

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, May 12, 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 April 14, 2026 Minutes +
 - b) Acknowledgement of Bills Paid in April +
 - c) 2026 Budget Status Report +

Informational/Discussion (25 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Facilities 101 I+

Decisional (25 minutes)

6. Professional Planning & Design Consultant Services RFP – Recommendation A+

Reports (10 minutes)

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

10. Public Commentary

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

11. Trustee Check-in/Topics for Future Discussion

12. Adjournment

A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, May 11, 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, April 14, 2026**

Minutes

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

ABSENT: Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Hansen called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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. Quijano 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 the letter received from Valley Outreach for the donation in memory of Andy Kass.

Hansen reminded trustees of the required training held by the City on May 7. Trustees who didn't attend the training last year are required to attend this year.

O'Brien reported her lobbying efforts on March 24, specifically for school library media specialists, to get language in the READ Act.

Quijano shared that he visited the Wildwood Library in Mahtomedi and was impressed with the facility.

AGENDA ITEM 5: 2025 Impact Report

Hansen encouraged board discussion of a joint impact report from the Library and Foundation in 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.

Board members discussed the concept and expressed appreciation for highlighting the public-private partnership. However, they raised concerns about presenting the Library and Foundation on equal footing and questioned whether they are truly equivalent. As the pie chart indicates, 85% of the library's funding comes from the City, and this investment is critical to the library's success. Members wondered whether presenting the Foundation too prominently could risk the City being less inclined to sustain its level of support. At the same time, they acknowledged that a strong Foundation report demonstrates meaningful community support for the library.

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Suggestions for revisions include repeating that the Foundation is a private entity on the Foundation pages and emphasizing private/non-governmental nature of the Foundation and the public/city-supported library on the first page of the report.

Motion to 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 as a pilot, considering any revisions directed by the Board prior to publication. Burns moved. Panciera second.

Yes: Buckland, Burns, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien, Panciera, Quijano; No: None.

AGENDA ITEM 6: 2025 State Annual Report

Troendle reviewed the 2025 State Annual Report and the History of Library Usage document provided in the board packet.

Motion to approve 2025 State Annual Report. Panciera moved. Quijano second.

Yes: Buckland, Burns, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien, Panciera, Quijano; No: None.

AGENDA ITEM 7: Grant Request

Troendle requested the board's approval of a Friends of the Stillwater Public Library grant application the Minnesota Association of Library Friends (MALF) Good Neighbor Grant program, which is a new grant opportunity this year. The funding would be used to purchase children's books for distribution at the Summer 2026 PIT Stop Resource Event, to families experiencing housing instability and other barriers to access. Books will include a mix of English and Spanish/Spanish b-lingual titles to better serve families in the community. The Friends reviewed the request and are supportive of the request.

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. O'Brien moved. Glidden second.

Yes: Buckland, Burns, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien, Panciera, Quijano; No: None.

AGENDA ITEM 8: Director and Other Staff Reports

Troendle reported that it was a great opportunity for staff to attend the Public Library Association Conference. There were many beneficial sessions to attend and opportunities to meet with vendors.

Burns asked for more information on the letter from Stillwater Township. Troendle clarified that this was a procedural change regarding donations to organizations.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Hansen summarized meeting. Notes in packet.
- b) Facilities Committee: Quijano summarized meeting. Notes in packet.
- c) Finance Committee: Meeting in May.
- d) Library Advocacy: Hausman Lohmer summarized meeting. Notes in packet.

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- e) Library Event Planning Task Force: Glidden summarized meeting. Notes in packet.

AGENDA ITEM 10: Foundation & Friends Report

Troendle reported that the Foundation did not meet in March. Troendle reported that the Friends are preparing for the Spring Book Drive on Saturday, April 18 and the Used Book Sale on Wednesday, April 22 – Saturday, April 25.

AGENDA ITEM 11: Public Commentary

None.

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

None.

AGENDA ITEM 13: Adjournment

Motion to adjourn meeting. Glidden moved. Burns second.

Yes: Buckland, Burns, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien, Panciera, Quijano; No: None.

Meeting adjourned at 6:28 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in April 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 April 2026 bills paid				
BACKGROUND/CONTEXT:				
April 2026 (2026 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 30,262.43	\$ 6,118.93	\$ 2,917.93	\$ 39,299.29
Capital Expenditures	\$ -	\$ 1,537.50	\$ -	\$ 1,537.50
Total	\$ 30,262.43	\$ 7,656.43	\$ 2,917.93	\$ 40,836.79
<p>Bill Resolution: April 7, 2026 (\$24,930.69)</p> <ul style="list-style-type: none"> • \$11,487 was paid to Bibliotheca for the annual maintenance agreement on the sorter. • \$5,484 was paid to Brodart for adult fiction, adult nonfiction, teen, and children’s materials. • \$1,306 was paid to Ebsco for our subscription to LibraryAware, a subscription to library-specific marketing tools. <p>Bill Resolution: April 21, 2026 (\$15,906.10)</p> <ul style="list-style-type: none"> • \$2,691 was paid to Brodart for adult fiction, adult nonfiction, teen, and children’s materials. • \$2,021 was paid to Scholastic for summer reading books. • \$1,609 was paid to Midwest Tape for audio and video materials. • \$1,460 was expended for PLA Conference expenses. • \$1,320 was paid to Mobile Beacon for hotspot service plans. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 4/7/2026 Bill Resolution 4/21/2026 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							
793	3/30/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
13J3-XTC1-GCF7	3/16/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	247.11	232-4232-2407-0000	Programs
1RQ1-F3NQ-9696	3/17/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	28.48	232-4232-2407-0000	Programs
1DK6-9LTT-4DPF	3/23/2026	5115	Amazon Business	Library Supplies	19.98	230-4230-2101-0000	General Supplies
1DK6-9LTT-4DPF	3/23/2026	5115	Amazon Business	Materials - Adult Fiction	15.20	230-4230-2401-0000	Adult Books - Fiction
1RF1-R1GP-4PF6	3/23/2026	5115	Amazon Business	Library Supplies	9.99	230-4230-2101-0000	General Supplies
1RF1-R1GP-4PF6	3/23/2026	5115	Amazon Business	Materials - Juv	48.64	230-4230-2400-0000	Childrens Books
1RF1-R1GP-4PF6	3/23/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	17.81	232-4232-2407-0000	Programs
1VNG-14KN-KRMR	3/23/2026	5115	Amazon Business	Library Supplies	49.61	230-4230-2101-0000	General Supplies
11RL-HLX6-MHV9	3/25/2026	5115	Amazon Business	Materials - Juv	60.05	230-4230-2400-0000	Childrens Books
11RL-HLX6-MK6M	3/25/2026	5115	Amazon Business	Library Custodial Supplies	37.65	230-4231-2102-0000	Janitorial Supplies
1CJ3-YDP7-DKLT	3/26/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	137.01	232-4232-2407-0000	Programs
1RGT-QKGT-PFP6	3/29/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	28.98	232-4232-2407-0000	Programs
INV-US85097	3/20/2026	4385	Bibliotheca LLC	Maintenance Agreement for Sorter	11486.53	230-4230-3713-0000	Computer Maintenance/Licenses
B7180706	3/11/2026	452	Brodart Co	Materials - Juv	125.22	230-4230-2400-0000	Childrens Books
B7180706	3/11/2026	452	Brodart Co	Materials - Adult Fiction	251.82	230-4230-2401-0000	Adult Books - Fiction
B7180706	3/11/2026	452	Brodart Co	Materials - Adult Nonfiction	11.88	230-4230-2405-0000	Adult Books - Non Fiction
B7180706	3/11/2026	452	Brodart Co	Materials - YA	17.79	230-4230-2406-0000	Teen Books - Materials
B7180706	3/11/2026	452	Brodart Co	Materials - Processing Fee	87.87	230-4230-3404-0000	Processing Fee
B7180747	3/11/2026	452	Brodart Co	Materials - Juv	14.81	230-4230-2400-0000	Childrens Books
B7180747	3/11/2026	452	Brodart Co	Materials - Adult Fiction	315.74	230-4230-2401-0000	Adult Books - Fiction
B7180747	3/11/2026	452	Brodart Co	Materials - Adult Nonfiction	18.90	230-4230-2405-0000	Adult Books - Non Fiction
B7180747	3/11/2026	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7182212	3/13/2026	452	Brodart Co	Materials - Juv	278.85	230-4230-2400-0000	Childrens Books
B7182212	3/13/2026	452	Brodart Co	Materials - Adult Fiction	31.14	230-4230-2401-0000	Adult Books - Fiction
B7182212	3/13/2026	452	Brodart Co	Materials - YA	90.46	230-4230-2406-0000	Teen Books - Materials
B7182212	3/13/2026	452	Brodart Co	Materials - Processing Fee	22.50	230-4230-3404-0000	Processing Fee
B7182306	3/13/2026	452	Brodart Co	Materials - Juv	42.61	230-4230-2400-0000	Childrens Books
B7182306	3/13/2026	452	Brodart Co	Materials - Adult Fiction	81.31	230-4230-2401-0000	Adult Books - Fiction
B7182306	3/13/2026	452	Brodart Co	Materials - Adult Nonfiction (230 Tribute Singer)	10.80	230-4230-2405-0000	Adult Books - Non Fiction
B7182306	3/13/2026	452	Brodart Co	Materials - Adult Nonfiction	55.82	230-4230-2405-0000	Adult Books - Non Fiction
B7182306	3/13/2026	452	Brodart Co	Materials - YA	125.38	230-4230-2406-0000	Teen Books - Materials
B7182306	3/13/2026	452	Brodart Co	Materials - Processing Fee	5.00	230-4230-3404-0000	Processing Fee
B7185136	3/18/2026	452	Brodart Co	Materials - Juv	111.65	230-4230-2400-0000	Childrens Books
B7185136	3/18/2026	452	Brodart Co	Materials - Adult Fiction	91.85	230-4230-2401-0000	Adult Books - Fiction
B7185136	3/18/2026	452	Brodart Co	Materials - Adult Nonfiction	253.38	230-4230-2405-0000	Adult Books - Non Fiction
B7185136	3/18/2026	452	Brodart Co	Materials - YA	74.21	230-4230-2406-0000	Teen Books - Materials
B7185136	3/18/2026	452	Brodart Co	Materials - Processing Fee	32.50	230-4230-3404-0000	Processing Fee
B7185175	3/18/2026	452	Brodart Co	Materials - Juv	25.36	230-4230-2400-0000	Childrens Books
B7185175	3/18/2026	452	Brodart Co	Materials - Adult Fiction	149.04	230-4230-2401-0000	Adult Books - Fiction
B7185175	3/18/2026	452	Brodart Co	Materials - Adult Nonfiction	49.68	230-4230-2405-0000	Adult Books - Non Fiction
B7185175	3/18/2026	452	Brodart Co	Materials - YA	53.35	230-4230-2406-0000	Teen Books - Materials
B7185175	3/18/2026	452	Brodart Co	Materials - Processing Fee	16.25	230-4230-3404-0000	Processing Fee
B7187263	3/20/2026	452	Brodart Co	Materials - Juv	95.23	230-4230-2400-0000	Childrens Books
B7187263	3/20/2026	452	Brodart Co	Materials - Adult Fiction	153.74	230-4230-2401-0000	Adult Books - Fiction
B7187263	3/20/2026	452	Brodart Co	Materials - Adult Nonfiction	140.03	230-4230-2405-0000	Adult Books - Non Fiction
B7187263	3/20/2026	452	Brodart Co	Materials - YA	58.70	230-4230-2406-0000	Teen Books - Materials
B7187263	3/20/2026	452	Brodart Co	Materials - Processing Fee	5.00	230-4230-3404-0000	Processing Fee
B7189376	3/24/2026	452	Brodart Co	Materials - Juv	141.12	230-4230-2400-0000	Childrens Books
B7189376	3/24/2026	452	Brodart Co	Materials - Adult Fiction	326.46	230-4230-2401-0000	Adult Books - Fiction
B7189376	3/24/2026	452	Brodart Co	Materials - Adult Nonfiction	15.12	230-4230-2405-0000	Adult Books - Non Fiction
B7189376	3/24/2026	452	Brodart Co	Materials - Processing Fee	99.99	230-4230-3404-0000	Processing Fee
B7190245	3/25/2026	452	Brodart Co	Materials - Juv	103.04	230-4230-2400-0000	Childrens Books
B7190245	3/25/2026	452	Brodart Co	Materials - Adult Fiction	118.16	230-4230-2401-0000	Adult Books - Fiction
B7190245	3/25/2026	452	Brodart Co	Materials - Adult Nonfiction	34.56	230-4230-2405-0000	Adult Books - Non Fiction
B7190245	3/25/2026	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B7191874	3/27/2026	452	Brodart Co	Materials - Juv	117.49	230-4230-2400-0000	Childrens Books
B7191874	3/27/2026	452	Brodart Co	Materials - Adult Fiction	98.52	230-4230-2401-0000	Adult Books - Fiction
B7191874	3/27/2026	452	Brodart Co	Materials - Adult Nonfiction	33.48	230-4230-2405-0000	Adult Books - Non Fiction
B7191874	3/27/2026	452	Brodart Co	Materials - YA	56.10	230-4230-2406-0000	Teen Books - Materials
B7191874	3/27/2026	452	Brodart Co	Materials - Processing Fee	11.25	230-4230-3404-0000	Processing Fee
B7192282	3/27/2026	452	Brodart Co	Materials - Juv	701.34	230-4230-2400-0000	Childrens Books
B7192282	3/27/2026	452	Brodart Co	Materials - Adult Fiction	13.50	230-4230-2401-0000	Adult Books - Fiction
B7192282	3/27/2026	452	Brodart Co	Materials - Adult Nonfiction	117.08	230-4230-2405-0000	Adult Books - Non Fiction
B7192282	3/27/2026	452	Brodart Co	Materials - YA	62.68	230-4230-2406-0000	Teen Books - Materials
B7192282	3/27/2026	452	Brodart Co	Materials - Processing Fee	56.25	230-4230-3404-0000	Processing Fee
B7192282	3/27/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	68.60	232-4232-2113-0000	Materials
B7192619	3/27/2026	452	Brodart Co	Materials - Juv	184.45	230-4230-2400-0000	Childrens Books
B7192619	3/27/2026	452	Brodart Co	Materials - Adult Fiction	54.79	230-4230-2401-0000	Adult Books - Fiction
B7192619	3/27/2026	452	Brodart Co	Materials - Adult Nonfiction	47.38	230-4230-2405-0000	Adult Books - Non Fiction
B7192619	3/27/2026	452	Brodart Co	Materials - Processing Fee	3.75	230-4230-3404-0000	Processing Fee
20260325GRE	2/3/2026	6673	Charles Green	Programs - Adult (Friends)	250.00	229-4229-2407-0000	Programs
60033110	3/24/2026	5848	Cintas/Huebsch	Mat Cleaning Service - Library	317.25	230-4231-4099-0000	Miscellaneous Charges
306-02444792-3-2026	3/31/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
91011042520	3/18/2026	941	Ebsco Publishing	LibraryAware	1306.00	230-4230-3098-0000	Technology Support

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
I702699	3/11/2026	5114	Folkmanis Inc	Programs - Juv (SPLF HJA SRP)	304.18	232-4232-2407-0000	Programs
ORDUS381943	5/1/2026	2384	J.D. Power & Associates	Materials - Reference (ANF)	240.00	230-4230-2405-0000	Adult Books - Non Fiction
ORDUS383270	5/1/2026	2384	J.D. Power & Associates	Materials - Reference (ANF)	662.00	230-4230-2405-0000	Adult Books - Non Fiction
105	3/18/2026	6202	Janet Poff	Programs - Adult (Friends)	760.00	229-4229-2407-0000	Programs
5303028	3/23/2026	1958	Loffler Companies	Library Printer/Copier	974.15	230-4230-3707-0000	Maintenance Agreements
508585874	3/17/2026	2175	Midwest Tape	Materials - Video (SAV)	429.57	230-4230-2408-0000	Film/Video
508585874	3/17/2026	2175	Midwest Tape	Materials - Processing Fee	47.82	230-4230-3404-0000	Processing Fee
508585875	3/17/2026	2175	Midwest Tape	Materials - Video (JV)	57.72	230-4230-2408-0000	Film/Video
508585875	3/17/2026	2175	Midwest Tape	Materials - Processing Fee	8.27	230-4230-3404-0000	Processing Fee
508585876	3/17/2026	2175	Midwest Tape	Materials - Audio (AM)	11.99	230-4230-2402-0000	Audio
508585876	3/17/2026	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
W26020621	3/13/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
528082	3/16/2026	5582	Playaway Products	Materials - Juv Audio Wonderbooks (SPLF)	501.92	232-4232-2113-0000	Materials
1	3/24/2026	6671	Singing Heart, LLC	Programs - Juv (SPLF HJA ELSA)	150.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 24,229.25		
LIBRARY CREDIT CARD							
3970182037	2/5/2026	4260	Etsy	Programs - Juv (SPLF HJA SRP)	325.75	232-4232-2407-0000	Programs
3970182037_REFUND	2/9/2026	4260	Etsy	Programs - Juv (SPLF HJA SRP)	-26.55	232-4232-2407-0000	Programs
1003183544_Shipmen	1/30/2026	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	55.86	232-4232-2407-0000	Programs
1003183544_Shipmen	1/31/2026	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	116.38	232-4232-2407-0000	Programs
300006078	2/17/2026	2276	MN Library Assoc.	Membership - MLA (Mark)	230.00	230-4230-4000-0000	Memberships and Dues
			CREDIT CARD SUBTOTAL		\$ 701.44		
CITY/SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL					\$ 24,930.69		

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							
1TK9-YCV4-GTM9	4/3/2026	5115	Amazon Business	Library Custodial Supplies	74.98	230-4231-2102-0000	Janitorial Supplies
1TK9-YCV4-GTM9	4/3/2026	5115	Amazon Business	Library Custodial Equipment	299.99	230-4231-2302-0000	Other Minor Equipment
1DXG-XCMP-VQRK	4/4/2026	5115	Amazon Business	Materials - Adult Fiction	15.00	230-4230-2401-0000	Adult Books - Fiction
1DXG-XCMP-VQRK	4/4/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF - Book Club Kits)	21.98	232-4232-2113-0000	Materials
19JY-GVDT-CJGC	4/6/2026	5115	Amazon Business	Materials - Adult Fiction	23.60	230-4230-2401-0000	Adult Books - Fiction
1W9Y-DQ3Q-6RYQ	4/13/2026	5115	Amazon Business	Library Supplies	90.84	230-4230-2101-0000	General Supplies
1W9Y-DQ3Q-6RYQ	4/13/2026	5115	Amazon Business	Materials - Juv	8.50	230-4230-2400-0000	Childrens Books
1WKJ-4R91-49QJ	4/14/2026	5115	Amazon Business	Library Custodial Supplies	67.52	230-4231-2102-0000	Janitorial Supplies
1WKJ-4R91-49QJ	4/14/2026	5115	Amazon Business	Library Custodial Equipment	278.06	230-4231-2302-0000	Other Minor Equipment
PLA26-PET	4/21/2026	2652	Angela Petrie	PLA Conference Expenses - Staff Reimbursement	209.63	236-4236-4099-0000	Wick - Miscellaneous
2231017	4/7/2026	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	159.14	229-4229-2113-0000	Materials
PC2026-0014	4/3/2026	6352	Breaching Concerts LLC	Programs - Juv (SPLF HJA ELSA)	300.00	232-4232-2407-0000	Programs
B7194297	3/31/2026	452	Brodart Co	Materials - Adult Fiction	105.24	230-4230-2401-0000	Adult Books - Fiction
B7194297	3/31/2026	452	Brodart Co	Materials - Adult Nonfiction	26.42	230-4230-2405-0000	Adult Books - Non Fiction
B7194297	3/31/2026	452	Brodart Co	Materials - YA	47.69	230-4230-2406-0000	Teen Books - Materials
B7194297	3/31/2026	452	Brodart Co	Materials - Processing Fee	10.00	230-4230-3404-0000	Processing Fee
B7195170	4/1/2026	452	Brodart Co	Materials - Juv	50.40	230-4230-2400-0000	Childrens Books
B7195170	4/1/2026	452	Brodart Co	Materials - Adult Fiction	42.18	230-4230-2401-0000	Adult Books - Fiction
B7195170	4/1/2026	452	Brodart Co	Materials - Adult Nonfiction	80.45	230-4230-2405-0000	Adult Books - Non Fiction
B7195170	4/1/2026	452	Brodart Co	Materials - YA	24.13	230-4230-2406-0000	Teen Books - Materials
B7195170	4/1/2026	452	Brodart Co	Materials - Processing Fee	11.25	230-4230-3404-0000	Processing Fee
B7196066	4/2/2026	452	Brodart Co	Materials - Juv	20.50	230-4230-2400-0000	Childrens Books
B7196066	4/2/2026	452	Brodart Co	Materials - Adult Fiction	77.52	230-4230-2401-0000	Adult Books - Fiction
B7196066	4/2/2026	452	Brodart Co	Materials - Adult Nonfiction	99.14	230-4230-2405-0000	Adult Books - Non Fiction
B7196066	4/2/2026	452	Brodart Co	Materials - YA	92.85	230-4230-2406-0000	Teen Books - Materials
B7196066	4/2/2026	452	Brodart Co	Materials - Processing Fee	16.25	230-4230-3404-0000	Processing Fee
B7199397	4/7/2026	452	Brodart Co	Materials - Juv	48.80	230-4230-2400-0000	Childrens Books
B7199397	4/7/2026	452	Brodart Co	Materials - Adult Fiction	32.40	230-4230-2401-0000	Adult Books - Fiction
B7199397	4/7/2026	452	Brodart Co	Materials - Adult Nonfiction	51.06	230-4230-2405-0000	Adult Books - Non Fiction
B7199397	4/7/2026	452	Brodart Co	Materials - YA	12.45	230-4230-2406-0000	Teen Books - Materials
B7199397	4/7/2026	452	Brodart Co	Materials - Processing Fee	5.00	230-4230-3404-0000	Processing Fee
B7200362	4/8/2026	452	Brodart Co	Materials - Juv	66.01	230-4230-2400-0000	Childrens Books
B7200362	4/8/2026	452	Brodart Co	Materials - Adult Nonfiction	37.80	230-4230-2405-0000	Adult Books - Non Fiction
B7200362	4/8/2026	452	Brodart Co	Materials - Processing Fee	3.75	230-4230-3404-0000	Processing Fee
B7202238	4/10/2026	452	Brodart Co	Materials - Juv	296.05	230-4230-2400-0000	Childrens Books
B7202238	4/10/2026	452	Brodart Co	Materials - Adult Fiction	17.28	230-4230-2401-0000	Adult Books - Fiction
B7202238	4/10/2026	452	Brodart Co	Materials - Adult Nonfiction	15.65	230-4230-2405-0000	Adult Books - Non Fiction
B7202238	4/10/2026	452	Brodart Co	Materials - Processing Fee	27.50	230-4230-3404-0000	Processing Fee
B7202238	4/10/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	149.66	232-4232-2113-0000	Materials
B7203682	4/13/2026	452	Brodart Co	Materials - Adult Fiction	523.35	230-4230-2401-0000	Adult Books - Fiction
B7203682	4/13/2026	452	Brodart Co	Materials - Adult Nonfiction	113.67	230-4230-2405-0000	Adult Books - Non Fiction
B7203682	4/13/2026	452	Brodart Co	Materials - Processing Fee	118.17	230-4230-3404-0000	Processing Fee
B7203805	4/13/2026	452	Brodart Co	Materials - Juv	148.53	230-4230-2400-0000	Childrens Books
B7203805	4/13/2026	452	Brodart Co	Materials - Adult Fiction	100.48	230-4230-2401-0000	Adult Books - Fiction
B7203805	4/13/2026	452	Brodart Co	Materials - Adult Nonfiction	16.02	230-4230-2405-0000	Adult Books - Non Fiction
B7203805	4/13/2026	452	Brodart Co	Materials - Processing Fee	11.25	230-4230-3404-0000	Processing Fee
B7203885	4/13/2026	452	Brodart Co	Materials - Juv	113.09	230-4230-2400-0000	Childrens Books
B7203885	4/13/2026	452	Brodart Co	Materials - Adult Fiction	28.48	230-4230-2401-0000	Adult Books - Fiction
B7203885	4/13/2026	452	Brodart Co	Materials - YA	16.01	230-4230-2406-0000	Teen Books - Materials
B7203885	4/13/2026	452	Brodart Co	Materials - Processing Fee	6.25	230-4230-3404-0000	Processing Fee
B7203885	4/13/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	28.06	232-4232-2113-0000	Materials
45641434	4/2/2026	6674	Children's Theatre Company	Programs - Juv (SPLF HJA ELSA)	200.00	232-4232-2407-0000	Programs
267924451	4/1/2026	683	Comcast - 963209363	Library Internet/WIFI	186.85	230-4230-3098-0000	Technology Support
PLA26-LUN	4/21/2026	6688	Connor Luna	PLA Conference Expenses - Staff Reimbursement	90.60	236-4236-4099-0000	Wick - Miscellaneous
904959	4/1/2026	3994	Corval Constructors	Library Maintenance Agreement (2026, Pmt 4)	824.00	230-4231-3707-0000	Maintenance Agreements
1.61207E+11	3/19/2026	782	Cub Foods	Library Programs - Adult (Friends)	38.08	229-4229-2407-0000	Programs
4011	4/8/2026	6658	Element 25, Inc.	Terrace Improvements (Capital 25-4230-017)	1537.50	120-4230-5200-0000	C/O & Improvements
PLA26-CAL	4/21/2026	6687	Ellen Callet	PLA Conference Expenses - Staff Reimbursement	41.24	236-4236-4099-0000	Wick - Miscellaneous
PLA26-LOO	4/21/2026	6689	Erin Look	PLA Conference Expenses - Staff Reimbursement	45.00	236-4236-4099-0000	Wick - Miscellaneous
PLA26-KAR	4/21/2026	6690	Karen Karason	PLA Conference Expenses - Staff Reimbursement	191.93	236-4236-4099-0000	Wick - Miscellaneous
PLA26-EST	4/21/2026	6154	Katherine Estall	PLA Conference Expenses - Staff Reimbursement	178.59	236-4236-4099-0000	Wick - Miscellaneous
PLA26-FAU	4/21/2026	1062	Kimberly Faurot	PLA Conference Expenses - Staff Reimbursement	125.69	236-4236-4099-0000	Wick - Miscellaneous
PLA26-TRO	4/6/2026	4587	Mark J Troendle	PLA Conference Expenses - Staff Reimbursement	50.00	236-4236-4099-0000	Wick - Miscellaneous
508623676	3/24/2026	2175	Midwest Tape	Materials - Video (SAV)	384.61	230-4230-2408-0000	Film/Video
508623676	3/24/2026	2175	Midwest Tape	Materials - Processing Fee	60.86	230-4230-3404-0000	Processing Fee
508623677	3/24/2026	2175	Midwest Tape	Materials - Video (JV)	70.44	230-4230-2408-0000	Film/Video
508623677	3/24/2026	2175	Midwest Tape	Materials - Processing Fee	16.54	230-4230-3404-0000	Processing Fee
508623678	3/24/2026	2175	Midwest Tape	Materials - Audio (AM)	179.57	230-4230-2402-0000	Audio
508623678	3/24/2026	2175	Midwest Tape	Materials - Processing Fee	43.77	230-4230-3404-0000	Processing Fee
508653400	3/31/2026	2175	Midwest Tape	Materials - Video (SAV)	180.68	230-4230-2408-0000	Film/Video
508653400	3/31/2026	2175	Midwest Tape	Materials - Processing Fee	29.23	230-4230-3404-0000	Processing Fee
508653401	3/31/2026	2175	Midwest Tape	Materials - Video (JV)	110.90	230-4230-2408-0000	Film/Video
508653401	3/31/2026	2175	Midwest Tape	Materials - Processing Fee	29.09	230-4230-3404-0000	Processing Fee
508653402	3/31/2026	2175	Midwest Tape	Materials - Audio (AM)	68.20	230-4230-2402-0000	Audio
508653402	3/31/2026	2175	Midwest Tape	Materials - Processing Fee	18.45	230-4230-3404-0000	Processing Fee

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
508689075	4/7/2026	2175	Midwest Tape	Materials - Video (SAV)	20.24	230-4230-2408-0000	Film/Video
508689075	4/7/2026	2175	Midwest Tape	Materials - Processing Fee	2.29	230-4230-3404-0000	Processing Fee
508689076	4/7/2026	2175	Midwest Tape	Materials - Video (SAV)	244.40	230-4230-2408-0000	Film/Video
508689076	4/7/2026	2175	Midwest Tape	Materials - Processing Fee	27.10	230-4230-3404-0000	Processing Fee
508725231	4/15/2026	2175	Midwest Tape	Materials - Video (SAV)	55.47	230-4230-2408-0000	Film/Video
508725231	4/15/2026	2175	Midwest Tape	Materials - Processing Fee	9.67	230-4230-3404-0000	Processing Fee
508725232	4/15/2026	2175	Midwest Tape	Materials - Video (SAV)	50.23	230-4230-2408-0000	Film/Video
508725232	4/15/2026	2175	Midwest Tape	Materials - Processing Fee	7.38	230-4230-3404-0000	Processing Fee
07988017-19402228	4/8/2026	3520	Minnesota UI Fund	Library Unemployment Compensation (Q1 2026)	725.67	230-4230-4099-0000	Miscellaneous Charges
A-091691-20260415-09	4/15/2026	5259	Mobile Beacon	Materials - Hotspots (SPLF)	1320.00	232-4232-2113-0000	Materials
W26030630	4/15/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
PLA26-MCH	4/21/2026	2093	Paula McHugh	PLA Conference Expenses - Staff Reimbursement	147.55	236-4236-4099-0000	Wick - Miscellaneous
531120	4/14/2026	5582	Playaway Products	Materials - Juv Audio Wonderbooks (SPLF)	139.98	232-4232-2113-0000	Materials
2170002072	3/31/2026	2807	Regents of the U of M	Materials - Processing (RFID Tags)	1212.00	230-4230-3404-0000	Processing Fee
PLA26-FOS	4/21/2026	6691	Sarah Foslien	PLA Conference Expenses - Staff Reimbursement	193.80	236-4236-4099-0000	Wick - Miscellaneous
PLA26-ROS	4/10/2026	5729	Sarah Rosten	PLA Conference Expenses - Staff Reimbursement	186.68	236-4236-4099-0000	Wick - Miscellaneous
84848137	4/1/2026	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	2021.02	232-4232-2407-0000	Programs
12251	12/3/2025	6684	Tamara Lynn Dean	Programs - Adult (Friends)	250.00	229-4229-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 15,644.40		
LIBRARY CREDIT CARD							
64266	3/1/2026	5711	Equally AI	Website Accessibility Tool	279.00	230-4230-3098-0000	Technology Support
1003183544_Credit	3/6/2026	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	-17.30	232-4232-2407-0000	Programs
			CREDIT CARD SUBTOTAL		\$ 261.70		
CITY/SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL					\$ 15,906.10		

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 April 30, 2026.</p> <p>Fund 120 – Capital Outlay The capital budget for 2026 is \$73,100. \$58,359.17 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. \$9,046 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. \$2,270 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). \$394,819 expended to date.

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$22,284 expended to date.

Technology: The library budgeted \$67,100 for technology-related expenditures. \$26,323 expended to date.

Other: The library budgeted \$32,140 for other operating expenses. \$9,084 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$151,115. \$43,873 expended to date.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$2,792 expended to date.

Plant Services and Charges: The plant services and charges budget is \$156,170. \$37,220 expended to date.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2027.
- *Energy (\$80,000):* \$20,123 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$14,753 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: \$28,348 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: \$159 expended.

- Programs: \$1,481 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$28,146 in reimbursements received.
- Expenditures: \$38,676 in expenditures.
 - Materials: \$5,969 expended.
 - Minor Equipment: \$0 expended.
 - Programs: \$7,808 expended.
 - Misc: \$24,899 (Newspaper Digitization: \$23,363; Advocacy: \$879)

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

- Donations: \$10,400 received to date.
- 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: \$6,791 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 426 AND [Account].AccountNumber 120423000000000{-}1204231999999999{,}230000000000000{-}230999999999999 AND |

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	.00	9,046.17	-9,046.17	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)	.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:		.00	58,359.17	-58,359.17	
		.00	58,359.17	-58,359.17	
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	-1,644.96	-1,855.04	46.99%
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	-386.83	-1,613.17	19.34%
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	-.64	.64	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%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	-294,863.77	-1,492,949.23	
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	139,019.12	427,916.88	24.52%
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	5,066.86	2,978.14	62.98%
230-4230-1113-0000	Vacation Pay(E)	.00	14,161.72	-14,161.72	100.00%
230-4230-1200-0000	Part Time Salaries(E)	466,027.01	158,192.49	307,834.52	33.94%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1410-0000	Pera(E)	77,472.25	23,162.36	54,309.89	29.89%
230-4230-1420-0000	FICA/Medicare(E)	79,021.69	24,268.27	54,753.42	30.71%
230-4230-1430-0000	PFML(E)	102.00	1,249.89	-1,147.89	1225.38%
230-4230-1500-0000	Hospital / Medical(E)	93,552.00	28,430.60	65,121.40	30.39%
230-4230-1520-0000	Dental Insurance(E)	3,410.40	1,101.63	2,308.77	32.30%
230-4230-1540-0000	Life Insurance(E)	591.40	165.84	425.56	28.04%
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	1,262.76	1,737.24	42.09%
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	5,278.66	9,221.34	36.40%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	5,638.83	9,861.17	36.37%
230-4230-2402-0000	Audio(E)	1,900.00	840.18	1,059.82	44.22%
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	4,217.35	6,482.65	39.41%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	1,585.04	1,914.96	45.28%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	1,623.00	3,877.00	29.50%
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	4,217.70	5,282.30	44.39%
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	3,773.88	7,226.12	34.30%
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	974.15	2,025.85	32.47%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	31,000.00	22,105.42	8,894.58	71.30%
230-4230-3803-0000	Data Base Maintenance(E)	.00	.00	.00	100.00%
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%
230-4230-3900-0000	Sales Tax(E)	200.00	127.12	72.88	63.56%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	1,033.25	625.25	62.30%
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	22,268.18	62,033.36	26.41%
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	765.63	-251.36	148.87%
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	8,376.52	24,202.46	25.71%
230-4231-1410-0000	PERA(E)	8,702.73	2,552.42	6,150.31	29.32%
230-4231-1420-0000	FICA/Medicare(E)	8,941.36	2,658.18	6,283.18	29.72%
230-4231-1430-0000	PFML(E)	.00	135.67	-135.67	100.00%
230-4231-1500-0000	Hospital / Medical(E)	15,484.27	4,110.89	11,373.38	26.54%
230-4231-1520-0000	Dental Insurance(E)	505.20	147.35	357.85	29.16%
230-4231-1540-0000	Life Insurance(E)	86.40	18.57	67.83	21.49%
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	1,454.28	2,545.72	36.35%
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	789.54	10.46	98.69%
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	267.21	1,432.79	15.71%
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	8,858.41	46,141.59	16.10%
230-4231-3601-0000	Natural Gas(E)	25,000.00	11,264.93	13,735.07	45.05%
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	6,673.04	4,326.96	60.66%
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	951.75	1,048.25	47.58%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	536,395.57	1,324,619.43	
Fund230 - LIBRARY FUND		73,202.00	241,531.80	-168,329.80	
Total:		73,202.00	299,890.97	-226,688.97	

Library Supplemental Funds Report

End.GLPeriod 426 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)	22,985.08
223-4223-1410-0000	PERA(E)	1,662.64
223-4223-1420-0000	FICA/Medicare(E)	1,856.16
223-4223-1430-0000	PFML(E)	97.74
223-4223-1500-0000	Hospital / Medical(E)	911.72
223-4223-1520-0000	Dental Insurance(E)	9.89
223-4223-1540-0000	Life Insurance(E)	14.60
Total Expenditure:		<u>28,357.75</u>

Fund229 - FRIENDS OF STILLWATER LIBRARY

Revenue		
229-0000-3810-0100	Donations(R)	-15,000.00
Total Revenue:		<u>-15,000.00</u>
Expenditure		
229-4229-2113-0000	Materials(E)	159.14
229-4229-2407-0000	Programs(E)	1,480.84
Total Expenditure:		<u>1,639.98</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)	5,968.60
232-4232-2407-0000	Programs(E)	7,807.88
232-4232-4099-0000	Miscellaneous Charges(E)	24,899.44

Total Expenditure: 38,675.92

Fund235 - LIBRARY DONATIONS FUND

Revenue

235-0000-3820-0100 Donations(R) -10,400.00

Total Revenue: -10,400.00

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) 6,790.61

Total Expenditure: 6,790.61

T 23,840.56
n

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:	
BACKGROUND/CONTEXT: <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>On April 21, Troendle emailed trustees on behalf of Burns with an article from the Star Tribune related to book challenges and censorship.</p> <p>On May 7, Troendle emailed trustees on behalf of Hansen with an article from The Guardian showing the number of banned non-fiction books doubled during the 2024-2025 school year in the U.S.</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:	
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. 	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities 101	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>The Facilities Committee will provide a Facilities 101 overview presentation focused on major past facility projects, current and anticipated facility needs, and criteria for future project prioritization and planning. The presentation is intended to provide historical context regarding the Library’s facility investments and assist with future discussions related to maintenance, enhancements, and long-range planning.</p> <p>The committee will review the following:</p> <ul style="list-style-type: none"> • Introduction (slides 1-3) – Quijano • Past Accomplishments (slides 4-11) – Burns • Future Enhancements (slides 12-20) – Buckland 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: The following slides comprise the slideshow presentation.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

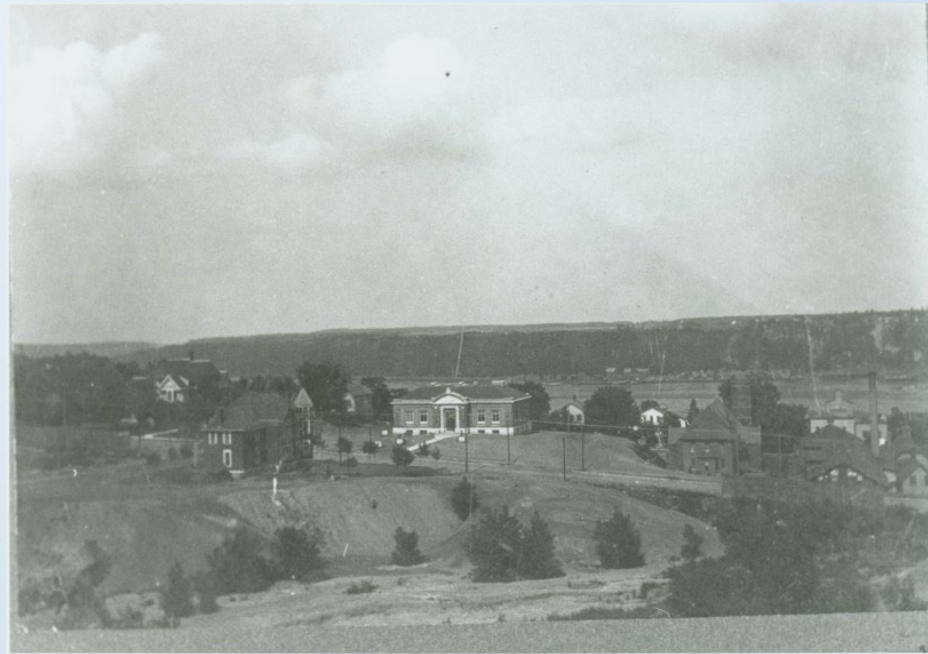


Facilities Committee 101: Past Accomplishments and Future Projects

Presented by:
Jon Quijano, Stan Burns, and Hannah Buckland

Original Construction 1902-1903

- Funds provided by Andrew Carnegie: The initial gift was \$25,000, plus an additional gift of \$2,500.
- The original footprint of the library was approximately 5,000 square feet upon completion.
- Part of the land on which the library was built came from the Harrigan family, and Kate Harrigan-Crosby was Bing Crosby's mother.



Expansion and Renovation

- 1972-1973
 - A north and south wing were added. The overall size of the library increased to 13,126 square feet.
- 1986-1987
 - The library was renovated and reconfigured, with handicap access added and 2,000 square feet repurposed for public use. The project cost approximately \$800,000–\$900,000 and was funded by the City.
- 2005-2006
 - A major expansion increased the library's size to 38,860 sq. ft. and added a parking ramp, rooftop terrace, and new community spaces.



Past Accomplishments

Past Projects 2016

- Co-located circulation and reference desk



MSR

OPTION #2 - LOWER LEVEL PLAN

STILLWATER PUBLIC LIBRARY
29 JANUARY 2016

Past Projects 2017-2018

- Upgraded the Teen Room (2017; Helen Lawson Fund; \$22k)
- Hearing Loops added to 3 areas – Margaret Rivers Room (2017), Conference Room (2018), and Story Time Room (2019) [Foundation; \$43k]
- Transitioned to LED lighting for energy efficiency (2017-2021; City; \$38k)
- Two charging stations were added for mobile devices (2018; City; \$2k)
- Brass elevator doors were refinished (2018; City; \$4k)
- Water bottle filling station added to the gallery (2018; City; \$1k)
- Implemented fob-restricted entry in key areas (2018; City; \$9k)

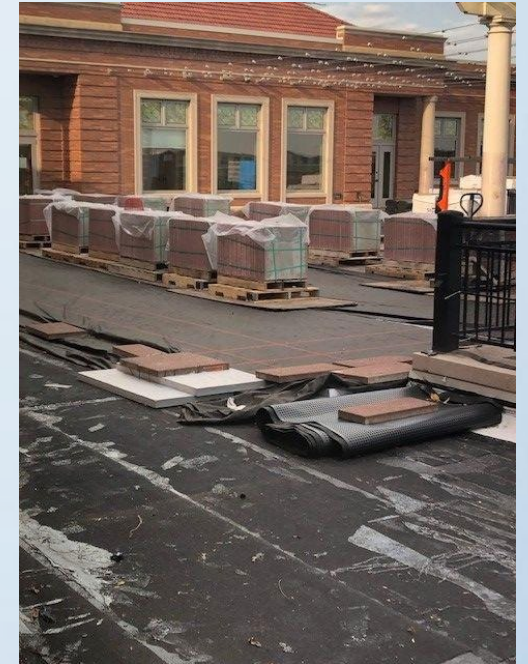
Past Projects 2018-2020

- Upgraded computer seating (2018; City; \$3k)
- Reupholstered worn fabric on public chairs (2018; City; \$2k)
- Repaired pergola (2019; City; \$34k)
- Stabilized support beams and installed braces in attic, and repaired and repainted rotunda dome and cracked plaster ceiling above fiction (2019-2020; City; \$52k)
- Tuckpointing and masonry repairs to exterior of library (2019-2025; City/Foundation/Kilty; \$277k) [*\$230k City; \$43k SPLF; \$4k Kilty*]
- Replaced double doors to parking ramp (2020; Foundation; \$9k)
- Bird deterrence measures added in parking ramp (2020; City; \$600)

Past Projects 2021-2024

- Catering ramp repaired and repainted (2021; City; \$9k)
- Original roof replaced with Ludowici clay roof tiles - includes additional leak repairs, lawn damage restoration, and interior painting due to leaks (2022-2023; City; \$356k)
- Parking ramp was restriped (2023; City; \$4k)
- Expansion joint in gallery covered with stainless steel cap to prevent ceramic tiles from cracking (2023; City; \$2k)
- Signage throughout building was replaced and enhanced (2023-2024; Foundation; \$23k)

Past Projects 2024



- Terrace roof replacement (2024; City; \$797k)



Past Projects 2024-2025

- 4th Street garden beautification project (2024-2025; Foundation; \$20k)



Before



After



Past Projects 2025

- Parking ramp entrance and elevator refresh (2025; Foundation; \$14k)



- Exterior windows caulked (2025; City; \$4k)
- Irrigation system leaks repaired (2025; City; \$1k)

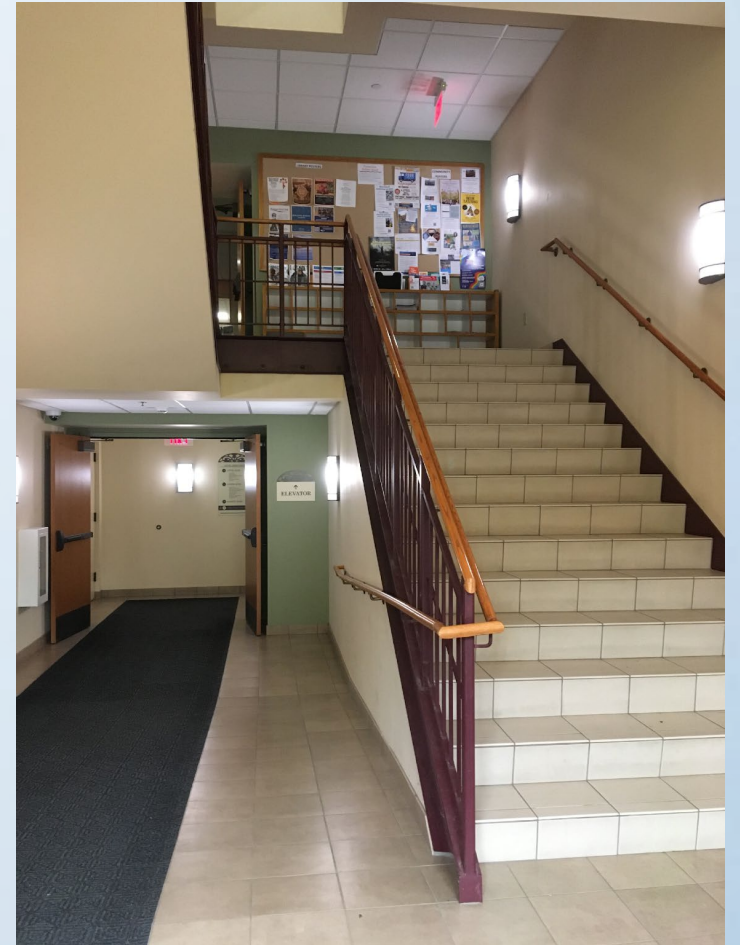


Future Enhancements

2026-2030

Third Street Entrance/Stairwell

- Move bulletin board
- Create historical image wall
- Repair cracks and repaint





Meeting Wing

- Sound attenuation improvements
- Replace furniture and carpet
- Add virtual conferencing



Children's Library

- Sound attenuation improvements
- Replace furniture, shelving, carpeting
- Add comfort room

Anticipated or Possible Future Projects

- Replacing the rotunda carpet
- Repairing parking ramp drains
- Replace or repair general furnishings throughout library
- Leveling the concrete from the 4th ST surface lot to the sidewalk (ADA enhancement)
- Improve ADA accessibility to restrooms and terrace
- Replacing the automated handling system (the sorter)

Prioritization for future planning



Maintenance Criteria*

- **Safety Need:** risk to patrons, staff and/or facility.
- **Current cost vs. future cost:** includes inflationary costs and/or added costs due to deferring maintenance/increased wear to facility.
- **Negative impact on staff and patrons:** level of inconvenience or disruption to the staff and/or facility.
- **Complexity of project:** size of project, amount of staff time, number of contractors, need for fundraising, etc.
- **Speed of completion:** how quickly the project can be completed.

* Exclude Kraus-Anderson recommended projects from prioritization

Enhancement Criteria*

- **Safety Need:** risk to patrons, staff and/or facility.
 - **Current cost vs. future cost:** includes inflationary costs and/or added costs due to deferring maintenance/increased wear to facility.
 - **Positive impact for staff and patrons**
 - **Complexity of project:** size of project, amount of staff time, number of contractors, need for fundraising, etc.
 - **Future Maintenance requirements & cost:** sustainability of project
- * Must have: All enhancement projects involve staff in planning & buy-in prior

So many maintenance needs!

So many possible enhancements!

Challenging work for our Facilities
Committee, our Director and our Board.



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Professional Planning & Design Consultant Services RFP – Recommendation	
OWNER: Facilities Committee	PRESENTER: Quijano, Chair
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve entering into a professional services agreement with the firm recommended by the Facilities Committee for preparation of the CLEWE Plan, at a not-to-exceed fee of \$46,350, funded through the Stillwater Public Library Foundation.	
DESCRIPTION: <p>The Facilities Committee completed its review of the 15 proposals submitted in response to the Professional Planning & Design Consultant Services RFP for the Children’s Library & Event Wing Enhancement Plan (CLEWE Plan). Following proposal evaluations and follow-up discussions with selected firms, the committee is recommending approval of a professional services agreement for preparation of the CLEWE Plan.</p> <p>The proposal, as submitted, includes a not-to-exceed fee of \$46,350, which would be funded by the Stillwater Public Library Foundation. Minor refinements to scope or contract language may still occur prior to final execution. Additional information regarding the committee’s review process and recommendation will be provided at the Board meeting. If the Library Board approves the recommendation, the agreement will also require City Council approval.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Sample Agreement for Professional Services	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Major Accomplishments

- Library staff greatly appreciated the treats and refreshments provided by the Trustees and the Library's City Council liaison during National Library Week. The thoughtful gesture was warmly received and helped make the week special for staff.
- Two Facilities Committee meetings were held to review the 15 proposals received in response to the Professional Planning & Design Consultant Services RFP, followed by scheduling follow-up discussions with selected firms at the committee's direction. Mark consulted with the City Clerk and the City Attorney as needed throughout the process.
- The Friends of the Stillwater Public Library held another highly successful book sale this spring, generating a record-breaking \$6,718 in book sale revenue. The continued strong community support directly benefits Library collections and programs.
- A grant application was submitted to the Minnesota Association of Library Friends (MALF) Good Neighbor Grant program through the Friends of the Stillwater Public Library to support the distribution of children's books at the Summer 2026 PIT Stop Resource Event.
- The Stillwater Public Library Foundation held the first meeting of its Strategic Approach Team (SAT) as part of the Foundation's strategic planning process. Discussion focused on the planning timeline, board self-assessment findings, financial trend analysis, key strategic questions, and future community engagement efforts. The current work plan anticipates development of a three-year strategic plan and financial outlook later this year.
- Library staff who attended the 2026 PLA Conference have continued discussing ideas and resources gathered during the event.
- Office Specialist Sarah Foslien and Mark provided a tour to 16 residents of The Lakes at Stillwater. Several attendees signed up for new library cards during the visit.
- Staff updated the Library's Facilities 101 presentation materials.
- Four *Library Corner* articles were published in April.

Heads-Up

- Work has continued on the joint 2025 Library and Library Foundation Impact Report pilot approved by the Board last month. After incorporating as many revisions as possible within the existing format and length of the publication, an initial print proof was produced for review. Additional formatting and layout refinements were subsequently identified that required a second proof prior to final publication. The current plan is to mail approximately 500 copies and print an additional 200 copies for distribution at the Library and use at community presentations and events.
- Seasonal staffing assignments for two employees concluded as scheduled.
- A plaque honoring Dick Huelsmann and the Huelsmann Foundation will be installed in a garden area as part of the final step in the 4th ST garden improvements.
- The Library will be closed on Monday, May 25, in observance of Memorial Day. Summer Sunday closures will also begin Memorial Day weekend and continue through Labor Day weekend.

Near-Term Focus

- Supporting the Facilities Committee as it continues evaluation and recommendation activities related to the RFP process.
- Continuing participation on the Library Foundation's Strategic Approach Team as the Foundation's strategic planning process moves forward.

April Programs and Activities

Book Clubs & Literature

- **River Bellwethers:** On Saturday, April 11, 10 people heard from author and educator Tamara Dean. “River Bellwethers,” based on an essay from Tamara Dean's collection, [Shelter and Storm: At Home in the Driftless](#), presents the fascinating stories of determined citizen scientists who battled government officials, changed policy, and set new standards to protect native mussels. This event is a part of NEA Big Read programming. Participant comments:

“Thanks for hosting. I've never been in this library before. It's beautiful. So glad that a Carnegie library has survived.”

“This was really interesting!”

- **Shelf Indulgence Book Club:** 12 participants discussed [The House in the Cerulean Sea by TJ Klune](#) on Monday, April 13. The May book selection is [The Pull of the Stars by Emma Donoghue](#). Participant Comments:

“Great facilitator! I always enjoy the conversation with my fellow participants.”

- **Mystery Book Club:** 8 participants discussed “Historical Mysteries” on Wednesday, April 15. [Find Mystery Book Club book lists on our website.](#)

Lifelong Learning

- **Tech Help:** A total of 4 people attended a Tech Help session in April. Appointments are offered weekly on Tuesdays and Fridays.
- **Movie Night with Steve Schroer: Steamboat Bill, Jr. (1928):** 12 people enjoyed a silent film with Steve Schroer on Thursday, April 2. This is the first event in a series of public domain film screenings with Steve Schroer. Participant comments:

“This program presented a fascinating part of cinema history.”

- **Medicare Counseling with Senior Linkage:** On Monday, April 6, one person attended a session with a Medicare counselor. One-on-one Medicare counseling is offered at the library on the first Monday of the month through the non-profit organization Trellis.

- **Civil War Genealogy:** 4 attended this class on Thursday, April 9 with Janet Poff. Participant comments:

“Janet was an excellent instructor. Looking forward to working on my family tree and attending the May Norwegian class.”

- **Hands-On Ham Radio on World Amateur Radio Day:** 32 people attended the Hands-On Ham Radio event on Saturday, April 18, hosted at Stillwater Public Library by local amateur radio enthusiasts from [Stillwater Amateur Radio Association](#) (SARA).
- **World Tai Chi Day:** On Saturday, April 25, approximately 120 people gathered on the library terrace to celebrate World Tai Chi Day. This event is offered by Stillwater's Healing Within Studio and community partners.

Book Displays & Outreach:

- **Lower Level Entry:** National Arab-American Heritage Month ([including a social media video](#))
- **Lower Level Round Table:** April Showers, Read for Hours
- **The Sci-Fi/Fantasy:** Urban Fantasy Picks
- **The Lodge:** 11 people received large print materials at The Lodge on Monday, April 13.
- **Sandhill Shores:** On Thursday, April 23, Library Associate Karen Karason visited Sandhill Shores and hosted a table where she shared library information. Karen chatted with 10 residents who stopped by during her visit and registered 4 new library cards.
- **Women's Reading Club:** On Monday, April 6, Information Services Supervisor Sarah Rosten visited the Women's Reading Club to share library information with about 20 attendees.

St. Croix Collection:

- **Monthly Visits:** 21 SCC users were recorded in April, including 9 residents and 12 visitors.
- **Research Topics and sources:** Maps, yearbooks, Houses on School Street, Lincoln School, Runk Photos.
- **Genealogy Research Appointment:** Two research appointments were filled during the month of April.

Images from World Tai Chi Day 2026 on April 25, 2026







April Programs and Activities

Early Literacy (0-5)

- Five 10:30 AM Preschool Storytimes (450)
- Five 11:30 AM Preschool Storytimes (170)
- Four Baby/Toddler Storytimes and Playtime (200)
 - One session was not held due to the Friends' Book Sale
- One Second Saturday Family Storytime (41)
- Petite Concert (35)

School-aged (6-12)

- Costume Design and Crafting with Children's Theatre Company (12)
- Behind the Curtain: Ballet for Kids with St. Croix Ballet (32)
- Two Chess Club sessions (30)
- LEGO Club (21)

Children's Drop-in Activities

- Scavenger Hunt: Things that go (382)
- St. Croix River Discovery Room
 - *A trip to this Library is always on the top of our grandchildren's list to visit. Love this St Croix display!*
 - *The Discovery Room was the reason for our visit!*
 - *So great ! We love it. Grandparents taking our 10th grandchild to programs at the library. Pretty much helping raise them. Thank you !*
 - *My grandkids favorite library. They always ask to visit*

Teen

- Crafternoon – Crop Art (8)

Outreach

- New Heights
- LADC Storytime with Miss Kim (48)

Programs – Programming is on hiatus in May to allow for school outreach and final summer reading preparation.

Here are some upcoming summer programs:

- Summer Wednesdays: Jolly Pops, Circus Manduhai-Mongolian Circus, Bill the Juggler, Wendy's Wiggle, Jiggle, & Jam!, Brodini Comedy Magic, The Bazillions (kid-friendly rock-n-roll), Dazzling Dave – Yo-Yo Master, Hunter Marionettes, Puppet Show - "The Poetry of Puppetry"

- Summer Second Saturdays: Bill the Juggler, Brodini Comedy Magic and Puppet Show - "The Poetry of Puppetry"
- Arts & Crafts: Gnome Garden Children's Craft, Silly Millies Clay Butterfly Wing Bowl, Dragon Eggs, Mini Beach Terrariums, Needle-Felted Flowers
- Nature & STEM: Chess Club, "Build Like a Bee", Outdoor Survival with the DNR, "Who Would Win? Pollinators" with Wild Rivers Conservancy, LEGO Club, Meet a Llama, Natural Wonders with the DNR
- Preschool Summer Storytimes: 4 Preschool Summer Storytimes:
 - Monarchs-themed storytimes offered once in the morning and once in the evening
 - Insects-themed storytimes offered once in the morning and once in the evening



Special storytime location by the fireplace in the magazine area.



Pippin and his his crop art

Hearing Cinderella - the spring ballet title



Learning ballet moves with St. Croix Ballet

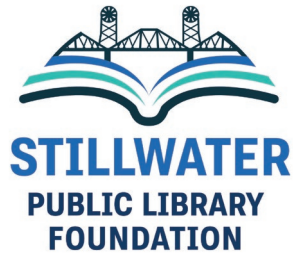


Agenda Items Details

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 Dates & Time: Monday, April 27, 6:15 PM and Wednesday, April 29, 6:00 PM Location: Conference Room</p> <p>Over the course of two meetings, committee members reviewed, considered, and evaluated the 15 proposals received in response to the Professional Planning & Design Consultant Services RFP. Following that review process, the committee determined that additional information was needed from a smaller group of selected firms. Follow-up discussions with those firms were subsequently scheduled. A core set of interview questions was developed for all firms being interviewed, along with an additional firm-specific question tailored to each proposal.</p> <p>Future Meetings</p> <ul style="list-style-type: none"> • Mid-June: CIP discussion 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Glidden, Treasurer
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: Finance Meeting Dates & Time: Thursday, May 7, 1 PM Location: Conference Room</p> <p>Keri and Mark provided documents for the team to review and discuss.</p> <ol style="list-style-type: none"> 1. Library Finances 101 information was provided; it will be updated with the 2025 data for the June board meeting. 2. Team to review and provide comments and recommendations on any format changes at the next Finance Team meeting. 3. Reviewed Other Supplemental Support Funds' current status with Principal, Fund/ Spendable Balance, and Projected 2026 Expenditure plans. 4. 2027 Operating Budget Draft reviewed and discussed, including Budget History from 2023 - 2026. 5. Assuming baseline increases (2026 Transfer-In + COLA and Step Increase for Salaries + Medical Benefit increases, the Transfer In (Levy) is at 4.95%. The city would like us to hold at the 4.95%; not likely to get more. <p>Next meeting is scheduled for Wednesday, May 27 at 11:00 am in the Conference Room.</p> <p><u>Agenda</u></p> <ol style="list-style-type: none"> 1. Feedback on Finances 101 Format and any other comments on presentation materials 2. Evaluation of Risks and Mitigations <ol style="list-style-type: none"> a. Additional Operating Budget Details - i.e. Utilities, Building Repairs (Elevator Costs), Potential Washington County Library System change, etc. b. Supplemental Fund Balance Cash Flows (3 - 5 year projections) 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



Board Meeting Minutes

Friday, February 27, 2026, 8:30am - 10:00am

Sandhill Shores, 105 Bridgewater Way, Stillwater

Members Present: Drew, Ryan, Roger, Cindy, Mark, Lori, Ingrid, Jeneane, Sandie, Summer, Erin, Chris, Kevin, Shawn

Members Remote: Mark

Members Absent: none

Staff Present: Elsbeth, Annette

1. **Call to Order** Drew called the meeting to order at 8:30 a.m.
2. **Welcome and Introduction of Chris Hilgers**
Thank you Roger for hosting today's meeting. Chris introduced himself to the board - welcome Chris!
3. **Adoption of Agenda - Motion to approve the agenda Summer/Erin. Motion carried.**
4. **Consent Agenda**
 - a. Board Meeting Minutes
 - b. Library Director Report
 - c. Executive Director Report
 - d. Development Committee Meeting Minutes 1/6/26

Motion to approve the consent agenda Jeneane/Cindy. Motion carried.

5. **Updates**
 - a. Board - Erin thanked Elsbeth for the beautiful painted sugar cookies at the Karen Chan reception.
 - b. Staff
 - i. 2025 Impact Report

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1. For the first time, we will be doing a joint impact report with the library. The library doesn't mail their report, but we will mail copies to donors. We hope to mail in March.
- ii. Grant updates
 1. Huelsmann Grant - we did not get an invite to apply this year after many attempts to connect with them. However, we did still apply. Typically they contributed \$35,000 with \$15,000 earmarked for Light a Spark and the remainder to the library.
- iii. Administrative Coordinator Update
 1. Annette has resigned with an expected end date of April 3. Annette shared her gratitude to the board and Elsbeth for the opportunity to work with the Foundation the last two years.
- c. Library Director
 - i. Seven organizations have responded to the request for proposals so far for design services for the children's services and meeting rooms area. The Library Board will select interviewees in May and plan to select a firm by summer and expect a concept plan to be completed by April of 2027. Fundraising will begin once the concept plan is approved.

6. Reports

- a. President's Report
 - i. Drew and Elsbeth are meeting monthly to discuss board business. Drew has met individually with all of the board officers. The executive committee will meet quarterly.
 - ii. Selected Propel as the consultant for strategic planning.
 - iii. Thank you Cindy and Lori for volunteering for all of our first Wednesday coffees. Just a reminder that all board members are welcome to volunteer.
 - iv. Thank you to board members who attended the February donor events. It's important for board members to attend these events.
- b. Treasurer's Report
 - i. Financials-
 1. We have been working to link all of our historical data to Quick Books online at our new financial firm, Three Rivers. Jeneane has been very pleased that they have a CPA on

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staff and their expediency and accuracy has been exemplary.

2. We budgeted for a \$153,000 deficit in 2025, and we ended the year with a positive \$340,000 due to fundraising, the better than expected performance of our investment portfolio. and reduced library expenses. Our investment average return has been 9.75%.
3. Our annual budgeted income from the portfolio is \$125,000, and in Q1, we've already earned 3.7%. We are invested at a moderately conservative level. The firm is also managing our cash account.
4. We budgeted \$314,000 for the library in 2025 and the library spent \$235,000. Mark explained \$60,000 for the design services has shifted to 2026. \$25,000 was budgeted for ADA enhancements and the City hired a consultant to do an ADA assessment and the results have not been shared yet, so that money has also been rolled into 2026.
5. Erin asked about professional development expenses for library staff and an opportunity to review Foundation's support for this line item in the future. Mark explained that this year they had an existing fund to pay for training and since PLA is hosted in Minneapolis this year, the expense is small. However, in the future they would come to the Foundation to support professional development.
6. Balance Sheet - \$4.5 million and we're in a strong position.

**Motion to accept the Treasurer's report as presented Summer/Shawn.
Motion carried.**

7. Old Business:

- a. Strategic Planning Update
 - i. Timeline and Meetings -

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1. The executive committee reviewed proposals from four different consultants and selected Propel Nonprofits.
2. We received a \$15,000 grant from the St. Croix Valley Community Foundation which covers most of the cost of the project.
3. Propel's method of approach is to work with a Strategic Approach Team to begin the work and then involve the entire board. Our SAT members are Erin, Ingrid, Drew, Mark and Elsbeth.
4. Elsbeth has sent Propel all of the background documents
5. Look for a link to complete a board assessment from Propel soon.
6. There will be a retreat and we expect the plan to be completed by September.

8. New Business:

- a. New Board Member Application: Sarah Schaffer
 - i. Lori recommended Sarah as a board member. Sarah has business experience, a love of Stillwater and our library and her mom was a former librarian. Elsbeth feels she has expertise that will be of value to the board.

**Motion to approve Sarah Schaffer as a new board member. Kevin/Sandie
Motion carried.**

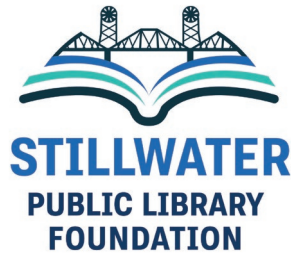
- b. Friends of the Stillwater Public Library
 - i. The Friends of Stillwater Public Library has been fundraising for the library for years, with their primary fundraiser being the book sales. Susie from the Foundation manages all aspects of the book sale. With the Friends president, Mary Ann Sandeen's passing a little over a year ago, the Friends have struggled finding individuals for leadership roles. Elsbeth met with their current leadership and broached a conversation about a potential merger between the Foundation and Friends. At the Friends January board meeting they expressed interest in continuing conversations about a potential merger.

Discussion included:

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1. Preliminary issues were raised and many items would need to be determined.
2. The book sale is an opportunity to connect more individuals to the Foundation.
3. Mark shared that he supports a merger and library staff has heard community members/patrons express confusion on why there are two fundraising organizations for the library.

Motion to move forward with discussion with the Friends of the Library on a potential future merger. Shawn/Summer. Motion carried.

- c. Library Giving Day
 - i. Library Giving Day is April 1. Last year Summer offered a \$2,000 matching gift which is an effective method to encourage donations. Drew proposed that board members consider contributing so we can offer a matching gift on behalf of the board. A target would be a \$5,000 - \$10,000 match.
 - ii. Ryan and Ingrid both have company matches that can also be leveraged.
 - iii. Make your donations by March 6 or if dollars will be received after March 6, please notify Elsbeth by email.
 - iv. Mark will offer two library tours during National Library Week.

Motion that the board will provide a matching gift for Library Giving Day. Summer/Chris. Motion carried.

- d. Donor Contact List - Board members selected donors to contact. Going forward, Elsbeth will send the list via email monthly for board members

9. Other/Topics for Future Discussion

10. Adjourn - adjourned meeting at 10:02 a.m.

2026 Board Meeting Dates:

- April 24
- June 26

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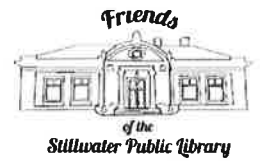


- August 28
- October 30
- December 4

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Friends of the Stillwater Public Library

March 9, 2026 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

Attendees:
 Gemma Lockrem, Jan Kilkelly, Tracy Salvati, Mark Troendle, Laurie Burns, Mark Stapleton, Ed Fagerlund

Agenda

Friends of the Stillwater Public Library Agenda Monday, March 9, 2026 at 6:30 pm Conference Room

1. Call meeting to order: Gemma Lockrem
2. Secretary’s Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Treasurer and Membership Openings
6. Spring Book Sale – All
7. Update: Mark Troendle
8. Adjourn: All

Meeting called to order by Janet Skeie

- Tracy distributed the minutes from Monday, Feb. 9, 2026 for review
 - Minutes approved

Treasurer's reports - Jan Kilkelly

2/1/2026 – 2/28/2026

Opening Balance: \$77,097.90

Total Receipts: \$464.00

Total Disbursements: \$15,035.00

Ending Balance: \$62,526.90

Membership report Gemma Lockrem

106 members

Topics:

Treasurer and Membership Openings

Mark Stapleton is interested.

Mark is very qualified, IT Consultant, Friends Member, always enjoyed the library since childhood.

Mark is a greeter at the SPL front desk (volunteer)

- Jan Kilkelly, Gemma and Janet will talk to Mark about duties

Thank you, Mark!

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.

Susie D. will send out a signup genius link so volunteers can sign up. Susie has also scheduled STS pickup.

BOOKSALE Dates

Postcards will be sent out.

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

Mark Troendle update:

Library Director's Report

- The loan period for circulating magazines (excluding current issues) has been extended from one week to three weeks. This will allow patrons more time to enjoy the issues.
- The Public Library Association Conference will be held in Minneapolis on April 1–3, and a number of staff will attend.
- The Library has issued a Request for Proposals to architectural and design firms to help us study and plan potential improvements to the Children's Library and Event Wing spaces. This project will help us explore ideas, understand costs, and develop a realistic long-term vision before any renovation work would move forward.
- For spring break March 14-21, the Library is offering many programs for kids and families, including storytimes, creative building activities, art workshops, and teen crafts. It's a nice opportunity for families staying home over the break to find something fun and educational at the library.
- The library will be closed on Sunday, April 5.

Ed Fagerlund: MALF

MALF members from Minneapolis. Minneapolis library has been affected by the 'Surge' in Minneapolis.

Libraries were putting books for adults and children with food deliveries, providing transportation +.

MALF board approves grants up to \$1,000.00 for FRIENDS groups to help the community, up to 25 good neighbor grants.

Washington County has a very active group, not technically a FRIENDS group.

Laurie suggested possibly working with MALF to get the grant and help Valley Outreach. Possibly having a bookshelf in the waiting area at Valley Outreach offering free books for patrons.

****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 7:00 pm

Next meeting will be Monday, April 13, 2026

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

Period:	<u>3/1/2026 - 3/31/2026</u>	<u>Year-to-Date 3/31/2026</u>
Opening Balance	\$ 62,526.90	\$ 77,997.90
Receipts:		
Memberships		\$ 140.00
Donations		\$ 175.00
Ongoing Book Sales	\$ 303.00	\$ 906.00
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales		\$ 15.00
Total Receipts	\$ 303.00	\$ 1,236.00
Disbursements:		
Grants to Library		\$ 15,000.00
Sponsorships		\$ -
Memberships		\$ 35.00
Postage	\$ 129.00	\$ 129.00
Printing & Supplies		\$ -
Sales Tax		\$ 1,369.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 129.00	\$ 16,533.00
Ending Balance	\$ 62,700.90	\$ 62,700.90

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>
<i>Book Sale Apr. 2021</i>	<i>\$500.00</i>
<i>Book Sale Apr. 2022</i>	<i>\$4,475.00</i>
<i>Book Sale Apr. 2023</i>	<i>\$5,128.00</i>
<i>Book Sale Apr. 2024</i>	<i>\$5,322.00</i>
<i>Book Sale Apr. 2025</i>	<u><i>\$5,535.00</i></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