reporting error.

Source: Data is from Stillwater Public Library's annual reports to the Minnesota Department of Education. Stillwater Public Library annual reports, as well as reports from other libraries across Minnesota, may be found at <https://education.mn.gov/MDE/dse/Lib/sls/stat/>.

2025 Minnesota Public Library Annual Report

This report reflects the library’s data covering January 1 through December 31, 2025, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2025.

Please note that this document contains data collected at two levels: **system-level** and **location-level (outlets)**. In the case of a single-location library, system-level totals and location-level data are the same. System-level information is presented first, followed by separate reports for each location starting on page 14.

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Comments

Do you have anything to share about 2025 at your library?

CONTACT INFORMATION

G01) Library Name	Stillwater Public Library
G02) Regional System/Sequence Number	M1040
G03) Regional Public Library System	MELSA
G04) Street Address	224 Third Street North
G05) Location is a change from 2024 Data	No
G06) City	Stillwater
G07) ZIP Code	55082
G08) Mailing Address	224 Third Street North
G09) City	Stillwater
G10) ZIP Code	55082
G11) County	Washington
G12) Phone	651-275-4338
G13) Library Web Address	https://library.stillwatermn.gov/
G14) Director's Name	Mark Troendle
G15) Director's Phone	651-430-8753
G16) Director's Extension	none
G17) Director's E-mail Address	mtroendle@stillwatermn.gov

Report Filer

G18) Name of Person Who Prepared This Report	Keri Goeltl
G19) Phone	651-430-8755
G20) E-mail	kgoeltl@stillwatermn.gov

IMLS Administrative Entity Codes

G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	Place (e.g., incorporated city or village, censusdesignated), entirety
G26) Did the legal service area boundary change?	Yes

VISITS, REFERENCE, USERS

Data Element	2025 Data	2024 Data
P01) Population of the Legal Service Area	19,460	19,426
P02) Registered Users – Residents	9,044	9,070
P03) Registered Users – Reciprocal	6,860	6,770
P04) Total Registered Users	15,904	15,840
P05) Year in Which Registered User Records Were Last Purged	2025	2024
P06) Visits	118,234	133,160
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	9,172	5,600
P61) Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)	Annual Estimate Based on Typical Week(s)
P08) Public Internet Computer Sessions	6,363	7,040
P09) Public Internet Computer – Usage Type	P08 tallies other computer usage in addition to Internet	P08 tallies other computer usage in addition to Internet
P62) Public Computer Sessions Reporting Method	Annual Count	Annual Count
P10) Wireless Sessions	294,645	281,314
P63) Wireless Sessions Reporting Method	Annual Estimate Based on Typical Week(s)	Annual Estimate Based on Typical Week(s)
P32) Website Visits	185,392	106,305

CIRCULATION

Physical and Downloadable Circulation

Data Element	2025 Data	2024 Data
P13) Children’s Circulation	203,285	218,977
P14) Adult Circulation	113,092	121,578
P15) Physical Circulation (No Age Designation)	9,581	10,809
P16) Total Physical Circulation	325,958	351,364
P69) Physical Circulation – Not Print or Audiovisual	1,083	1,137

Did your library offer automatic renewal for any physical materials in 2025? Yes

P17a) E-book Circulation	41,916	41,733
P17b) E-serial Circulation	19,568	15,360
P18a) E-audio Circulation	39,188	34,006
P18b) E-video Circulation	1,367	0
P19) Total Downloadable Circulation	102,039	91,099
P20) Total Circulation	427,997	442,463

Interlibrary Loan

Data Element	2025 Data	2024 Data
P11) ILL Provided to Other Libraries	36,756	32,637
P12) ILL Received from Other Libraries	26,250	28,306

PROGRAMS

In 2025, did your library offer in-person offsite programs? Yes

In 2025, did your library offer live virtual programs? Yes

In-Person Programs

Data Element	2025 Data	2024 Data
P82) In-Person Programs for Ages 0-5	118	105
P83) In-Person Programs for Ages 6-11	51	83
P84) In-Person Programs for Young Adults	6	16
P85) In-Person Programs for Adults	91	112
P86) In-Person Programs for All Ages	34	12
P75) Total Onsite In-Person Programs	289	304
P81) Total Offsite In-Person Programs	11	24

In-Person Program Attendance

Data Element	2025 Data	2024 Data
P105) Attendees at In-Person Programs for Ages 0-5	6,650	6,416
P106) Attendees at In-Person Programs for Ages 6-11	3,360	3,722
P107) Attendees at In-Person Programs for Young Adults	94	97
P108) Attendees at In-Person Programs for Adults	1,856	1,722
P109) Attendees at In-Person Programs for All Ages	1,224	1,323
P98) Total Onsite Attendance	11,955	11,590
P104) Total Offsite Attendance	1,229	1,690

Live Virtual Programs

Data Element	2025 Data	2024 Data
P87) Live Virtual Programs Intended for Ages 0-5	0	0
P88) Live Virtual Programs Intended for Ages 6-11	0	0
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	3	15
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	3	15

Live Virtual Attendance

Data Element	2025 Data	2024 Data
P110) Live Virtual Views of Programs for Ages 0-5	0	0
P111) Live Virtual Views of Programs for Ages 6-11	0	0
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	71	175
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	71	175

Total Programs (In-Person and Live Virtual)

Data Element	2025 Data	2024 Data
P90) Total Programs for Ages 0-5	118	105
P91) Total Programs for Ages 6-11	51	83
P52) Total Programs for Young Adults	6	16
P53) Total Programs for Adults	94	127
P92) Total Programs for All Ages	34	12
P54) Total Programs	303	343

Total Program Attendance (In-Person and Live Virtual)

Data Element	2025 Data	2024 Data
P113) Total Attendance at Programs for Ages 0-5	6,650	6,416
P114) Total Attendance at Programs for Ages 6-11	3,360	3,722
P56) Total Attendance at Programs for Young Adults	94	97
P57) Total Attendance at Programs for Adults	1,927	1,897
P115) Total Attendance at Programs for All Ages	1,224	1,323
P58) Total Program Attendance	13,255	13,455

SELF-DIRECTED AND SUMMER LEARNING

Summer Learning

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes
U04) Young adults, 12 to 18 years old	Yes

Self-Directed Activities

Data Element	2025 Data	2024 Data
P49) Number of Self-Directed Activities	22	21
P50) Participation in Self-Directed Activities	6,796	6,129

HOURS OF PUBLIC SERVICE

Data Element	2025 Data	2024 Data
H08) Weekly Hours of Regular Service	58.00	58.00
H09) Weekly Hours of Seasonal Service	54.00	54.00
H12) Annual Public Service Hours	2,840	2,852

FACILITIES

Data Element	2025 Data	2024 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	1	1
F12) Staff Internet Computers	27	33
F13) Public Internet Stationary Computers	17	22
F14) Public Internet Mobile Devices for Onsite Use	1	1
F15) Total Public Internet Computers/Devices	18	23
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	596	579

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2025 Data	2024 Data
S01) Total ALA/MLS Librarian FTE	3.90	3.90
S02) Total Other Librarian FTE	0.00	0.00
S03) Total Librarian FTE	3.90	3.90
S04) Total Other Staff FTE	11.58	11.59
S05) Total Paid Staff FTE	15.48	15.49

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$50.15	\$67.39
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head	\$41.13	\$55.27
S12) Other Librarian	\$35.21	\$47.32
S13) Technology Support	\$32.62	\$43.84
S14) Library Support Staff	\$20.99	\$43.41
S15) Administrative Support Staff	\$32.30	\$43.41
S16) Pages	\$12.99	\$12.99

Union

S17) Do Any Library Staff Belong to a Union?	Yes	Yes
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COLLECTIONS

Physical Materials

Data Element	2025 Data	2024 Data
C01) Print Materials (Books and Periodicals)	80,044	76,361
C02) Audio Materials, Physical	5,032	5,297
C03) Video Materials, Physical	4,773	4,570
C04) Multi-format Materials	359	291
C05) Other Physical Materials	502	498
C06) Total Physical Materials	90,710	87,017
C07) Print Serial Subscriptions	99	106

Electronic Materials

Data Element	2025 Data	2024 Data
E-SERIALS		
Does the library provide access to e-serials licensed locally ?	No	No
Does the library provide access to e-serials licensed regionally ?	Yes	Yes
Does the library provide access to e-serials licensed statewide at no/minimal cost to the library?	No	No
E-BOOKS		
Does the library provide access to e-books licensed locally ?	Yes	Yes
Does the library provide access to e-books licensed regionally ?	Yes	Yes
Does the library provide access to e-books licensed through eBooks Minnesota ?	Yes	Yes
E-AUDIO		
Does the library provide access to e-audio licensed locally ?	Yes	Yes
Does the library provide access to e-audio licensed regionally ?	Yes	Yes
Does the library provides access to e-audio licensed statewide at no/minimal cost to the library?	No	No
E-VIDEO		
Does the library provide access to e-video licensed locally ?	Yes	No
Does the library provide access to e-video licensed regionally ?	No	No
Does the library provide access to e-video licensed statewide at no/minimal cost to the library?	No	No
RESEARCH DATABASES		
Does the library provide access to research databases licensed locally ?	Yes	No
Does the library provide access to research databases licensed regionally ?	Yes	Yes
Does the library provide access to research databases licensed through eLibrary Minnesota (ELM) ?	Yes	Yes
ONLINE LEARNING PLATFORMS		
Does the library provides access to online learning platforms licensed locally ?	No	No
Does the library provide access to online learning platforms licensed regionally ?	Yes	Yes
Does the library provide access to online learning platforms licensed through eLibrary Minnesota (ELM) ?	Yes	Yes

POLICIES/PLANS

Data Element	2025 Data	2024 Data
D01) Strategic Plan	2023	2023
D02) Disaster Plan	2025	2024
D03) Policy Manual	2024	2024
D04) Records Retention Schedule	2021	2021
D05) Building Accessibility Plan	2006	2006
D06) Technology Plan	2025	2024
D07) Internet Acceptable Use Policy	2021	2021
D09) Collection Development Policy	2022	2022
D08) Overdue Fine Policy?	No	No

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2025 Data	2024 Data
Adult Basic Education	No	No
Adult Literacy Organization	No	No
Early Childhood Organization	Yes	Yes
Correctional Facility	Yes	Yes
Cultural Communities	Yes	Yes
Service to Homebound	Yes	Yes
School (K12)	Yes	Yes
Senior-Centered Organization	Yes	Yes
Workforce Development	Yes	Yes
Youth Development Organization	No	Yes
Arts Organization	Yes	Yes
Disability Organization	Yes	No
Homeschool Organization	Yes	Yes
Veterans Organization	No	No
Social Services Organizations	Yes	Yes
Other	anizations, Other C	anizations, Other C

Community Partnerships

Data Element	2025 Data	2024 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
O13a) Communicative: Yes O13b) Cooperative: Yes O13c) Collaborative: Yes		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	No

Volunteers

Data Element	2025 Data	2024 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	139	70
O21) Total Number of Volunteer Hours	3,595	2,769

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Governing
I04) Does this library have a foundation?	Yes
I05) Foundation name	Stillwater Public Library Foundation
I06) Does this library have a Friends group?	Yes
I07) Friends group name	Friends of the Stillwater Public Library

DRAFT

FINANCIAL DATA

Operating Revenue

Data Element	2025 Data	2024 Data
LOCAL GOVERNMENT		
City		
R01) City Direct	\$1,658,084	\$1,565,996
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$1,658,084	\$1,565,996
County		
R04) County Direct	\$0	\$0
R05) County Indirect	\$0	\$0
R06) County Total	\$0	\$0
Other Local Government		
R07) Other Local Government Direct	\$5,000	\$5,000
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$5,000	\$5,000
R10) Total Local Government Operating Revenue	\$1,663,084	\$1,570,996
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$1,500	\$1,185
R21) Regional System Indirect	\$5,128	\$3,460
R22) Regional System Operating Revenue Total	\$6,628	\$4,645
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$255,478	\$286,878
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$255,478	\$286,878
R29) Total Regional and Other Operating Revenue	\$262,106	\$291,523
R30) Total Operating Revenue	\$1,925,190	\$1,862,519

Operating Expenditures

Data Element	2025 Data	2024 Data
Personnel Expenditures		
E01) Salaries & Wages	\$1,107,581	\$1,050,806
E02) Employee Benefits	\$261,468	\$249,707
E03) Total Personnel Costs	\$1,369,049	\$1,300,513
Collection Expenditures		
E04) Print Materials	\$91,182	\$92,667
E05) Circulating Electronic Materials	\$18,759	\$12,566
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$18,759	\$12,566
E09) Other Materials - Audio & Video Physical Materials	\$9,879	\$12,048
E10) Other Materials - Other Physical Materials	\$8,706	\$5,697
E11) Other Materials Expenditures Total	\$18,585	\$17,745
E16) Physical Materials Expenditures Total	\$109,767	\$110,412
E12) Total Collection Expenditures	\$128,526	\$122,978
Other Operating Expenditures		
E13) Other Operating Expenditures	\$346,898	\$415,765
E14) Total Operating Expenditures	\$1,844,473	\$1,839,256
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue

Data Element	2025 Data	2024 Data
LOCAL		
City		
R31) City Direct	\$51,423	\$796,650
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$51,423	\$796,650
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$51,423	\$796,650
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0

R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$10,340	\$15,927
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$10,340	\$15,927
R57) Total Regional System and Other Capital Revenue	\$10,340	\$15,927
R58) Total Capital Revenue	\$61,763	\$812,577

Capital Expenditures

EC01) Total Capital Expenditures	\$61,763	\$812,577
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In-Kind

Data Element	2025 Data	2024 Data
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$123,948	\$112,322
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	\$123,870	\$112,122
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$78	\$200
EKA04) Total In-Kind Operating Contributions	\$123,948	\$112,322
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

ANNOTATIONS

G26), Did the legal service area boundary change?

The City approved an annexation of the "Anderson Parcel", PID: 0602920210001 during the 2025 calendar year. No structures on this parcel at purchase time.--2026-03-18

P16), Total Physical Circulation

Total population was pulled for the City of Stillwater from the MN State Demographic Center. Physical circulation numbers were pulled from the ILS system for physical items. The population and circulation are both on trend with historical numbers. The ratio of circulation to population is likely higher than average due to a variety of factors, including that the library's borrower reach extends beyond the city's legal boundaries and reflects a more regional use of a city library.--2026-03-18

P20), Total Circulation

Total population was pulled for the City of Stillwater from the MN State Demographic Center. Total circulation numbers were pulled from the ILS system for physical items and provided by Washington County Library for digital items. The population and circulation are both on trend with historical numbers. The ratio of total circulation to population is likely higher than average due to a variety of factors, including that the library's borrower reach extends beyond the city's legal boundaries and reflects a more regional use of a city library.--2026-03-18

Total Programs for Ages 0-5

Total program and attendance numbers for ages 0-5 were verified. The library's primary programs for ages 0-5 are Wednesday Preschool Storytimes offered at 10:30 (and repeated at 11:30 due to the large attendance numbers), Thursday Baby Toddler Storytime, and Second Saturday Storytimes. Attendance is higher than average due to a variety of factors, including the quality of the programs, the number of storytimes offered per week, and attendees being drawn from a regional service area (beyond Stillwater's city limits).--2026-03-18

Total Attendance at Programs for Ages 0-5

Total program and attendance numbers for ages 0-5 were verified. The library's primary programs for ages 0-5 are Wednesday Preschool Storytimes offered at 10:30 (and repeated at 11:30 due to the large attendance numbers), Thursday Baby Toddler Storytime, and Second Saturday Storytimes. Attendance is higher than average due to a variety of factors, including the quality of the programs, the number of storytimes offered per week, and attendees being drawn from a regional service area (beyond Stillwater's city limits).--2026-03-18

E13), Other Operating Expenditures

3/18/26: General insurance expenditures are still pending from the City of Stillwater. Not expected to be received until May/June 2026.--2026-03-18



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2025 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the system level. In the case of a single-library location, In the case of a single-location library, system-level totals and location-level data are the same.

This report contains information from January 1 through December 31, 2025, unless otherwise specified.

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CONTACT INFORMATION

G01m) Library Name	Stillwater Public Library
G02m) Regional System/Sequence Number	M1040
G03m) Regional Public Library System	MELSA
G05m) Location is a change from 2024 Data	No
G04m) Street Address	224 Third Street North
G06m) City	Stillwater
G07m) ZIP Code	55082
G12m) Phone	651-275-4338
G08m) Mailing Address	224 Third Street North
G09m) City	Stillwater
G10m) ZIP Code	55082
G11m) County	Washington

VISITS, REFERENCE, USERS

Data Element	2025 Data	2024 Data
P01m) Population of the Legal Service Area	19,460	19,426
P02m) Registered Users – Residents	9,044	9,070
P03m) Registered Users – Reciprocal	6,860	6,770
P04m) Total Registered Users	15,904	15,840
P06m) Visits	118,234	133,160
P07m) Reference Transactions	9,172	5,600

P08m) Public Internet Computer Sessions	6,363	7,040
P09m) Public Internet Computer Sessions – Usage Type	P08m tallies other computer usage in addition to Internet	P08m tallies other computer usage in addition to Internet
P10m) Wireless Sessions	294,645	281,314

CIRCULATION

Data Element	2025 Data	2024 Data
P13m) Children’s Circulation	203,285	218,977
P14m) Adult Circulation	113,092	121,578
P15m) Physical Circulation (No Age Designation)	9,581	10,809
P16m) Total Physical Circulation	325,958	351,364

PROGRAMS, ATTENDANCE, ACTIVITIES

Onsite In-Person Programs

Data Element	2025 Data	2024 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	118	103
P71m) Onsite In-Person Programs Intended for Ages 6-11	47	74
P72m) Onsite In-Person Programs Intended for Young Adults	6	16
P73m) Onsite In-Person Programs Intended for Adults	91	104
P74m) Onsite In-Person Programs Intended for All Ages	27	7
P75m) Total Onsite Programs	289	304

Onsite In-Person Program Attendance

Data Element	2025 Data	2024 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	6,650	6,301
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	2,743	3,427
P95m) Attendees at Onsite In-Person Programs for Young Adults	94	97
P96m) Attendees at Onsite In-Person Programs for Adults	1,856	1,598
P97m) Attendees at Onsite In-Person Programs for All Ages	612	167
P98m) Total Onsite In-Person Attendance	11,955	11,590

Offsite In-Person Programs

Data Element	2025 Data	2024 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5	0	2
P77m) Offsite In-Person Programs Intended for Ages 6-11	4	9
P78m) Offsite In-Person Programs Intended for Young Adults	0	0
P79m) Offsite In-Person Programs Intended for Adults	0	8
P80m) Offsite In-Person Programs Intended for All Ages	7	5
P81m) Total Offsite Programs	11	24

Offsite In-Person Program Attendance

Data Element	2025 Data	2024 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	0	115
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	617	295
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	0
P102m) Attendees at Offsite In-Person Programs for Adults	0	124
P103m) Attendees at Offsite In-Person Programs for All Ages	612	1,156
P104m) Total In-Person Offsite Attendance	1,229	1,690

Self-Directed Activities

Data Element	2025 Data	2024 Data
P49m) Self-Directed Activities	22	21
P50m) Participation in Self-Directed Activities	6,796	6,129

FULL-TIME-EQUIVALENT STAFF

Data Element	2025 Data	2024 Data
S01m) ALA/MLS Librarian FTE	3.90	3.90
S02m) Other Librarian FTE	0.00	0.00
S03m) Total Librarian FTE	3.90	3.90
S04m) Other Staff FTE	11.58	11.59
S05m) Total Paid Staff FTE	15.48	15.49

Volunteers

Data Element	2025 Data	2024 Data
O16m) Number of Teen Volunteers	41	31
O17m) Number of Adult Volunteers	98	39
O18m) Number of Teen Volunteer Hours	170	126
O19m) Number of Adult Volunteer Hours	3,425	2,643
O20m) Total Number of Volunteers	139	70
O21m) Total Number of Volunteer Hours	3,595	2,769

LIBRARY COLLECTION

Data Element	2025 Data	2024 Data
C01m) Print Materials (Books and Periodicals)	80,044	76,361
C02m) Audio Materials, Physical	5,032	5,297
C03m) Video Materials, Physical	4,773	4,570
C04m) Multi-format Materials	359	291
C05m) Other Physical Materials	502	498
C06m) Total Physical Materials	90,710	87,017
C07m) Print Serial Subscriptions	99	106

PUBLIC SERVICE HOURS

Daily Hours

Data Element	2025 Data	2024 Data
H01m) Monday	10.0	10.0
H02m) Tuesday	10.0	10.0
H03m) Wednesday	10.0	10.0
H04m) Thursday	10.0	10.0
H05m) Friday	7.0	7.0
H06m) Saturday	7.0	7.0
H07m) Sunday	4.0	4.0

Seasonal Daily Hours

Data Element	2025 Data	2024 Data
H19m) Monday	10.0	10.0
H20m) Tuesday	10.0	10.0
H21m) Wednesday	10.0	10.0
H22m) Thursday	10.0	10.0
H23m) Friday	7.0	7.0
H24m) Saturday	7.0	7.0
H25m) Sunday	0.0	0.0

Number of Weeks Open to the Public

Data Element	2025 Data	2024 Data
H15m) Weeks Library was Open with Regular Service	37	37
H27m) Weeks Library was Open with Seasonal Service	15	15
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	2025 Data	2024 Data
H08m) Weekly Hours of Regular Service	58.00	58.00
H09m) Weekly Hours of Seasonal Service	54.0	54.0

Annual Hours Open to the Public

Data Element	2025 Data	2024 Data
H12m) Annual Public Service Hours	2,840	2,852
H20m) Non-Staffed Service Hours at this Location?	No	No

FACILITIES

Outlet Types

Data Element	2025 Data	2024 Data
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

Buildings

Data Element	2025 Data	2024 Data
F07m) Facility Type	L	L
F08m) Square Feet	38,680	38,680
F09m) Year Built	1902	1902
F10m) Latest Year Remodeled	2016	2016
F11m) Previous Year(s) Remodeled		

Computers

Data Element	2025 Data	2024 Data
F12m) Staff Internet Computers	27	33
F13m) Public Internet Stationary Computers	17	22
F14m) Public Internet Mobile Devices for On-Site Use	1	1
F15m) Public Internet Computers/Devices	18	23

Internet Connections

Data Element	2025 Data	2024 Data
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	Category 6	Category 6
F19m) Typical Internet Download Speed for Public Computers	50.1 Mbps - 100 Mbps	50.1 Mbps - 100 Mbps
F21m) Typical Internet Upload Speed for Public Computers	15.1 Mbps - 20.0 Mbps	15.1 Mbps - 20.0 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes

Meeting Rooms

Data Element	2025 Data	2024 Data
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	596	579

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Friends of the Stillwater Public Library

ANNOTATIONS

DRAFT



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Service.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Request	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve submission of the MALF Good Neighbor Grant application through the Friends of the Stillwater Public Library in support of Library outreach efforts.	
BACKGROUND/CONTEXT: <p>Staff are requesting Library Board approval to submit a grant application through the Friends of the Stillwater Public Library to the Minnesota Association of Library Friends (MALF) Good Neighbor Grant program, which is a new grant opportunity this year.</p> <p>The MALF Good Neighbor Grant provides up to \$1,000 to support library-related initiatives that address community needs. The Friends of the Stillwater Public Library intend to apply for funding in support of the Library’s outreach efforts at the Summer 2026 PIT Stop Resource Event.</p> <p>If awarded, grant funds would be used to purchase children’s books for distribution to families experiencing housing instability and other barriers to access. These are books children can keep, supporting literacy and engagement by providing materials for use at home and building on the Library’s existing outreach presence at the event. Books will include a mix of English and Spanish titles to better serve families in the community.</p> <p>The proposed project aligns with the Library’s mission to connect community members with knowledge, ideas, and opportunities for engagement. It also supports ongoing outreach efforts by expanding the Library’s ability to provide direct, tangible resources to families in need.</p> <p>Staff recommends approval to submit the grant application and, if awarded, to utilize the funds as described.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Major Accomplishments

- Completion of the Minnesota Public Library Annual Report required a considerable amount of staff time. Business & Communications Manager Keri Goeltl compiled and vetted statistics and other information from multiple sources—including library supervisors, Volunteer Coordinator Susie Danielson, City IT and Finance staff, and Washington County Library—to ensure accuracy in completing the report.
- Keri coordinated and led the development of the joint Impact Report included elsewhere in this packet.
- Students from Ascension Academy in Cumberland, WI, visited the library as part of a Twin Cities service trip. A group of 37 students, along with teachers and chaperones, used a meeting room and participated in guided tours. Due to the group size, students were divided into three groups, with tours led by Sarah Rosten, Paula McHugh, and Mark. Tour notes were also updated to support this visit. The group expressed strong appreciation for the library, and staff enjoyed the opportunity to meet such an enthusiastic group.
- Keri convened a meeting with graphic designer Melody Fox, with Mark also participating, to advance plans for a library history wall featuring historical photos near the parking ramp–level entrance, building on last year’s elevator and welcome wall refresh. This concept had been part of the original vision but was delayed due to staff capacity. Planning will now move forward as capacity allows, with potential implementation later this year (tentatively December). The meeting also included discussion of two Advocacy Committee projects related to the library’s 130th anniversary.
- Fourteen site tours related to the RFP for Professional Planning & Design Consultant Services were conducted in March, in addition to two in February. A second addendum responding to additional questions was issued on March 17.
- Four *Library Corner* articles were published in March. Two issues of *ShelfLife* were released—March 3 (March issue) and March 24 (combined April/May issue), the latter including a link to the newly published 9-page Spring catalog.
- Keri created a two-page insert for the spring edition of the city’s quarterly print newsletter recently mailed to all city households.
- Thank you to former Trustee Pat Lockyear for cleaning up the outdoor planters that held winter greenery following the winter season. The pots are now ready for the Ivy Club’s plantings later this spring.
- The first upload from Phase 3 of the newspaper digitization project occurred on March 31, with the initial batch now available online through the Minnesota Digital Newspaper Hub, expanding public access to local history. This batch includes the *Stillwater Evening Gazette*, 1947–1951.
- Although this next item occurred from April 1–3, it is included here for timeliness. A total of 14 library staff attended part or all of the 2026 Public Library Association (PLA) Conference at the Minneapolis Convention Center. Donor funding made staff attendance possible. There were numerous learning sessions and an exhibit hall with many vendors. Mark attended sessions relevant to his work, including those that focused on staff engagement and workplace culture, peer support networks, flexible approaches to capital planning, strong collaboration with Friends groups and Foundations, and fostering a culture of innovation. The conference also offered a wide range of additional sessions, underscoring the breadth of topics and ideas available, far more than any one person could fully explore.

Heads-Up

- The Stillwater Public Library Foundation has selected Bethany Cox as its Development and Communications Coordinator. Bethany is a former Stillwater Public Library Board trustee and currently represents District 3 on the Washington County Board of Commissioners. Prior to being elected to the County Board, Bethany served as the Director of Development at the Wild Rivers Conservancy. The Library looks forward to working with her and Executive Director Howe.
- The Library Foundation was not selected for 2026 funding through the Huelsmann Foundation. The notification letter emphasized that the decision does not reflect on the merits of the Library Foundation or the programs it supports.
- As noted in last month's report, Stillwater Township informed past funding recipients, including the Library, that it will discontinue general donations unless a formal service agreement is in place. The Library acknowledged the notice, expressed appreciation for past support, and conveyed openness to future conversations about a possible service agreement. The Township has since sent a follow-up letter providing further clarification; that letter is included with this report. Mark thanked the Township for the update and reaffirmed that Stillwater Public Library remains committed to serving all members of our community, including Township residents, and values the longstanding connection between the Township and the Library. The Library will continue to share its quarterly newsletter with the Township.
- National Library Week is April 19–25. Thank you in advance to Trustees for providing treats in recognition of staff during this week.
- Spring donation drive and book sale hosted by the Friends of the Stillwater Public Library
 - The used book donation drive will occur on Saturday, April 18, from 10:30 AM–3:00 PM in the library's Third Street parking ramp. Donors may drive into the ramp, where volunteers will assist with unloading materials.
 - The sale will begin with an exclusive members-only preview event on Wednesday, April 22, from 5:00–7:00 p.m.
 - General public sale dates are Thursday, April 23 (10:15 a.m.–7:00 p.m.); Friday, April 24 (10:15 a.m.–4:30 p.m.); and Saturday, April 25 (10:15 a.m.–4:30 p.m.).

Near-Term Future Focus

- Assisting the Facilities Committee with the review process for submitted RFP proposals.
- Serving on the Library Foundation's Strategic Approach Team to help guide the Foundation's strategic planning process. The first meeting is scheduled for April 28.



STILLWATER TOWNSHIP

Minnesota

13636 90th St. N., Stillwater, MN 55082

Service Agreements

Important Update

March 13, 2026

Hello,

The Stillwater Township Board of Supervisors voted not to execute service agreements with the referenced entities at this time.

Minnesota law prohibits townships from donating public funds to organizations. While service agreements are a recognized alternative, they must involve a service the Township would otherwise be responsible for providing directly to its residents. Furthermore, all Township service agreements are subject to a competitive bidding process initiated by the Township. After review of service provided by the aforementioned referenced entities, the Board has determined these standards have not been met.

If you wish to address the Township Board directly to discuss this matter further, please contact the Township Clerk to be placed on the agenda or attend the Open Forum during any regular Board meeting.

Thank you,

Barbara Riehle – Town Clerk

Cc: Town Board of Supervisors

March Programs and Activities

Art & Music

- **Spring Lily in Acrylic with Karen Chan:** 30 attended this class on Saturday, March 7. This program was funded by the [Minnesota Arts and Cultural Heritage Fund](#), also known as Legacy Funding. Participant comments:
"Thank you so much, what a huge gift to have this resource in our community!"
- **Rita Zawislak-Brandt Artist Reception:** 35 attended the reception for the library's featured artist for March and April. The artist sold at least 2 pieces during the event.

Book Clubs & Literature

- **Shelf Indulgence Book Club:** 7 participants discussed [The Bluest Eye by Toni Morrison](#) on Monday, March 9. April's book is [The House in the Cerulean Sea by TJ Klune](#).
- **Mystery Book Club:** 8 participants discussed "Palm Trees & Sand Mysteries" on Wednesday, March 18. [Find Mystery Book Club book lists on our website.](#)
- **Celebrate Tolkien Reading Day! History, Maps, and Geography of Middle-earth:** 12 participants learned about JRR Tolkein's middle-earth on Wednesday, March 25. Participant comment:
"This was such a fun and unique event! I love the library! Thank you for all your hard work!!"

Lifelong Learning

- **Tech Help:** A total of 7 people attended a Tech Help session in March. Appointments are offered weekly on Tuesdays and Fridays throughout the month. A noteworthy accomplishment from staff included syncing a patron's android phone with Google Photo in order to access photos on a laptop. It was a success and the patron was very pleased!
- **Medicare Counseling with Senior Linkage:** On Monday, March 2, the sessions went unfilled 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.
- **Some Were Neighbors:** 60 participants had a conversation about history and the holocaust with a moderator on Wednesday, March 4. This event was presented by the United States Holocaust Museum, Stillwater Human Rights commission, and Eckberg Lammers. Participant comments:
"So good you could collaborate with the Stillwater Human Rights Commission to bring this Holocaust Museum program to us."
"I was glad to see the number of audience members and a variety of ages."
- **Advanced Search Techniques for FamilySearch:** 5 attended this class on Thursday, March 12, to learn more about genealogy resource FamilySearch. Participant comments:
"I went home from this class and using one of the tips from this class, found an ancestor I had been searching for years. Please call the instructor and tell her that! So happy."

Book Displays & Outreach:

- **Lower Level Entry:** Books translated into English were featured for the month of March.
- **Lower Level Round Table:** Irish Stories were featured for the month of March.
- **The Sci-Fi/Fantasy:** Women Authors were featured on this upper level display.
- **The Lodge:** 14 people received large print materials at The Lodge on Monday, March 9.

St. Croix Collection:

- **Monthly Visits:** 18 SCC users were recorded in March, including 13 residents and 5 visitors.
- **Research Topics and sources:** House history, Stillwater Gazette, Runk photos, Newspapers, Yearbooks, Subject Files, Presbyterian Church, FamilySearch, Residential History, Tax Records, Microfilm, Local History, Obituaries.
- **Genealogy Research Appointment:** 2 people attended a Genealogy 1:1 appointment in March. Appointments are available twice a month on Tuesdays with Genealogist Janet Poff. Participant comments:

"This was an hour very well spent and I feel so fortunate to have had this opportunity. Janet is a top-notch researcher and exceptionally knowledgeable."

- **Historical Research Appointment:** 1 person attended this 1:1 appointment with a volunteer historian on Saturday, March 21.

Images from Events

Some Were Neighbors, Wednesday, March 4



Spring Lily in Acrylic with Karen Chan, Saturday, March 7



Painting shared by Laurie Koehnle



Image shared by Lise Ostlund

March Programs and Activities

Early Literacy (0-5 years)

- Six Preschool Storytimes (368)
- Four Baby/Toddler Storytimes (242)
- Second Saturday Family Storytime (67)
- Two Wendy's Wiggle, Jiggle, Jam Sessions (121)
- Singing Heart Preschool Music (38)

School-aged (6-12 years)

- Two Chess Club Meetups (22)
- Book Bingo (32)
- LEGO Club (63)
- Now Make Art: Cardboard Invention Convention (28)
- Silly Millies: Butterfly Jars (26)

Children's Drop-in Activities

- Scavenger Hunt – Spring (485)
- St. Croix River Discovery Room (hundreds)
 - *Phenomenal experience. The kids could have stayed all day!*

Teen

- Botanical Eco Printing – Textile Center (9)
- Tween Crafternoon – Pet Cactus (7)
- Passive activity – Reading Throwback

Outreach

- New Heights School, with grades K–1 attending every Thursday, grades 2–5 every other Tuesday, and grades 6–8 on alternating Tuesdays.
- Preschool Outreach Storytime – LADC (30); Kind Roots (14)
- Spring classroom visits will begin in early May. Rutherford, Stonebridge, and Lily Lake have been confirmed.

Upcoming Single Date Programs

- Petite Concert – 10:30 a.m., Tuesday, April 7
- T(w)een Crafternoon – Crop Art – 4:00 p.m., Wednesday, April 15



Botanical Eco Printing - Textile Center



Cardboard Invention Convention before the builders arrived!

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Hansen, Chair
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Hansen Meeting Date & Time: Tuesday, April 7, 4:00 PM Location: MR-A, Stillwater Public Library Present: Hansen, O’Brien, Glidden, Goeltl, Troendle</p> <p>Agenda Item 1: Impact Report The committee reviewed and discussed the draft Impact Report, which represents an initial effort to develop a joint marketing document between the Library and the Library Foundation.</p> <p>Feedback included the importance of clearly distinguishing between the Library (a City department) and the Library Foundation (a separate 501(c)(3) organization) to avoid potential confusion for readers.</p> <p>It was suggested that the report more clearly acknowledge the role of Library staff in developing and delivering programs supported by Foundation funding. The Committee also noted opportunities to reduce repetition and improve overall clarity and flow of the document. There was discussion about the structure of the report, including ensuring a smooth transition between Foundation-related content and Library-specific information.</p> <p>Agenda Item 2: 2025 Annual Report and Library Usage The committee reviewed and discussed statistical trends related to library visits, circulation of materials, and program participation.</p> <p>Agenda Item 3: Board Calendar Review The committee reviewed key upcoming dates, including Facilities 101 and Finance 101 presentations, submission of the budget to the City, Boards & Commissions training, and the appreciation breakfast for Trustees, Friends and Foundation board members, volunteers, and staff.</p> <p>Agenda Item 4: Friends and Foundation An update was provided.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Quijano, Chair
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Facilities Meeting Date & Time: Monday, April 6, 6:00 PM Location: MR-A, Stillwater Public Library Present: Buckland, Burns, Quijano, Troendle</p> <p>Agenda Item 1: Facilities 101 Presentation (May Board Meeting) The committee reviewed and discussed the draft presentation.</p> <p>Stan suggested including the approximate cost and funding sources for past improvements. This information would help illustrate the scope of investment over time and acknowledge contributions from the City, donor funds, and other sources. The committee noted that compiling this information may be time-intensive, as some projects span multiple years and funding sources, and may include both capital and operating expenses. Staff will work to incorporate this information into the May presentation.</p> <p>Additional comments and clarifications:</p> <ul style="list-style-type: none"> • The rotunda carpet replacement is anticipated to occur this year, pending final selection of the carpet pattern. • The floor plan on page 5 should be enlarged for readability. • The presentation will be shown using a screen and projector and will also be included in the board packet. <p>Presentation roles were discussed:</p> <ul style="list-style-type: none"> • Jon will provide the introduction (pages 1–3) • Stan will discuss past accomplishments • Hannah will present future enhancements <p>Agenda Item 2: RFP Proposal Evaluation Process The committee reviewed and discussed the process for evaluating and scoring proposals for Professional Planning and Design Consultant Services due by 3:00 p.m. CDT on April 16, 2026.</p> <p>Discussion included the use of an evaluation scoring sheet and the potential to interview up to four of the top-ranked firms. Committee members will note any follow-up questions during their review of written proposals to inform potential interview questions. Interviews, if conducted, may be held virtually. The evaluation and scoring of proposals will be conducted by the trustee members of the committee, with staff providing administrative support to the process.</p> <p>Mark will also coordinate with City staff regarding the evaluation process.</p>	

Agenda Item 3: Site Tour Overview

A total of 16 site tours were conducted with interested firms, reflecting a strong level of interest in the project. At least one additional firm has indicated its intent to submit a proposal. The proposal deadline is April 16, at which point we will have a clearer picture of participation.

Overall, interest in the project has been strong, and proposals will be reviewed later in April.

Future Meetings

- April 27 at 6:15 p.m.: Review of proposals
- Mid-June: CIP discussion

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Hausman Lohmer, Chair
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Advocacy Meeting Date & Time: Wednesday, March 11, 4 PM Location: Teen Study Room, Stillwater Public Library Present: Drew Arnold, Laurie Burns, Ashley Hausman Lohmer, Bevin O’Brien, Elsbeth Howe, Keri Goeltl Absent: Hodsdon</p> <p>Agenda Item 1: Introductions The committee members introduced themselves and welcomed Laurie Burns and Drew Arnold.</p> <p>Agenda Item 2: Approval of Minutes Minutes approved.</p> <p>Agenda Item 3: Updates from Trustees, Friends, Foundation, Staff Trustees: O’Brien reported that the trustees met last night. The library is soliciting bids for plans for the revision of the Children’s Area and Community Wing. Trustees are making plans to show appreciation for staff during National Library Week.</p> <p>Foundation: Howe reported the following:</p> <ul style="list-style-type: none"> • The Foundation is starting the strategic planning process with Propel. • Library Giving Day on April 1, and the Foundation Board has come together to support a matching donation. Library Giving Day will be promoted with emails and letters. • The Foundation is working on a joint impact report with the library. • The Foundation is hiring for a part-time position: Development & Communications Coordinator, 20 hours per week. • The Foundation will be offering coffee and library tours during National Library Week. <p>Friends: Burns reported that the book sale is scheduled for April. The used book drive is April 18, and the book sale on April 22-25. At the last meeting, the Friends gave the library a gift of \$15,000 for materials and programs.</p> <p>Agenda Item 4: Review of Outreach, Possible Calendar Dates, Library Stories The committee reviewed upcoming 2026 outreach events. The committee discussed the RACI document, and members will independently review to help determine use going forward.</p> <p>Agenda Item 5: Project Updates</p> <ul style="list-style-type: none"> • Library Stories Project: Howe reported that images from the photo shoot are being used in the impact report. Videos are still pending from Lead Sheep. 	

- **Summer Tuesdays:** Summer Tuesdays is on July 7 - August 11, 2026. Last year, the library was scheduled to attend 3 Tuesdays, but one was cancelled due to rain. This year, the library would look to participate in 2 Tuesdays. The movie schedule is still pending. The committee discussed recruiting a lead volunteer (not an Advocacy Committee member) to run the two Summer Tuesday booths and supporting volunteers to help with the booth, face painting, and transporting the tent, tables, and materials. Goeltl will connect with Susie Danielson.
- **Lumberjack Days Parade:** The parade is on Sunday, July 19 at 11 AM. The committee is interested in participating in the parade again.

Agenda Item 6: 130th Anniversary Planning

- **Theme, Logos, Branding:** The committee reviewed logo/design options and provided feedback. Hausman Lohmer will take input back to the designer.
- **Budget Items:** The committee discussed the key items that need funding for the 130th anniversary:
 - **Swag:** The committee discussed offering 130th Anniversary t-shirts, mugs, and bags for sale through the Foundation. In addition, the committee was interested in “We love our library” yard signs, possibly available for free or optional donation. Goeltl will research pricing and distribution options.
 - **Photo Cut-Out Board, Library/Patron Story Retractable Banners, Library History Wall:** Goeltl and Troendle will meet with a vendor to gather information and cost estimates.
 - **Programming:** Staff will be asked for programming budget needs for 130th, above and beyond regular costs. This includes estimates for a main band and other entertainment (barbershop quartets, opera) at the community celebration.
 - **Community Celebration - Ice Cream Social:** Howe will ask Lori Houston to check in with Nelson’s on costs for ice cream.
 - **Anniversary Gala:** Howe will contact vendors for estimates on event coordinator for gala.
 - **Lumberjack Days:** For the 130th, the library could do a float for the parade. Howe will reach out to Erin McQuay, who has emceed the parade in the past, for ideas and contacts to determine a cost estimate.

Next Meeting: Wednesday, May 13, 4-6 PM

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Event Planning Task Force Report	
OWNER: Library Event Planning Task Force	PRESENTER: Glidden, Panciera
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Committee: Library Event Planning Task Force Date: Tuesday, March 24, 2026, 1:00 PM Location: Conference Room Present: Kim Glidden, Larry Panciera, Susie Danielson, Sarah Foslien, Kaytee Estall</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Yay! We're back together again. Thank you. 2. Brainstorming - What type(s) of activities would be fun to interact with employees and volunteers and celebrate? <ol style="list-style-type: none"> a. There was considerable discussion regarding limited employee participation based on whether employees were working on the day of the celebration. Discussed pros and cons of having joint volunteer + employee celebration vs. separate. b. Resulting plan is the following: <ol style="list-style-type: none"> I) Continue with joint volunteer + employee celebration to facilitate team interaction and continue its annual tradition II) ACTION: Kaytee will talk with employees to determine whether there are other ideas on how employees would like to be recognized. Perhaps any new ideas could be incorporated into future (2027 and beyond) either National Library Week employee celebrations or Library Recognition Events. 3. Possible Date(s) and Time(s) <ol style="list-style-type: none"> a. Decided to hold a luncheon + activity event on Tuesday, September 15. Exact timing TBD. At our next meetings we will discuss whether the primary luncheon with activity can be done during 1 ½ hrs and then provide food for employees over a longer period of time to cover multiple shifts. b. ACTION: Kaytee will reserve the Margaret Rivers Room for September 15. 4. Planning Process <ol style="list-style-type: none"> a. Distribution Lists ACTION: Kim will work with Susie and Keri to provide updated contact lists <ol style="list-style-type: none"> i. Employees - Keri ii. Friends - Susie iii. Volunteers - Susie iv. Board of Trustees - Keri v. Foundation – Keri 	

- b. Invitations
 - i. Save the Date - Last year's flyer was created on CANVA. **ACTION:** Kaytee will get the former flyer from Sarah and create a new one for this year.
 - ii. Final Invitation
 - c. Activities Various game / activity ideas were presented by Larry & Kim. **ACTION:** Kaytee will review and with Larry's help come up with options to discuss at our next meeting.
 - d. Food & Refreshments - **ACTION:** Susie will look at lunch menu options and costs and present information at our next meeting.
 - e. Set-Up and Clean-Up
5. Assignments & Next Steps

Our next meeting will be **Tuesday, May 19 at 1:00**. **ACTION:** Kim will reserve the Conference Room.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



Friends of the Stillwater Public Library

February 9, 2026 | 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, Summer Seidenkranz, Mark Stapleton, Beth Nelson

Agenda

Friends of the Stillwater Public Library Agenda Monday, February 9, 2026 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: Gemma Lockrem
5. 2026 Friends meeting dates – Janet Skeie
6. Representative for Library Advocacy Committee
7. Book Sale – All
8. Next FRIENDS Board meeting will be March 9, 2026
9. Update: Mark Troendle
10. Foundation –
11. Adjourn: All

Meeting called to order by Janet Skeie

- Tracy distributed the minutes from Monday, November 10, 2025 for review
 - Minutes approved

Treasurer's reports - Jan Kilkelly

11/1/2025 – 11/30/2025

Opening Balance: \$66,428.41

Total Receipts: \$8,478.00

Total Disbursements: \$174.00

Ending Balance: \$74,732.41

12/1/2025 – 12/31/2025

Opening Balance: \$74,732.41

Total Receipts: \$3,265.49

Total Disbursements: \$0

Ending Balance: \$77,997.90

1/1/2026 – 1/31/2026

Opening Balance: \$77,997.90

Total Receipts: \$469.00

Total Disbursements: \$1,369.00

Ending Balance: \$77,097.90

Membership report Gemma Lockrem

104 members

Topics:

Representative for Library Advocacy Committee

They are looking for a FRIENDS representative to serve on the Advocacy Committee, duties including:

- The purpose of the Committee is to provide coordination, implementation and oversight of the library advocacy efforts.
- Duties included:
 - Focus on maintaining open communication between SPLF, Friends, and Library Board.
 - Work to ensure mutual messaging between groups with focus on key audiences.
 - Develop actionable plans for advocacy efforts and prepare a proposed budget for such actions.
 - Present plans and budgets to the Board for approval. Focus on use of volunteers where feasible.
 - Implement and oversee advocacy efforts.
 - Measure outcomes of advocacy work.

➤ **Laurie Burns volunteered. Thank you, Laurie!**

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 10:30-3:00pm

- Book sale November 18-21, 2026

Foundation: Summer

Sun. 15th Feb. Author event starts at 2:00pm, SPL

Wed. 25th Feb. Karen Chan event

February 25 and donors are invited to a special farewell reception to honor Karen Chan, local artist and library art instructor for over 5 years. Enjoy light appetizers, connect with other donors, and hear Karen discuss her work before the public reception begins at 6:00 p.m.

Mark Troendle update:

Library Director's Report

- The library has hired a temporary intern through Stillwater Area High School's Pathways Program. She began in January and will assist with communications-related projects through May.
- Library Legislative Day will take place on February 25. Friends members are invited to contact their state legislators to thank them for their support of libraries and encourage continued support for library funding.
- Craig Hansen has been appointed President of the Library Board. The Board also welcomed two new trustees: Hannah Buckland and Rick Hodsdon.
- A new three-year labor agreement with the library's union was finalized and signed in November.
- Four new self-check stations were installed on January 22.
- The Public Library Association (PLA) Conference will be held in Minneapolis April 1–3.
- Grant Request: On behalf of the library, a funding request of \$15,000 was presented and approved by the Friends. The grant will allocate:
 - \$10,000 to support collection development
 - \$5,000 to support library programming

Membership request for MALF - \$35.00

All approved to renew MALF

Jan wrote check for \$35.00

****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, March 9, 2026

**Friends of the Stillwater Public Library
2026 Financial Reports**

Period:	2/1/2026 - 2/28/2026	Year-to-Date 2/28/2026
Opening Balance	\$ 77,097.90	\$ 77,997.90
Receipts:		
Memberships	\$ 20.00	\$ 140.00
Donations	\$ 175.00	\$ 175.00
Ongoing Book Sales	\$ 269.00	\$ 603.00
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales		\$ 15.00
Total Receipts	\$ 464.00	\$ 933.00
Disbursements:		
Grants to Library	\$ 15,000.00	\$ 15,000.00
Sponsorships		\$ -
Memberships	\$ 35.00	\$ 35.00
Postage		\$ -
Printing & Supplies		\$ -
Sales Tax		\$ 1,369.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 15,035.00	\$ 16,404.00
Ending Balance	\$ 62,526.90	\$ 62,526.90

Outstanding Grants Due to Library:

Book Sale Nov. 2024	\$5,724.00
Book Sale Nov. 2025	\$6,549.00
<i>Book Sale Apr. 2019</i>	<i>\$562.92</i>
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	<u>\$5,535.00</u>

Total \$33,795.92

Stillwater Public Library 2026 Calendar

<p>January 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"> Board passes ratification of wages prepared by Director (if needed) 	<p>February 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>March 9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm</p> <ul style="list-style-type: none"> Director evaluation: 6-month progress check
<p>April 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"> Annual report data to board 	<p>May 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"> Begin budget prep Facilities 101 	<p>June 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"> Budget discussions Finance 101
<p>July 3&4: Library Closed 14: Trustee Meeting, 5:30 pm</p> <ul style="list-style-type: none"> Operating budget due and CIP due Preview August library presentation to council 	<p>August 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"> 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) 	<p>September 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"> Council budget changes; Levy adopted Director evaluation: annual review Negotiate labor contract with union if due (Executive Committee) Staff/Volunteer Appreciation Breakfast – Fall
<p>October 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"> Implement board self-assessment survey every 2-3 years (last done in 2024) 	<p>November 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"> Report on self-assessment results every 2-3 years Adopt holidays for succeeding year 	<p>December 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"> 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

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