

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, June 9, 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 May 12, 2026 Minutes +
 - b) Acknowledgement of Bills Paid in May +
 - c) 2026 Budget Status Report +

Informational/Discussion (35 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Finance 101 I+
6. 2027 Operating Budget Planning D+
7. CLEWE Plan Update I+

Decisional (0 minutes)

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, June 8, 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, May 12, 2026**

Minutes

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

ABSENT: Buckland

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

AGENDA ITEM 3: Consent Calendar

Motion to adopt consent calendar. Glidden moved. Panciera second.

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Hansen asked trustees to arrive a few minutes early to the next board meeting for a group photo. The photo is typically taken outside on the library's terrace.

Collins provided the following updates from the city:

- Parking on Main Street has been increased from 30 minutes to 90 minutes.
- A grant for the Myrtle Street improvements was received.
- The new PFAS treatment plant is now online.
- Lumberjack Landing, on the north end of town, is slated to open later this summer.

AGENDA ITEM 5: Facilities 101

Quijano and Burns presented the slides included in the board packet, reviewing the history of library building projects, current projects, and upcoming needs. They summarized the work accomplished and what is to come.

AGENDA ITEM 6: Professional Planning & Design Consultant Services RFP – Recommendation

Quijano reviewed the process and criteria used to select and recommend a firm from 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, Quijano reported that the Facilities Committee recommends hiring Collaborative Design Group (CDG). If the Library Board approves the recommendation, Troendle will work with the firm to make minor adjustments to scope or contract language. The agreement will then be provided to the City Council for approval. The proposal,

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as submitted, includes a not-to-exceed fee of \$46,350, which would be funded by the Stillwater Public Library Foundation.

Motion to approve entering in a professional services agreement with Collaborative Design Group 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. Burns moved. Hodsdon second. Yes: Burns, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien, Panciera, Quijano. No: None.

AGENDA ITEM 7: Director and & Other Staff Reports

Report provided in board packet.

AGENDA ITEM 8: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Report in packet.
- c) Finance Committee: Report in packet.
- d) Library Advocacy: Committee meets on May 13.
- e) Library Event Planning Task Force: Committee meets week of May 18.

AGENDA ITEM 9: Foundation & Friends Report

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

He shared that the Library and Friends were successful in their grant request to MALF for books for the PIT Stop outreach event. Approximately 150-200 books will be purchased to give to children.

The Friends and Foundation are exploring closer ties and opportunities for collaboration.

The result from the April Used Book Sale is a record-breaking amount of \$6,718.

AGENDA ITEM 10: Public Commentary

None.

AGENDA 11: Trustee Check-In/Topics for Future Discussion

None.

AGENDA ITEM 12: Adjournment

Motion to adjourn meeting. Glidden moved. Quijano second.

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

Meeting adjourned at 6:17 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in May 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 May 2026 bills paid				
BACKGROUND/CONTEXT:				
May 2026 (2026 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 13,628.81	\$ 4,868.10	\$ -	\$ 18,496.91
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 13,628.81	\$ 4,868.10	\$ -	\$ 18,496.91
<p>Bill Resolution: May 2, 2026 (\$11,181.56)</p> <ul style="list-style-type: none"> • \$6,280 was paid to Xcel Energy for gas and electricity. • \$1,349 was paid to Amazon for Adult Nonfiction materials. <p>Bill Resolution: May 19, 2026 (\$7,315.35)</p> <ul style="list-style-type: none"> • \$4,319 was paid to Brodart for adult fiction, adult nonfiction, teen, and children’s materials. • \$1,656 was paid to Scholastic for children’s reward books for summer reading, funded by the Foundation. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 5/2/2026 Bill Resolution 5/19/2026 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							
795	4/30/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1YLP-6WPV-YQWJ	3/17/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	257.73	232-4232-2407-0000	Programs
17QD-R7DP-7N34	4/7/2026	5115	Amazon Business	Materials - Juv	125.76	230-4230-2400-0000	Childrens Books
1JXM-V1LC-4DC3	4/17/2026	5115	Amazon Business	Materials - Adult Nonfiction	1349.00	230-4230-2405-0000	Adult Books - Non Fiction
1JXM-V1LC-4DC3	4/17/2026	5115	Amazon Business	Materials - Adult Fiction	27.56	230-4230-2401-0000	Adult Books - Fiction
1XJ9-VTXX-CPP6	4/20/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	45.97	232-4232-2407-0000	Programs
16DX-9N6V-HX6C	4/21/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	165.56	232-4232-2407-0000	Programs
1D6Q-LHQV-CVND	4/21/2026	5115	Amazon Business	Library Supplies	56.98	230-4230-2101-0000	General Supplies
1MKX-N6KL-G9P6	4/21/2026	5115	Amazon Business	Materials - Processing	21.06	230-4230-3404-0000	Processing Fee
1PNR-V964-GF6Q	4/21/2026	5115	Amazon Business	Library Supplies	9.42	230-4230-2101-0000	General Supplies
1PNR-V964-GF6Q	4/21/2026	5115	Amazon Business	Materials - Library of Things (SPLF)	138.88	232-4232-2113-0000	Materials
1QDF-D3NV-GHQ1	4/21/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	217.31	232-4232-2407-0000	Programs
1QC9-XQKH-3YYL	4/22/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	31.97	232-4232-2407-0000	Programs
1QC9-XQKH-3YYL	4/22/2026	5115	Amazon Business	Materials - Juv (SPLF Read Alongs)	18.56	232-4232-2113-0000	Materials
1YPD-RTT1-3P4K	4/22/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	205.74	232-4232-2407-0000	Programs
11YQ-QG37-MC79	4/27/2026	5115	Amazon Business	Library Lighting Supplies	74.97	230-4231-2101-0000	General Supplies
1347-VV39-G3TG	4/28/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	394.04	232-4232-2407-0000	Programs
4266626964	4/21/2026	616	Cintas Corporation	Mat Cleaning Service - Library	317.23	230-4231-4099-0000	Miscellaneous Charges
270446443	5/1/2026	683	Comcast - 963209363	Library Internet/WIFI	186.85	230-4230-3098-0000	Technology Support
306-02444792-3-2026	4/30/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
127255	4/21/2026	5742	Library Ideas LLC	Materials - Juv (VOX - SPLF)	145.08	232-4232-2113-0000	Materials
70060	4/22/2026	2124	Menards	Library Janitorial Supplies	40.36	230-4231-2102-0000	Janitorial Supplies
3837435	4/29/2026	209	Per Mar Security Services	Library Monitoring Service	285.18	230-4231-3707-0000	Maintenance Agreements
235530	3/31/2026	3657	Washington County Library	Q1 Overdue Notices	293.83	230-4230-3102-0000	Postage
235531	3/31/2026	3657	Washington County Library	Q1 Lost & Damaged	47.78	230-0000-3880-0030	Lost Materials
			INVOICES SUBTOTAL		\$ 4,901.22		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
32149	05/01/26	1423	Heritage Printing Inc.	Newsletter Printing	\$ 657.50	232-4232-4099-0000	Miscellaneous Charges
51-7976594-1 9752343	04/27/26	3808	Xcel Energy	Energy	\$ 3,747.18	230-4231-3600-0000	Electricity
51-7976594-1 9752343	04/27/26	3808	Xcel Energy	Energy	\$ 1,875.66	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 6,280.34		
GRAND TOTAL					\$ 11,181.56		

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							
111T-K1F3-1HNR	5/4/2026	5115	Amazon Business	Library Custodial Supplies	194.58	230-4231-2102-0000	Janitorial Supplies
1WGF-7GTD-9G1N	5/7/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	237.19	232-4232-2407-0000	Programs
1FJ4-6KLR-C1YM	5/11/2026	5115	Amazon Business	Materials - Adult Nonfiction (SPLF)	19.99	232-4232-2113-0000	Materials
1FJ4-6KLR-C1YM	5/11/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF)	47.47	232-4232-2113-0000	Materials
13KM-PHV3-H1NP	5/12/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	58.09	232-4232-2407-0000	Programs
B7205965	4/16/2026	452	Brodart Co	Materials - Juv	165.45	230-4230-2400-0000	Childrens Books
B7205965	4/16/2026	452	Brodart Co	Materials - Adult Fiction	14.03	230-4230-2401-0000	Adult Books - Fiction
B7205965	4/16/2026	452	Brodart Co	Materials - Processing Fee	7.50	230-4230-3404-0000	Processing Fee
B7208025	4/20/2026	452	Brodart Co	Materials - Juv	113.22	230-4230-2400-0000	Childrens Books
B7208025	4/20/2026	452	Brodart Co	Materials - Adult Nonfiction	18.90	230-4230-2405-0000	Adult Books - Non Fiction
B7208025	4/20/2026	452	Brodart Co	Materials - Processing Fee	5.00	230-4230-3404-0000	Processing Fee
B7209025	4/21/2026	452	Brodart Co	Materials - Juv	126.63	230-4230-2400-0000	Childrens Books
B7209025	4/21/2026	452	Brodart Co	Materials - Adult Fiction	26.70	230-4230-2401-0000	Adult Books - Fiction
B7209025	4/21/2026	452	Brodart Co	Materials - Adult Nonfiction	26.66	230-4230-2405-0000	Adult Books - Non Fiction
B7209025	4/21/2026	452	Brodart Co	Materials - YA	66.48	230-4230-2406-0000	Teen Books - Materials
B7209025	4/21/2026	452	Brodart Co	Materials - Processing Fee	3.75	230-4230-3404-0000	Processing Fee
B7210215	4/22/2026	452	Brodart Co	Materials - Juv	104.79	230-4230-2400-0000	Childrens Books
B7210215	4/22/2026	452	Brodart Co	Materials - Adult Fiction	15.12	230-4230-2401-0000	Adult Books - Fiction
B7210215	4/22/2026	452	Brodart Co	Materials - YA	11.90	230-4230-2406-0000	Teen Books - Materials
B7210215	4/22/2026	452	Brodart Co	Materials - Processing Fee	3.75	230-4230-3404-0000	Processing Fee
B7211502	4/23/2026	452	Brodart Co	Materials - Juv	334.95	230-4230-2400-0000	Childrens Books
B7211502	4/23/2026	452	Brodart Co	Materials - Adult Nonfiction	358.50	230-4230-2405-0000	Adult Books - Non Fiction
B7211502	4/23/2026	452	Brodart Co	Materials - Processing Fee	32.50	230-4230-3404-0000	Processing Fee
B7213737	4/27/2026	452	Brodart Co	Materials - Adult Fiction	616.04	230-4230-2401-0000	Adult Books - Fiction
B7213737	4/27/2026	452	Brodart Co	Materials - Adult Nonfiction	101.34	230-4230-2405-0000	Adult Books - Non Fiction
B7213737	4/27/2026	452	Brodart Co	Materials - Processing Fee	139.38	230-4230-3404-0000	Processing Fee
B7216782	4/30/2026	452	Brodart Co	Materials - Juv	97.58	230-4230-2400-0000	Childrens Books
B7216782	4/30/2026	452	Brodart Co	Materials - Adult Fiction	10.67	230-4230-2401-0000	Adult Books - Fiction
B7216782	4/30/2026	452	Brodart Co	Materials - Adult Nonfiction	17.28	230-4230-2405-0000	Adult Books - Non Fiction
B7216782	4/30/2026	452	Brodart Co	Materials - Processing Fee	3.75	230-4230-3404-0000	Processing Fee
B7222826	5/8/2026	452	Brodart Co	Materials - Juv	32.95	230-4230-2400-0000	Childrens Books
B7222826	5/8/2026	452	Brodart Co	Materials - Adult Fiction	8.89	230-4230-2401-0000	Adult Books - Fiction
B7222826	5/8/2026	452	Brodart Co	Materials - Adult Nonfiction	16.20	230-4230-2405-0000	Adult Books - Non Fiction
B7222826	5/8/2026	452	Brodart Co	Materials - YA	82.69	230-4230-2406-0000	Teen Books - Materials
B7222826	5/8/2026	452	Brodart Co	Materials - Processing Fee	1.25	230-4230-3404-0000	Processing Fee
B7222848	5/8/2026	452	Brodart Co	Materials - Juv	396.47	230-4230-2400-0000	Childrens Books
B7222848	5/8/2026	452	Brodart Co	Materials - Adult Nonfiction	35.60	230-4230-2405-0000	Adult Books - Non Fiction
B7222848	5/8/2026	452	Brodart Co	Materials - YA	7.13	230-4230-2406-0000	Teen Books - Materials
B7222848	5/8/2026	452	Brodart Co	Materials - Processing Fee	28.75	230-4230-3404-0000	Processing Fee
B7224020	5/11/2026	452	Brodart Co	Materials - Juv	354.38	230-4230-2400-0000	Childrens Books
B7224020	5/11/2026	452	Brodart Co	Materials - Adult Fiction	96.66	230-4230-2401-0000	Adult Books - Fiction
B7224020	5/11/2026	452	Brodart Co	Materials - Adult Nonfiction	310.14	230-4230-2405-0000	Adult Books - Non Fiction
B7224020	5/11/2026	452	Brodart Co	Materials - Processing Fee	145.44	230-4230-3404-0000	Processing Fee
B7225234	5/12/2026	452	Brodart Co	Materials - Juv	172.49	230-4230-2400-0000	Childrens Books
B7225234	5/12/2026	452	Brodart Co	Materials - Adult Nonfiction	65.03	230-4230-2405-0000	Adult Books - Non Fiction
B7225234	5/12/2026	452	Brodart Co	Materials - YA	7.13	230-4230-2406-0000	Teen Books - Materials
B7225234	5/12/2026	452	Brodart Co	Materials - Processing Fee	2.50	230-4230-3404-0000	Processing Fee
B7225291	5/12/2026	452	Brodart Co	Materials - Juv	63.02	230-4230-2400-0000	Childrens Books
B7225291	5/12/2026	452	Brodart Co	Materials - Adult Nonfiction	65.32	230-4230-2405-0000	Adult Books - Non Fiction
B7225291	5/12/2026	452	Brodart Co	Materials - Processing Fee	5.00	230-4230-3404-0000	Processing Fee
508732469	4/21/2026	2175	Midwest Tape	Materials - Video (SAV)	29.98	230-4230-2408-0000	Film/Video
508732469	4/21/2026	2175	Midwest Tape	Materials - Processing Fee	7.38	230-4230-3404-0000	Processing Fee
508754521	4/21/2026	2175	Midwest Tape	Materials - Video (SAV)	47.98	230-4230-2408-0000	Film/Video
508754521	4/21/2026	2175	Midwest Tape	Materials - Processing Fee	5.98	230-4230-3404-0000	Processing Fee
508820739	5/6/2026	2175	Midwest Tape	Materials - Video (SAV)	22.49	230-4230-2408-0000	Film/Video
508820739	5/6/2026	2175	Midwest Tape	Materials - Processing Fee	2.29	230-4230-3404-0000	Processing Fee
534074	5/12/2026	5582	Playaway Products	Materials - Juv Audio Wonderbooks (SPLF)	74.99	232-4232-2113-0000	Materials
86049013	4/27/2026	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	1529.07	232-4232-2407-0000	Programs
86270896	4/30/2026	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	70.00	232-4232-2407-0000	Programs
86419132	5/4/2026	2972	Scholastic Inc	Programs - JUV (SPLF HJA SRP)	57.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 6,723.39		
LIBRARY CREDIT CARD							
FFEBD208-0006	4/5/2026	5978	Docsketch	Library Document Signing	96.00	230-4230-3098-0000	Technology Support
1004542844	3/25/2026	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	99.96	232-4232-2407-0000	Programs
3281107321178	3/30/2026	6719	Shutterfly	Library Advocacy (SPLF)	92.19	232-4232-4099-0000	Miscellaneous Charges
3281707321464	3/30/2026	6719	Shutterfly	Materials - Juv Book Bundles (SPLF Heuer)	129.99	232-4232-2113-0000	Materials
3281707321464	3/30/2026	6719	Shutterfly	Materials - Juv (SPLF JFC)	130.49	232-4232-2113-0000	Materials
3281707321464	3/30/2026	6719	Shutterfly	Programs - Juv (SPLF HJA ELSA)	43.33	232-4232-2407-0000	Programs
			CREDIT CARD SUBTOTAL		\$ 591.96		
CITY/SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL					\$ 7,315.35		

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 May 31, 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 received in late May 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. \$3,156 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). \$492,528 expended to date, which is in line with the budgeted pace. In addition, the following journal entries are pending:

- Subtract 2025 hours paid from 2026 account lines for full-time salaries (\$2,665.75); sick pay (\$429.28); vacation pay (\$857.05); part-time salaries (\$7,107.73); PERA (\$829.45); and FICA (\$846.08).
- Add insurance costs for pre-payments made in 2025 for 2026 for PFML (\$139.98) hospital/medical (\$12,926.35) and dental (\$472.54).

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$27,827 expended to date.

Technology: The library budgeted \$70,100 for technology-related expenditures. \$27,960 expended to date.

Other: The library budgeted \$29,140 for other operating expenses. \$8,992 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$151,115. \$55,083 expended to date – in line with budgeted pace. The following journal entries are pending:

- Subtract 2025 hours paid from 2026 account lines for full-time salaries (\$539.93); sick pay (\$77.12); vacation pay (\$308.53); part-time salaries (\$200.02); PERA (\$84.42); FICA (\$86.11), and PFML (\$15.43).
- Add insurance costs for pre-payments made in 2025 for 2026 for hospital/medical (\$1,536.81) and dental (\$63.15).

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$3,102 expended to date.

Plant Services and Charges: The plant services and charges budget is \$156,170. \$43,445 expended to date.

- *Plant Insurance (\$46,970):* Expense will be entered by Finance in Spring of 2027.
- *Energy (\$80,000):* \$25,746 expended.
- *Building Repairs & Maintenance Agreements (\$23,000):* \$15,037 expended.
- *Other (\$3,500):* \$2,394 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: \$35,444 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: \$16,000 donation received.
- Materials: \$159 expended.
- Programs: \$1,481 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$28,146 in reimbursements received.
- Expenditures: \$43,544 in expenditures.
 - Materials: \$6,674 expended.
 - Minor Equipment: \$0 expended.
 - Programs: \$11,221 expended.
 - Misc: \$25,649 (Newspaper Digitization: \$23,363; Advocacy: \$2,286)

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

- Donations: \$12,361 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?:

CITY OF STILLWATER

Library Budget Status Report (City)

End.GLPeriod 526 AND [Account].AccountNumber 120423000000000{-}120423199999999{,}230000000000000{-}230999999999999 AND [Re

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	217.50	-4,217.50	-5.43%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-2,012.21	-1,487.79	57.49%
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	-120.00	-300.00	28.57%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-797.17	-1,202.83	39.85%
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	-400.00	-100.00	80.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-10.64	10.64	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%
230-0000-3910-0120	Transfer In-Capital Outlay(R)	.00	-6,266.47	6,266.47	100.00%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
230-4230-1113-0100	Dental Premiums Employees(R)	.00	.00	.00	100.00%
230-4230-1200-0200	Dental Premiums Cobra(R)	.00	.00	.00	100.00%
230-4230-3900-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4230-5300-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-4231-1200-0100	Donations(R)	.00	.00	.00	100.00%
230-4231-1410-0305	Donations - Library Equipment(R)	.00	.00	.00	100.00%
230-4231-1420-0310	Donations - Library Materials(R)	.00	.00	.00	100.00%
230-4231-1500-0315	Donations - Library Miscellane(R)	.00	.00	.00	100.00%
230-4231-1520-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4231-1540-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-4231-3601-0245	Transfer In - Park Dedication(R)	.00	.00	.00	100.00%
230-4231-4099-0100	Interfund Revenue(R)	.00	.00	.00	100.00%
Total Revenue:		-1,787,813.00	-302,015.33	-1,485,797.67	
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	169,284.68	397,651.32	29.85%
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	6,185.36	1,859.64	76.88%
230-4230-1113-0000	Vacation Pay(E)	.00	22,155.74	-22,155.74	100.00%
230-4230-1200-0000	Part Time Salaries(E)	466,027.01	197,650.31	268,376.70	42.41%
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	28,943.64	48,528.61	37.36%
230-4230-1420-0000	FICA/Medicare(E)	79,021.69	30,316.88	48,704.81	38.36%
230-4230-1430-0000	PFML(E)	102.00	1,561.85	-1,459.85	1531.22%
230-4230-1500-0000	Hospital / Medical(E)	93,552.00	35,799.91	57,752.09	38.26%
230-4230-1520-0000	Dental Insurance(E)	3,410.40	1,416.73	1,993.67	41.54%
230-4230-1540-0000	Life Insurance(E)	591.40	213.15	378.25	36.04%
230-4230-1560-0000	PFML FICA & Medicare(E)	.00	.00	.00	100.00%
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	1,329.16	1,670.84	44.30%
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	7,366.35	7,133.65	50.80%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	6,454.50	9,045.50	41.64%
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	6,581.32	4,118.68	61.50%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	1,760.37	1,739.63	50.29%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	1,723.45	3,776.55	31.33%
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	4,880.55	4,619.45	51.37%
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	961.49	538.51	64.09%
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	4,189.16	6,810.84	38.08%
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	169.83	30.17	84.91%

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	1,097.65	560.85	66.18%
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	28,100.18	56,201.36	33.33%
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	1,518.66	-1,004.39	295.30%
230-4231-1113-0000	Vacation Pay(E)	.00	2,944.81	-2,944.81	100.00%
230-4231-1200-0000	Part Time Salaries(E)	32,578.98	10,321.17	22,257.81	31.68%
230-4231-1410-0000	PERA(E)	8,702.73	3,200.02	5,502.71	36.77%
230-4231-1420-0000	FICA/Medicare(E)	8,941.36	3,329.59	5,611.77	37.23%
230-4231-1430-0000	PFML(E)	.00	169.94	-169.94	100.00%
230-4231-1500-0000	Hospital / Medical(E)	15,484.27	5,285.43	10,198.84	34.13%
230-4231-1520-0000	Dental Insurance(E)	505.20	189.45	315.75	37.50%
230-4231-1540-0000	Life Insurance(E)	86.40	23.97	62.43	27.74%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	535.51	-335.51	267.75%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	1,689.22	2,310.78	42.23%
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	12,605.59	42,394.41	22.91%
230-4231-3601-0000	Natural Gas(E)	25,000.00	13,140.59	11,859.41	52.56%
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	6,958.22	4,041.78	63.25%
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	1,268.98	731.02	63.44%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	659,938.81	1,201,076.19	
Fund230 - LIBRARY FUND		73,202.00	357,923.48	-284,721.48	

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 526 AND [Account].AccountNumber 22000000000000{-}22999999999999

Account Number	Account Title	YTD
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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)	28,877.66
223-4223-1410-0000	PERA(E)	2,085.80
223-4223-1420-0000	FICA/Medicare(E)	2,316.78
223-4223-1430-0000	PFML(E)	121.85
223-4223-1500-0000	Hospital / Medical(E)	1,190.94
223-4223-1520-0000	Dental Insurance(E)	12.37
223-4223-1540-0000	Life Insurance(E)	18.75
Total Expenditure:		<u>35,444.07</u>

Fund229 - FRIENDS OF STILLWATER LIBRARY

Revenue

229-0000-3810-0100	Donations(R)	-15,000.00
229-0000-3820-0320	Donations - Library Programs(R)	-1,000.00
Total Revenue:		<u>-16,000.00</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)	6,674.05
232-4232-2407-0000	Programs(E)	11,220.84
232-4232-4099-0000	Miscellaneous Charges(E)	25,649.13

Total Expenditure: 43,544.02

Fund235 - LIBRARY DONATIONS FUND

Revenue

235-0000-3820-0100 Donations(R) -12,361.00

Total Revenue: -12,361.00

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

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>June Board Meeting: Please plan to arrive by 5:15 PM as we will be taking a group photo of the board prior to our meeting. If the weather is nice, we'll gather on the terrace. Otherwise, we'll take the photo by the fireplace in the Romance Area.</p> <p>June 3, 2026: On behalf of the Event Planning Task Force, Goeltl sent a "Save the Date" email for the Appreciation Luncheon on Tuesday, September 15, 2026, at 11:30 AM. Trustees, Foundation board members, Friends board members, library volunteers, and staff are invited to attend.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
<p>BOARD NORMS:</p> <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: Library Finances 101	
OWNER: Finance Committee Keri Goeltl, Business & Communications Manager	PRESENTER: Goeltl, Business & Communications Manager
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The presentation is meant to provide board members with an overview of the library’s financial picture, including both city and supplemental fund revenues and expenditures. The presentation will focus on the following areas:</p> <ul style="list-style-type: none"> • Historical review of operating support and expenditures • Snapshot of the library’s most recently completed fiscal year • Historical capital support • Friends and Foundation support • Review of other supplemental funds 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Finances 101 Other Supplemental Support	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

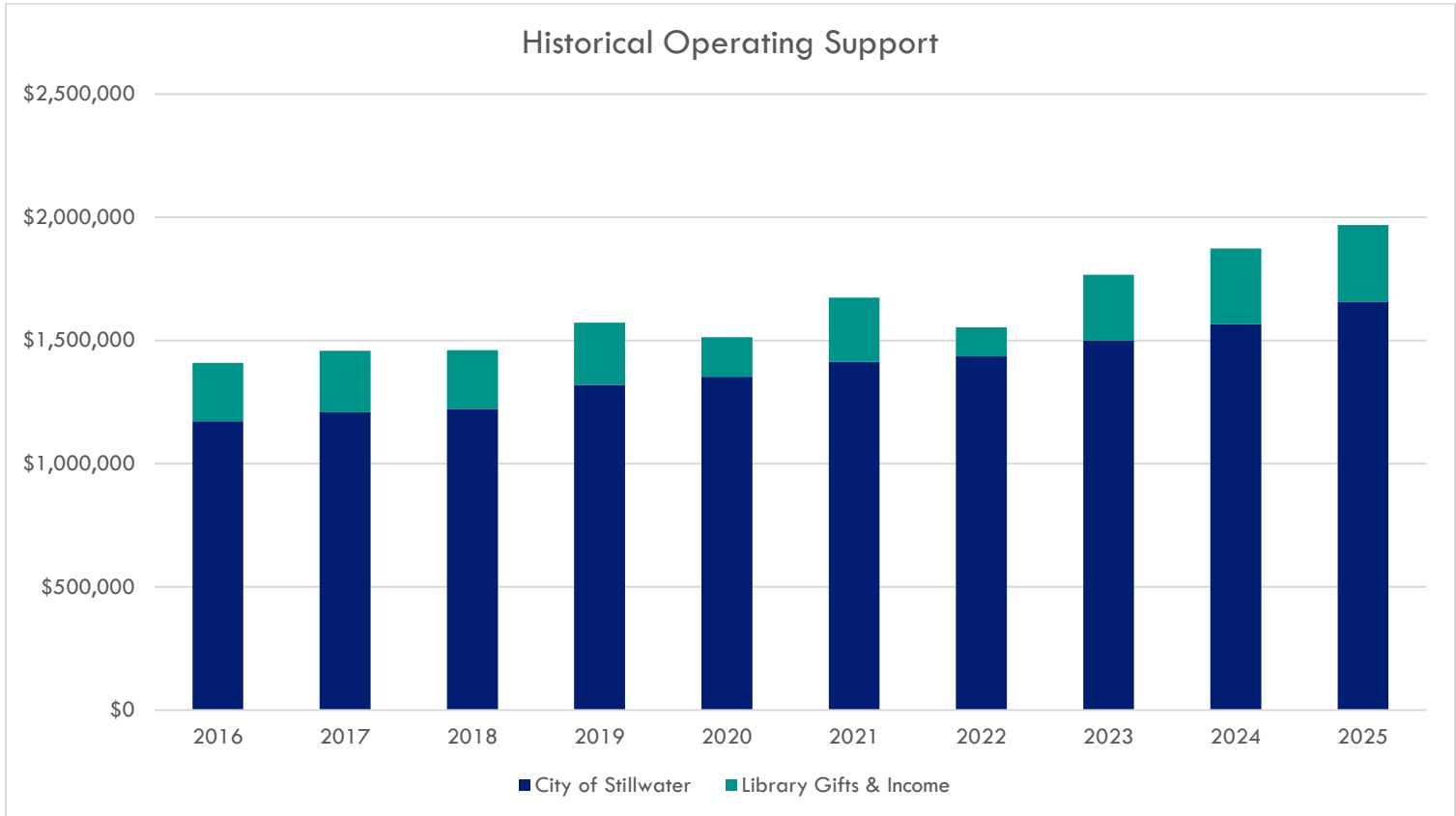
Stillwater

Public Library

Library Finances 101 (June 2026 Board Meeting)

Historical Operating Support:

The City of Stillwater provides the majority of operational funding for the library through the levying of property taxes. Over the past 10 years, city funding ranged from \$1,172,000 to \$1,658,000 and accounted for 85% of the library's total operating support on average. The remaining support was generated through library fees, donations, and in-kind gifts.



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
City of Stillwater*	\$1,171,625 83.15%	\$1,208,044 82.85%	\$1,222,353 83.65%	\$1,320,492 84.02%	\$1,353,200 89.42%	\$1,412,557 90.60%	\$1,435,610 92.39%	\$1,500,177 84.93%	\$1,565,996 83.20%	\$1,658,084 84.23%
Gifts & Income**	\$237,487 16.85%	\$250,152 17.15%	\$238,843 16.35%	\$251,153 15.98%	\$160,041 10.58%	\$146,610 9.40%	\$118,246 7.61%	\$266,115 15.07% ⁱ	\$316,111 16.80%	\$310,377 15.77%
Total	\$1,409,112	\$1,458,196	\$1,461,196	\$1,571,645	\$1,513,241	\$1,559,167	\$1,553,856	\$1,766,292	\$1,882,107	\$1,968,461

*City of Stillwater: Includes regular transfer-in from the City's general fund, severance/compensated absence transfer-ins, and other special transfer-ins.

** Gifts & Income: Includes gifts from Foundation, Friends, and other donors; Excludes value of volunteer hours

Annual City Operating Support Increases for Library:

The library's annual operating support increases from the City of Stillwater have ranged from 1-8% over the past 10 years. On average, the annual increase for the library over the past 10 years was 4.0%.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Change in Library's Transfer-in From City General Fund	4.1%	3.1%	1.2%	8.0%*	2.5%	4.4%	1.6% ⁱⁱ	4.5%	4.4%	5.9%

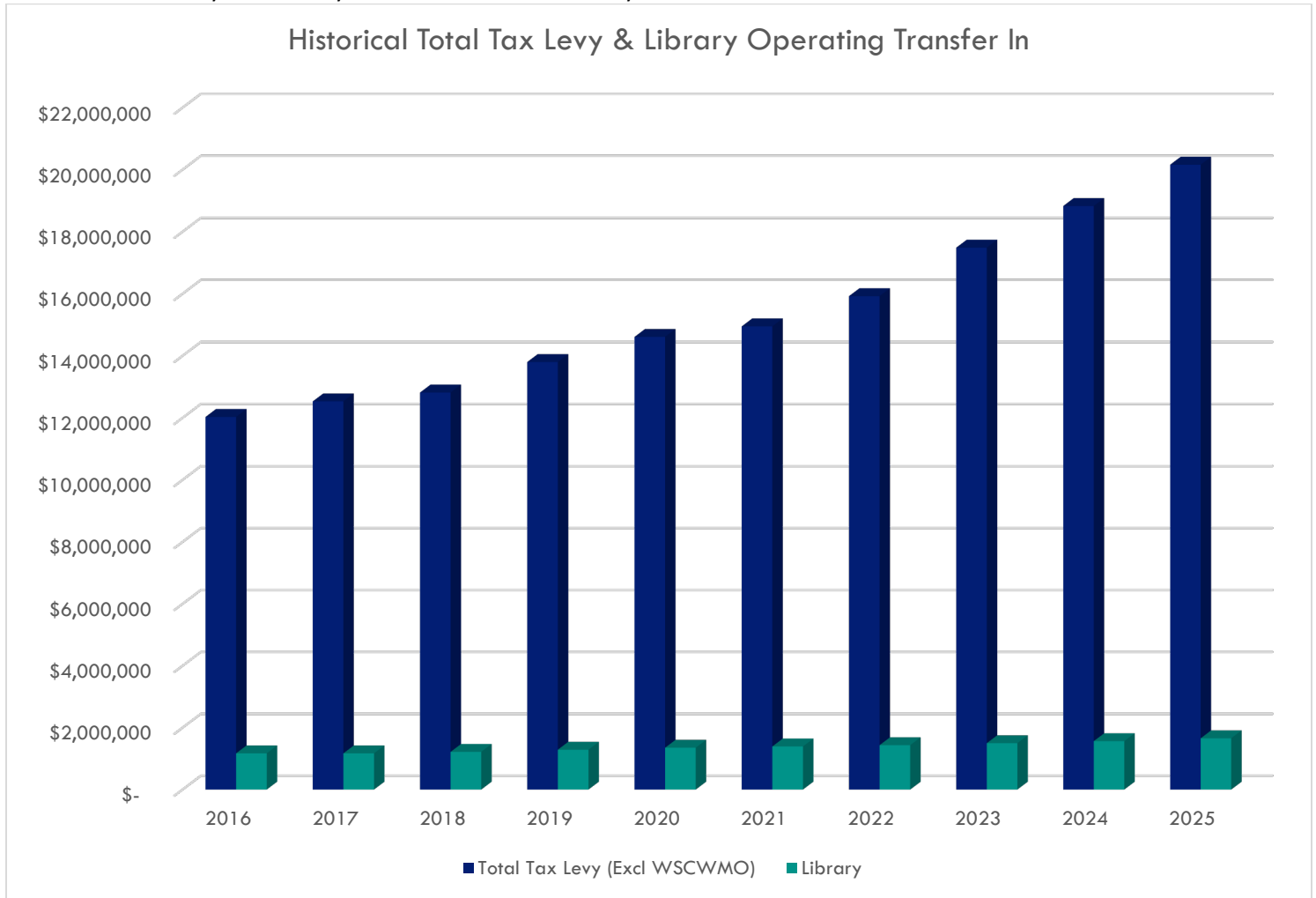
*2019 includes a special one-time transfer of \$9,952 for WCL/City IT transition.

Stillwater

Public Library

Historical Tax Levy:

On average over the past 10 years, Stillwater’s total tax levy for the entire city increased 5.95% annually, compared to 3.75% for the library. The library’s share of the total tax levy has declined from 9.7% in 2016 to 8.2% in 2025.



Volunteer Impact:

In addition to the operating support received from the city and gifts received from the Foundation, Friends, and other donors, volunteers also give hours of their time to the library. These hours greatly contribute to the library’s operations, enhancing services and reducing costs.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Volunteer Hours	2,575	2,670	2,520	2,513	373	1,490	2,246	2,541	2,769	3,595
Volunteer Value*	\$60,662	\$64,454	\$62,219	\$63,906	\$10,146	\$42,525	\$67,238	\$80,804	\$92,734	\$125,070

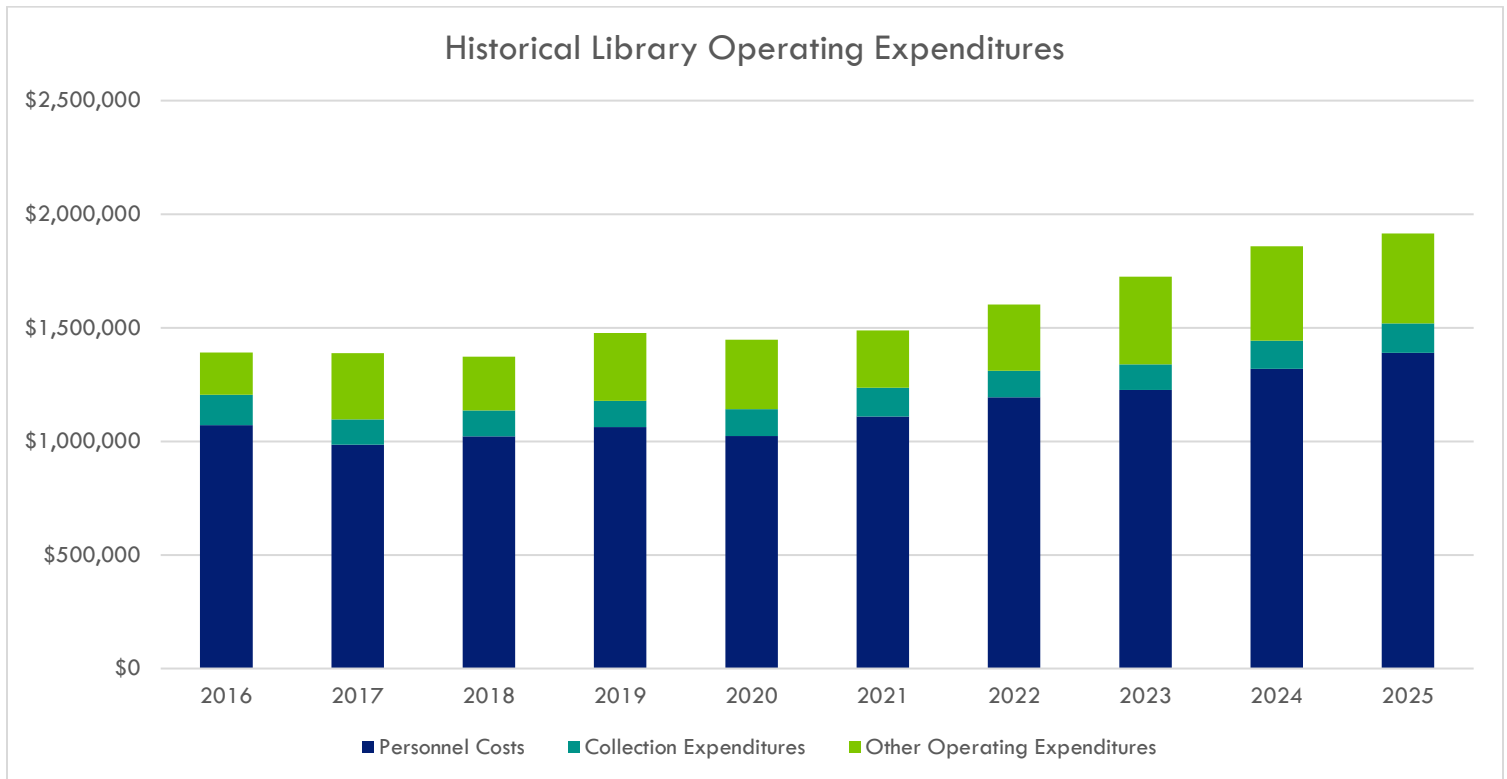
*Volunteer Value is calculated based on prior year federal volunteer rate.

Stillwater

Public Library

Historical Operating Expenditures:

About 73% of the library’s total operating funding (a combination of both city funding and donations) is annually spent on personnel. Between 6-9% of the operating support is spent on the library’s collection of physical and electronic materials. The remaining 15-20% of the library budget reflects all other expenditures – everything from building maintenance, repairs, and energy costs to library programs and IT expenses.



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Personnel Costs	\$1,071,640 77.02%	\$985,170 70.99%	\$1,021,632 74.39%	\$1,063,387 72.02%	\$1,024,048 70.73%	\$1,109,120 74.53%	\$1,194,038 74.52%	\$1,226,067 71.06%	\$1,319,901 71.01%	\$1,390,324 72.58%
Collection Expenditures	\$133,632 9.60%	\$110,949 7.99%	\$115,068 8.38%	\$115,703 7.84%	\$118,151 8.16%	\$126,803 8.52%	\$116,252 7.26%	\$113,272 6.57%	\$122,978 6.62%	\$128,526 6.71%
Other Operating Expenditures	\$186,162 13.38%	\$291,696 21.02%	\$236,724 17.24%	\$297,501 20.15%	\$305,678 21.11%	\$252,320 16.95%	\$292,028 18.23%	\$385,948 22.37%	\$415,965 22.38%	\$396,784 20.71%
Total*	\$1,391,434	\$1,387,815	\$1,373,424	\$1,476,591	\$1,447,877	\$1,488,243	\$1,602,318	\$1,725,287	\$1,858,844	\$1,915,634

*Library expenditure totals may differ from operating support as supplemental funds may be expended in a different fiscal year than the year gifted. In 2022, IT purchases of under \$5,000 in unit price became classified as operating expenditures instead of capital.

Over the past 10 years, the number of full-time equivalent (FTE) library employees funded by the city has remained relatively flat. Donor funding has supplemented staffing by supporting Sunday hours, programming, and a 0.5 FTE youth services librarian position.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
City-funded FTEs	14.90	14.69	14.72	15.12	15.30	14.32	14.75	14.75	14.60	14.60
Donor-funded FTEs*	0.60	0.24	0.38	0.35	0.20	0.12	0.39	0.87	0.89	0.89
Total	15.50	14.93	15.09	15.47	15.50	14.44	15.14	15.62	15.49	15.49

*Excludes in-kind volunteer coordinator and volunteer hours.

Stillwater

Public Library

Snapshot of Revenues and Expenditures:

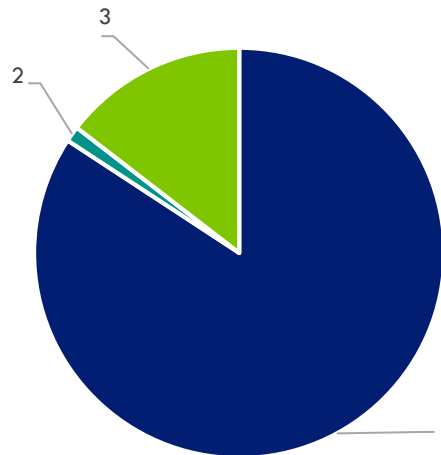
Following is a snapshot of the library's operating support and expenditures in 2024, the most recently completed fiscal year.

2025 Library Operating Support: \$1,968,461

Breakout by revenue type:

1. City of Stillwater property taxes: \$1,658,084 (84.2%)
2. Library fees and income: \$24,057 (1.3%)
3. Gifts and grants: \$286,320 (14.5%)

2025 Operating Support

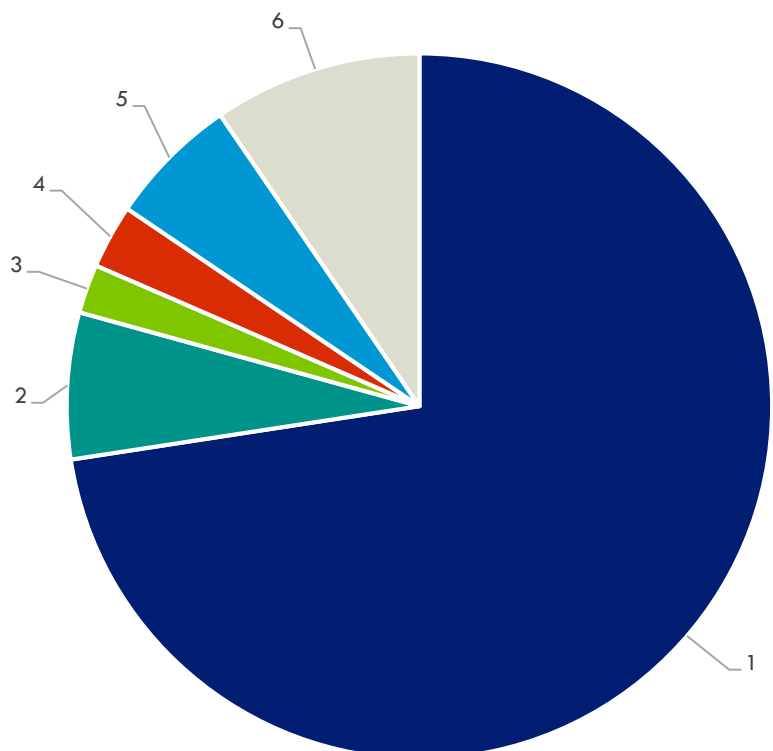


2025 Library Operating Expenditures: \$1,915,633

Breakout by expenditure type:

1. Wages and benefits: \$1,390,324 (72.6%)
2. Library books, media and databases: \$128,525 (6.7%)
3. Library programs: \$42,959 (2.2%)
4. Technology: \$56,122 (2.9%)
5. Operating supplies and services: \$114,788 (6.0%)
6. Facility supplies and services: \$182,915 (9.6%)

2025 Operating Expenditures



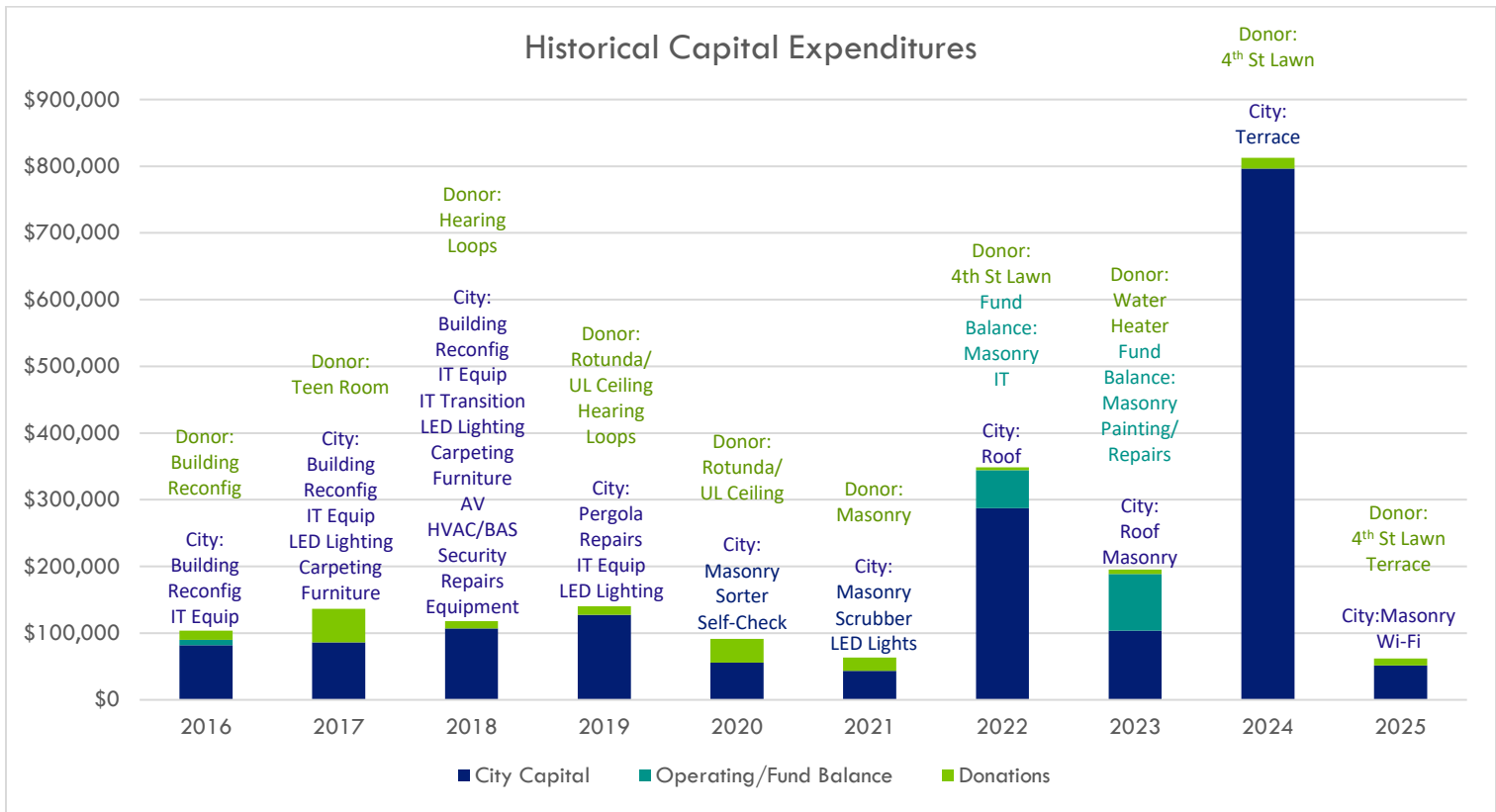
Stillwater

Public Library

Historical Capital Expenditures:

The City of Stillwater has also provided the majority of capital funding for the library. City funding has ranged from \$40,000 to nearly \$800,000. City capital dollars have been supplemented with donor gifts or the library's fund balance.

Examples of expenditures and funding sources are included on the graph for 2016 – 2025.



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
City Capital	\$81,754	\$86,079	\$107,172	\$127,360	\$55,650	\$43,535	\$287,594	\$103,942	\$796,650	\$51,523
Operating/ Fund Bal.	\$8,000	\$0	\$0	\$0	\$0	\$0	\$56,635	\$84,770	\$0	\$0
Donations	\$13,982	\$50,591	\$10,968	\$12,948	\$35,627	\$20,000	\$4,350	\$6,653	\$15,927	\$10,340
Total	\$103,736	\$136,670	\$118,140	\$140,308	\$91,277	\$63,535	\$348,579	\$195,365	\$812,577	\$61,763

Stillwater

Public Library

Friends and Foundation Support:

While the City of Stillwater provides the majority of operational and capital funding, the library could not provide the level of service it does without additional support. The library's two primary partners in securing enhanced funding are the Stillwater Public Library Foundation and the Friends of the Stillwater Public Library.

Foundation Giving Summary

The Foundation has awarded the library more than \$1,916,000 in grants and in-kind gifts since its creation. Following is a summary of support for the last 5 years:

	2021	2022	2023	2024	2025
Materials	\$25,400	\$10,700	\$18,300	\$23,630	\$27,566
Programs	\$20,000	\$34,076	\$31,900	\$38,700	\$36,000
Staffing	\$42,067	\$24,662	\$41,667	\$46,238	\$65,875
Sundays	\$11,000	\$6,763	\$16,300	\$16,500	\$19,000
Facility	\$30,000	\$20,000	\$20,000	\$20,000	\$102,500
Newspaper Digitization	\$0	\$95,000	\$0	\$90,000	\$0
Other	\$0	\$0	\$2,636	\$8,578	\$18,500
Total	\$128,467	\$191,201	\$130,803	\$243,646	\$269,441

**Amounts reflect grants awarded in a fiscal year. Funds are not distributed until expended and reimbursement is requested by library. Distribution may occur over multiple years and may not occur in same year that grant was awarded.*

Friends Giving Summary

The Friends annually provide supplemental support, typically in the key areas of materials and programming. Following is a summary of support for the last 7 years.

	2019	2020	2021	2022*	2023	2024	2025
Materials	\$0	\$4,500	\$6,240	\$0	\$10,000	\$10,000	\$10,000
Programs	\$12,000	\$0	\$4,000	\$0	\$6,300	\$5,000	\$5,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$4,845	\$0
Total	\$12,000	\$4,500	\$10,240	\$0	\$16,300	\$19,845	\$15,000

**Due to COVID, expenditures of prior year gifts were delayed. Instead of requesting new grants for 2022, these were depleted and a larger grant was requested for 2023 and for 2024.*

Stillwater

Public Library

Foundation Financials

Following is a summary of financials for Stillwater Public Library Foundation from 2019 to 2024, based on the 990 forms filed with the IRS.

Stillwater Public Library Foundation Financials (From IRS Form 990)						
	2019	2020	2021	2022	2023	2024
Revenue						
Contributions and grants	239,429	344,034	2,813,973	264,919	206,963	936,354
Fundraising event sponsorships/donations	55,551	72,123	0	22,100	114,365	32,884
All other contributions, gifts, grants	183,787	271,911	2,813,973	242,819	92,598	903,470
Program service revenue	0	0	0	0	0	0
Investment income	2,180	2,170	25,372	70,299	108,459	178,634
Other revenue (Event Sales - Expenses)	(3,398)	(14,627)	0	4,268	291	(4,955)
Ticket/Event Sales	14,117	0	0	22,500	6,368	5,200
Event Expenses	17,515	14,627	0	18,232	6,077	10,155
Total Revenue	238,211	331,577	2,839,345	339,486	315,713	1,110,033
Expense						
Grants and similar amounts paid	109,182	41,878	81,399	51,253	185,164	223,873
Employee compensation, benefits, taxes	20,973	45,575	56,793	50,222	17,126	101,026
Other expenses	83,075	28,977	49,725	53,458	122,970	44,417
Fees for Services (Non-employees)*	71,652	19,027	22,438	44,357	111,809	24,641
Advertising**	2,466	1,523	1,846	1,757	90	6,494
Office Expenses	6,232	3,207	2,005	3,138	3,636	7,099
Information Technology	810	1,008	4,043	3,365	6,270	4,753
Conferences, Conventions, Meetings	288	0	54	216	0	980
Depreciation		0	0	0	0	0
Insurance	999	900	0	450	735	450
Other	628	3,312	19,339	175	430	0
Total Expenses	213,230	116,430	187,917	154,933	325,260	369,316
*Fees for services include volunteer and venue coordinator	32,012	17,226	16,667	16,667	21,548	21,275
** Advertising includes listing library on wedding websites	0	0	0	0	0	0
Revenue Less Expenses	24,981	215,147	2,651,428	184,553	-9,547	740,717

Stillwater

Public Library

Net Assets or Fund Balance						
Total assets end of year	272,236	310,982	536,598	3,182,934	3,167,269	4,131,145
Total liabilities end of year	1,350	2,321	2,591	2,508	1,496	251
Net assets or fund balance end of year	270,886	308,661	534,007	3,180,426	3,165,773	4,130,894

ⁱ In 2023, library-generated revenues and donations was 13% of total operating support – an almost 7% increase from 2022. This increase can be attributed to \$56,000 grant reimbursement for the newspaper digitization project, \$20,000 grant reimbursement for signage project, and \$16,000 in gains from unrealized gains and interest earnings.

ⁱⁱ When looking at data comparatively between years, please note that each year has its own story. Although the statistics reflect a 1.6% increase from the general fund in 2022, the *regular* transfer in from the general fund was a 3% increase from \$1,393,796 to \$1,435,610 in 2022. At the close of 2021, an additional \$18,760 was transferred into the general fund as part of a severance payment. This increase in the total 2021 general fund amount correspondingly decreased the percentage change from 2021 to 2022.

Stillwater

Public Library

Other Supplemental Support: Revised 06/3/2026

St. Croix Valley Foundation Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2025 FUND BALANCE (@SCVF)	01/01/2026 SPENDABLE BALANCE (@Lib)	2026 PROJECTED INCOME OR ALLOCATION	2026 EXPENDITURE PLAN & FUTURE PROJECTIONS
Athena Fund	1998	<ul style="list-style-type: none"> Fund type: Endowment fund Donors: Funded by various donors directly to the Stillwater Public Library Athena Fund of SCVF Most recent donation: 9/28/2007 Annual distribution: Net income only distribution determined by SCVF at end of fiscal year. Use restrictions: Nonfiction books of lasting value 	\$22,988.15	\$37,716.71	\$1,313.71	\$1,461	<p>2026: \$1,313.71 for adult nonfiction.</p> <p>Future: Spend the prior year distribution from the fund. For example: In 2027, expend the 2026 distribution of \$1,461.</p>
Helen Lawson Library Fund (224)	2010	<ul style="list-style-type: none"> Fund type: Designated beneficiary endowment Fund created by Rod Lawson with \$50,000 in honor of Helen Lawson. Additional funds added by Rod at later date for a total principal of \$175,624.40. Annual distribution: Net income only distribution determined by SCVF and recommended by donor at end of fiscal year Use restrictions: Items that are of service to public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund. 	\$175,624.40	\$267,710.14	\$66,900.38	TBD by SCVF in July/Aug. Typically receive about \$10K annually.	<p>2026: \$25,500 for materials.</p> <p>Future: In 2027 and 2028, expend \$25.5K each year for materials from spendable balance. In 2029, spend remaining balance of \$20.5K. In 2030 and beyond, spend prior year annual distribution from fund (~\$10K).</p>

Stillwater

Public Library

City-Held Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2025 FUND BALANCE	01/01/2026 SPENDABLE BALANCE	2026 PROJECTED INCOME OR ALLOCATION	2026 EXPENDITURE PLAN & FUTURE PROJECTIONS
McCluer-Webster Library Fund (221)	1936	<ul style="list-style-type: none"> Fund type: Endowment fund Donors: Bequest of Amie Webster to the First National Bank of Stillwater as the McCluer-Webster Library Fund. Distribution: Interest only Use restrictions: Materials 	\$10,000.00	\$11,326.13	\$1,326.13	Unknown Interest	2026: Expend balance for materials. Future: Expend prior year income for materials.
Minerva Fund (220)	1998	<ul style="list-style-type: none"> Endowment fund with interest income only used Funded by various donors with gifts made directly to fund Most recent donation: 12/31/1999 Distribution: Net income only Use restrictions: Materials 	\$23,860.00	\$26,244.28	\$2,384.28	Unknown Interest	2026: Expend balance for materials. Future: Expend prior year income for materials.
HR Murdock Fund (222)	1891	<ul style="list-style-type: none"> Fund type: Endowment fund to be invested in United States or state bonds Donors: Funded by a bequest of H.R. Murdock to the Stillwater Library Association. Distribution: Interest only Use restrictions: Materials 	\$1,800.00	\$1,944.14	\$144.14	Unknown Interest	2026: Expend balance for materials. Future: Expend prior year income for materials.
Van Meier (226)	1979	<ul style="list-style-type: none"> Fund type: Endowment fund Donors: Funded by Katherine Van Meier in honor Dr. Henry Van Meier Distribution: Interest only Use restrictions: Medical materials 	\$1,571.00	\$1,463.27	(\$107.73)	Unknown Interest	No spendable balance

Stillwater

Public Library

Other Donation Accounts

FUND	YEAR ESTB'D	DESCRIPTION	12/31/2025 SPENDABLE BALANCE	2026 PROJECTED INCOME OR ALLOCATION	2026 EXPENDITURE PLAN & FUTURE PROJECTIONS
Kilty Fund (233)	2017	<ul style="list-style-type: none"> Fund type: Gift fund Donors: Donation of \$50,000 to the City of Stillwater from the Kilty Estate for upkeep of the Library Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Upkeep of library 	\$41,274.98	No additional revenue (other than interest expected)	2026+: No planned expenditure. Hold to cover unforeseen building repairs.
Wick (236)	2021	<ul style="list-style-type: none"> Fund type: Gift fund Donors: Donation of \$19,740 from the Wick Estate Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Unrestricted 	\$10,133.04	No additional revenue (other than interest expected)	2026: \$10,113 for PLA, fall training, and breakfast. Fund fully depleted.
Other Government Gifts (227)		<ul style="list-style-type: none"> Fund type: Gift fund Donors: Gifts given by other governmental entities. Stillwater Township last contributed to the fund in 2024. Baytown has donated in the past. Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Currently unrestricted. 	\$35,596.04	\$0 – Stillwater Township no longer able to make gifts to library	2026: \$10,000 for materials. Future: In 2027 and 2028, expend \$10K each year. In 2029, deplete the balance of \$5.5K.
235 Donations		<ul style="list-style-type: none"> Fund type: Gift fund Donors: Typically donations from individuals or organizations of \$100 or more to allow tracking of revenue and expenditures across multiple years. Some gifts are expended more immediately (e.g., tribute gifts specified for a commonly purchased genre) and others are expended over multiple years (e.g., flowers and plants for terrace). Distribution: No withdrawal restrictions. Full gift may be spent. Use restrictions: Varies by gifts. 	\$19,261.93	\$10,000 Carnegie Donation	2026: \$6,200 for programs and \$1,596.55 restricted. Future: In 2027 and 2028, \$9.2K for programs/training. In 2030, deplete balance of \$3K.

Stillwater

Public Library

Library Fund Balance¹:

FUND	DESCRIPTION	01/01/2026 BALANCE	2026 EXPENDITURE PLAN & FUTURE PROJECTIONS
Library Fund Balance Account (Not Including Compensated Absences)	<ul style="list-style-type: none"> ▪ A holding account for the library that may be added to annually when library's revenues at the end of the year exceed expenditures. ▪ In the absence of any other policy from the city, the fund balance may be used but it is typically only used to cover one-time shortfalls in budget. 	\$203,903.99	2026: \$73,100 capital projects Future: Fund balance use is tbd, influenced by city and supplemental support and library operating and capital expenditures.
Compensated Absences Fund	<ul style="list-style-type: none"> ▪ A holding account for the unused portion of leave time that benefitted employees are allowed by personnel policy and union contract to roll from one year to the next. These funds may not be used outright or used to offset budget overages. 	\$46,942.39	

Stillwater

Public Library

¹ Fund Balance Update:

The library's past direction had been to be cautious about expending the fund balance until a target reserve of 4-6 months of operating expenses was reached. In 2021, the city consulted the auditors regarding guidelines for the size of the library's fund balance and indicated that there are no hard and fast rules on fund balances for special revenue accounts like the library. The City Finance Director advised that the library needs to maintain enough in the fund balance to cover compensated absences, but the city is the financial back up if the library went into default. Historically, the library has had a fund balance as low as \$7,000 so the current fund balance is high. Over the past several budget cycles, the city has recommended planned expenditures from fund balance for one-time capital and operating expenditures (not recurring expenses such as payroll) that are not covered by the library's budget allocation. Per the city's guidance, the library spent from the fund balance in 2022 and 2023.

The library's current fund balance is primarily a result of personnel savings from 2017 through 2021 due to staff retirements (including a director of 40 years, a long-time assistant director, and a long-time librarian), position changes, and the impact of COVID on the use of substitutes and in delaying hiring. Following is a review of personnel savings (a combined savings of more than \$285,000):

- 2017: The library added significantly to its fund balance due to the retirements of Director Bertalmio and Assistant Director Blocher. Director Troendle was not hired until September, and the Assistant Director position was not replaced. This resulted in a net personnel savings of approximately \$116,000 for 2017.
- 2018: Savings continued into 2018 as Director Troendle and the board revised the organizational structure, opted to not fill the Assistant Director position, and instead created a Business & Communications Manager position at a lower pay grade in November, creating more than \$70,000 in savings.
- 2019: The library had several staffing changes, including two retirements, which resulted in \$44,000 in savings from lower placements of new hires on the step grid and from gaps in coverage between hiring. In addition, the city moved employees to a different health care plan design in February 2019, resulting in \$13,000 in savings.
- 2020 & 2021: The library experienced more staff retirements which resulted in cost savings. In addition, the library's public hours of operations were reduced abruptly in March 2020 due to COVID. Because of this unforeseen change in service, the same level of staffing was not needed. Fewer subs were used throughout departments and some regular staff elected to work reduced hours, resulting in more than \$42,000 in savings.
- 2024: The library added \$30,000 to fund balance. \$16,000 was from interest earnings and unrealized gains. The remaining \$14,000 was from operating savings.
- 2025: The library added \$44,000 to fund balance. \$14,000 was from interest earnings and unrealized gains. The remaining \$30,000 was from operating savings. The library had two staff retirements, which resulted in savings from lower placement on the step grid, and gaps in staffing with the transition to new roles.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2027 Operating Budget Planning	
OWNER: Finance Committee Keri Goeltl, Business & Communications Manager	PRESENTER: Glidden, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: The Finance Committee met on May 7th and May 27th to review a preliminary plan for the library’s 2027 operating budget request. The committee reviewed a historical overview of city funding trends, a baseline budget projection for 2027, and baseline and inflationary projections through 2035 for budget expenditures and supplemental funding needs.</p> <p><u>CITY FUNDING HISTORY</u> Between 2017 and 2026, the City’s annual operating support increase for the library ranged from 1% to 8%, averaging a 4% annual increase over the past 10 years.</p> <p>2024 Approved Operating Budget: \$1,609,382</p> <ul style="list-style-type: none"> • \$1,565,996: Transfer in from city general fund (a 4.4% increase from 2023) • \$27,787: Library revenues • \$15,599: Fund balance <p>2025 Approved Operating Budget: \$1,689,044</p> <ul style="list-style-type: none"> • \$1,658,084: Transfer in from the city general fund (a 5.9% increase from 2024) • \$29,787: Library revenues • \$1,173: Fund balance <p>2026 Approved Operating Budget: \$1,861,015</p> <ul style="list-style-type: none"> • \$1,755,560: Transfer in from the city general fund (a 5.9% increase from 2025) • \$32,253: Library revenues • \$73,202: Fund balance (\$73,100 for 2026 capital projects) <p><u>PROPOSED 2027 CITY OPERATING BUDGET</u> The projected baseline budget for 2027 is \$1,876,340, with a requested transfer from the City General Fund of \$1,842,517, a 4.95% increase (\$86,957) from 2026.</p> <p>The proposed 2027 operating budget reflects a cautious and sustainable approach to managing library finances. Consistent with guidance from the City Administrator to keep departmental budget increases relatively flat, the proposed request is limited to contractual cost increases for negotiated wage adjustments, step increases, and anticipated employee insurance costs.</p> <p>The Finance Committee is not proposing increases to other operating line items, new positions, or increased staff hours. While these investments could enhance services, they would also create ongoing financial commitments that compound over time.</p> <p>The Finance Committee reviewed a ten-year projection that indicates the library will increasingly rely on the Foundation and possible new supplemental funding sources as existing reserves are depleted</p>	

in future years. Maintaining a disciplined operating budget helps preserve financial flexibility, reduces future funding pressures, and supports the long-term sustainability of services.

The library is also mindful of the economic challenges facing taxpayers and the City's efforts to manage property tax impacts. The 2027 budget is designed to maintain current service levels while balancing community needs with responsible stewardship of public resources.

SUPPLEMENTAL BUDGET

In addition to the City operating budget, the library relies on significant supplemental funding to support both operating and capital needs. The supplemental fund budget was \$340,000 in 2024, and \$390,000 in 2025 and 2026.

These funds are essential for sustaining key services and initiatives not covered by the City budget, including: 100% of library programming (events, classes, outreach); over 50% of the library's materials budget (books, digital resources, media); all Sunday open hours; a 20-hour/week Youth Librarian position, newspaper digitization projects, training, and additional support for technology, equipment, and special projects. The estimated supplemental budget for 2027 is \$320,000.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2027 Supplemental Budget

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee

2027 Supplemental Funding By Need		2027 Supplemental Funding Plan		
Area	2027 Budget Amount	Spend Prior Year Designated Funds	Allocate Existing Unrestricted Funds	Request New Gifts/Grants
Volunteer Coordinator (In Kind)	\$21,203			SPLF: \$21,203 *Included in city op budget as in-kind
Sunday Hours (All)	\$24,500			SPLF: \$24,500
Youth Services Librarian I	\$52,600			SPLF: \$52,600
Youth Services Programming	\$32,800			SPLF: \$31,000 - \$8,000 EL/SA/STEM/Nature - \$19,000 Summer Explorers - \$4,000 Puppetry MELSA YS: \$1,800
Adult Programming	\$25,500	Legacy: \$6,800	235: \$6,200	SPLF: \$7,500 Friends: \$5,000
Materials (Flat from PY) <i>Total: \$129,000 City Contribution: \$60,100 Supplemental: \$68,900</i>	\$68,900	Athena: \$1,461	Lawson: \$25,439 Township: \$10,000	SPLF: \$22,000 Friends: \$10,000
Other				
Stillwater Area Historic Newspaper Digitization Initiative (Phase 4)	\$50,814			SPLF: \$50,814 (external grant needed)
Staff Training	\$2,500		235: \$2,500	
Advocacy: Ongoing	\$7,000			SPLF: \$7,000
Advocacy: 130th Anniversary	\$10,000			SPLF: \$10,000
Library/Foundation Volunteer & Staff Appreciation Event	\$2,500			SPLF: \$2,500
SAHS Pathways Program Intern <i>(80 Hours Total; Min Wage)</i>	\$1,000			SPLF: \$1,000
Library Flower Pots	\$500		235: \$500	
Capital or Building-Related Projects				
ADA Enhancements	\$20,000	SPLF: \$20,000		
Total Projected Supplemental Budget	\$319,817	\$28,261	\$44,639	\$246,917
In-Kind (Counted Under City)	\$21,203	\$0	\$0	\$21,203
Supplemental Operating	\$299,817	\$8,261	\$44,639	\$225,714
Fund Balance Capital (City)	\$0	\$0	\$0	\$0
Supplemental Capital	\$20,000	\$20,000	\$0	\$0

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: CLEWE Plan Update	
OWNER: Facilities Committee	PRESENTER: Quijano, Chair Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>On June 2, 2026, the Stillwater City Council approved a professional services agreement with Collaborative Design Group (CDG) to develop the Children's Library & Event Wing Enhancement (CLEWE) Plan.</p> <p>As the Board is aware, the planning project is funded through support provided by the Stillwater Public Library Foundation.</p> <p>The project will evaluate potential future improvements to the Children's Library and upper-level Event Wing spaces and develop conceptual designs, cost estimates, and implementation strategies to support future decision-making and fundraising efforts.</p> <p>Attached for informational purposes are the fully executed professional services agreement and CDG's proposal. These documents provide additional detail regarding the project scope, schedule, deliverables, and compensation.</p> <p>The project kickoff meeting with CDG, the Facilities Committee, and designated staff is scheduled for June 23, 2026. Additional updates will be provided to the Board as the planning process progresses.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Signed Agreement for Professional Services	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (“Agreement”) is made and executed this 2nd day of June, 2026, by and between the City of Stillwater, 216 North Fourth Street, Stillwater, Minnesota 55082, (“City”) and Collaborative Design Group, 125 Main Street SE, Suite 100, Minneapolis, Minnesota 55414 (“Consultant”).

WHEREAS, the City is the owner of the Stillwater Public Library and has accepted the proposal of the Consultant for certain professional planning and design consultant services for the Stillwater Public Library; and

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

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

1. SERVICES.

- a. City agrees to engage Consultant as an independent contractor for the purpose of performing certain professional Services (“Services”), as defined in the following documents:
 - i. A proposal dated April 16, 2026, incorporated herein as Exhibit A.
 - ii. Where the terms and conditions of this Agreement and those terms and conditions included in Exhibit A specifically conflict, the terms of this Agreement shall apply.
- b. Consultant covenants and agrees to provide the Services to the satisfaction of the City in a timely fashion, as set forth in Exhibit A, subject to Section 7 of this Agreement.
- c. Consultant agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement. Consultant represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. City agrees to pay and Consultant agrees to receive and accept payment for the Services as set forth in Exhibit A.

- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Consultant shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.
 - c. Consultant shall submit itemized bills for Services provided to City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to City.
- 3. TERM. The term of this Agreement shall commence on the date listed in the initial paragraph of this Agreement and shall terminate upon submission of the final report to the City by Consultant on the date identified in Exhibit A. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as stated herein.
- 4. TERMINATION.
 - a. Termination by Either Party. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party to the addresses listed in Section 13 of this Agreement. Upon termination under this provision, if there is no default by the Consultant, Consultant shall be paid for Services rendered and reimbursable expenses incurred until the effective date of termination.
 - b. Termination Due to Default. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
- 5. SUBCONTRACTORS. Consultant shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the City, unless specifically provided for in Exhibit A. Consultant shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of the Consultant's receipt of payment by the City for undisputed services provided by the subcontractor.
- 6. STANDARD OF CARE. In performing its Services, Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Consultant's undertaking herein or its performance of Services.
- 7. DELAY IN PERFORMANCE. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire;

epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either City or Consultant under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.

8. CITY'S REPRESENTATIVE. The City has designated Stillwater Public Library Director Mark Troendle to act as the City's representative with respect to the Services to be performed under this Agreement. He shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Services covered by this Agreement.

9. PROJECT MANAGER AND STAFFING. The Consultant has designated Bill Hickey to be the primary contact for the City in the performance of the Services. He shall be assisted by other staff members as necessary to facilitate the completion of the Services in accordance with the terms established herein. Consultant may not remove or replace the designated staff without the approval of the City.

10. INDEMNIFICATION.

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

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

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

- d. Automobile Liability Insurance, with a combined single limit of \$2,000,000.

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

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

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

If to City: City of Stillwater
216 North Fourth Street
Stillwater, MN 55082
Attention: City Administrator

Or emailed: jkohlmann@stillwatermn.gov

If to Consultant: Collaborative Design Group
125 Main Street SE, Suite 100
Minneapolis, MN 55414
Attention: Bill Hickey

Or emailed: bhickey@cdg-mn.com

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

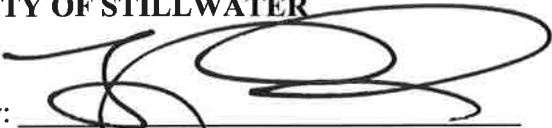
- 15. GENERAL PROVISIONS.

- a. Assignment. This Agreement is not assignable without the mutual written agreement of the parties.
- b. Waiver. A waiver by either City or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

- c. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- d. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- e. Severability. If any term of this Agreement is found be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- f. Data Practices Compliance. All data collected by the City pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- g. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

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CITY OF STILLWATER

By: 
Ted Kozlowski, Mayor

By: 
Beth Wolf, City Clerk

Date: June 2, 2026

COLLABORATIVE DESIGN GROUP (“CONSULTANT”)

Signature: William D. Hickey

Name: William D. Hickey

Its: President

Date: 5/22/2026

Proposal for

STILLWATER PUBLIC LIBRARY

Professional Planning
and Design Consultant
Services

April 16, 2026

Collaborative Design Group
125 Main Street SE, Suite 100
Minneapolis, MN 55414

Contact: Bill Hickey
bhickey@cdg-mn.com
(612) 371-6414

EXHIBIT A

PUBLIC LIBRARY

CARNEGIE

PROJECT UNDERSTANDING

The historic Stillwater Public Library has seen increased circulation and program attendance over the last few years and is seeking a planning and design team to develop a Children's Library & Event Wing Enhancement (CLEWE) Plan that will help plan for future improvements and guide fundraising efforts. The team will work with Facilities Committee to develop the CLEWE Plan, which will include a variety of schematic design options, cost estimates to be used for fundraising and budgeting, prioritized building recommendations, and phasing strategies to ensure that future work will be as minimally disruptive to the day-to-day library operations as possible. Based on our review of the Request for Proposals, Addendum 1, and Addendum 2, as well as our site visit, we understand that the specific spaces that will be explored and their goals and challenges include:

Children's Library Area

- The area is very heavily used area and needs updating
- This is very popular area, with as many as 100 visitors at times, so a separate story area/room is desired
- Need a new discovery area with storage access
- Tech stations are needed to align with user needs
- The existing stage can be removed and the space can be reconfigured
- Ideally, there would be a separation between the Children's zone and the rest of this level to improve security and sound privacy
- There is a desire to add a comfort/sanctuary room for children and caregivers
- There is currently only one kids restroom on this level

- Existing lighting and wall finishes need to be evaluated
- Column bases and non-load-bearing elements should be assessed to determine if they can be modified

Event Wing

- Fits 100 people total when opened up, 20 on the small side and 80 on the large side
- The area is heavily used, seeing nearly 600 meetings/events and 150 different groups last year
- Flexibility should be improved so that the Margaret Rivers Meeting Room can be used in multiple ways
- While the Meeting Room has a collapsible partition, improved acoustics are desired to decrease noise between the two portions of the space
- Cracked and heaving floor tiles, likely caused by the temperature difference of the parking structure below, should be investigated
- Storage areas should be made more flexible and usable
- The lighting appears to be good, but should be investigated to ensure that it is ideal for the different types of meetings, events, exhibits, etc. that take place
- Furniture, such as tables, chairs, and lectern, need updating to improve comfort, flexibility, and storage
- AV equipment need improving to enhance the video conferencing capabilities
- Cafe area is used by guests, but the coffee shop is gone, so the space can be reimagined, possibly with new furniture arrangements or to be used as a semi-private meeting space

PROJECT APPROACH

Kick-off Meeting

We will begin the process by leading a project kick-off meeting with your Facilities Committee. The desired outcome of the kickoff meeting is to make introductions, refine the project schedule, discuss goals and known issues, and develop a clear understanding of the project with agreement from all parties. As simple as it sounds, Collaborative Design Group's approach to this project starts with listening. We believe that nobody understands your Library better than you. Listening to your needs helps drive our programming and schematic design efforts, and will also give us key insights into how the Library is performing and known problems with the interior layout, efficiencies, furniture, finishes, accessibility, building systems, etc. By listening to your needs first, we are able to process information and data from all available resources and user groups, then filter down to the common threads that will ultimately influence and shape the planning and design of each space.

We will develop a Statement of Need and establish Guiding Principles, which will be a series of statements that identify the goals of the project. The goals may include topics like the reason for the project, specific space and operational issues that need to be addressed, diversity/equity/inclusion requirements, sustainability requirements, ADA requirements, durability, adaptability, cost, schedule, and aesthetics. Essentially, these Principles will establish the basis of our planning efforts and the reason for this project. They are especially valuable when there are conflicting needs or opinions and we need to develop consensus. The Guiding Principles will help to keep the team on track.

Project Management and Communication

Strong project management is an integral part of any project, but it is especially critical in a project like this one that requires engagement with a vari-

ety of stakeholders and users, including the Facilities Committee, City and library staff, and the community. It is important that our planning team listens to your Committee and other stakeholders so that all of your concerns are addressed and your needs are met, while also drawing on our expertise to articulate our design thoughts and explain what goals are feasible and which ones are less realistic. Our design team's record of successful projects and repeat clients attest to our continued commitment to quality.

Throughout our work, the CDG team:

- Listens actively.
- Communicates thoughtfully and thoroughly.
- Guides the discussion to reach a consensus.
- Represents the best interests of the client and community at all times.

We manage our work with a careful combination of:

- **Experience** – we know what questions to ask and when to ask them in order to maintain a productive work flow.
- **Thoroughly honed tools** – our interface with staff and administration is efficient, to-the-point, and respectful of everyone's time.
- **Thoughtful preparation** – we anticipate areas that will require more time or effort to reach consensus, and work to head-off controversies before they become time-consuming.
- **Collaboration and participation** – it is our team's belief that feasible plans with the highest likelihood of being implemented are developed by bringing stakeholders together to participate in developing a shared vision. This is especially true in a project with multiple unique components and many voices at the table.

- **Listening to all input** – we understand the importance of hearing everyone and responding respectfully, regardless of whether the comments can be incorporated. In fact, we have found that one of the most important things we can do when hearing a comment that is unlikely to be integrated is explain why we may be taking a different path. Stakeholders who are exposed to the full decision process gain understanding and remain boosters, even when their feedback may not be incorporated.

Meetings, Work Sessions, and Site Visits

Following the kick-off meeting, we will develop a detailed schedule to meet with the various stakeholders and visit the Library to not only observe the building itself, but also see how it is being used by visitors and staff. Every meeting that we lead will have a purpose, with an agenda and stated outcome, followed by meeting minutes. We are currently anticipating two meetings or site visits per month: one meeting or work session with your Facilities Committee and the one site visit to observe the space and operations or meet with staff, City officials, community members, or other interested parties.

To be respectful of your time and resources, we can schedule the meetings to be in-person or use a virtual format, the latter of which can sometimes make it easier for us to get comprehensive staff input efficiently and quickly. While we believe that meeting roughly every two weeks will be adequate to get the input that we need and also give us time to develop and progress our planning and design concepts, we do not limit the number of meetings with our clients. Our project manager, Bill Hickey, is currently leading a modernization project at the nearby historic Washington County Courthouse and he lives in Stillwater just blocks away from the

Library, so additional meetings can be scheduled quickly and easily. We will meet with you as often as necessary to successfully complete the project and we will adjust the schedule throughout the process.

We will schedule in person site visits to observe the facility and how staff work, children use the Children's Area, and how users and groups interact with the spaces in the Event Wing. During our visits, we will also assess interior items, such as space layouts, finishes, furniture, lighting, and acoustics, and we will perform a code and accessibility analysis.

The site visits will also give our engineering partner, Hallberg Engineering, the opportunity to observe the existing building infrastructure and technology. If necessary, discussions with building maintenance staff will be included, as they understand how the building systems currently operate.

Development of Design Concepts

Based on information received from project stakeholders and our observations, our team will begin to develop needs requirements for the spaces. Library spaces no longer only hold physical collections, they are now community centers where people can gather in groups to collaborate, socialize, attend programs, and utilize technology. The use of innovative, flexible space is a key element in the design of modern library facilities. Current research indicates that, in order to most effectively serve communities, libraries should provide:

- Cooperative environments that encourage collaboration, teaching, and learning.
- Appropriate furniture solutions to facilitate group work in a number of arrangements and settings; flexibility, comfort, and durability are key components for library furniture to ensure adaptability of space and long-term use.

- Technologies that are modern, accessible, and have the ability to connect users.

Your current spaces will be compared to industry standards. Through our experience, we have developed an understanding of how libraries have evolved over time. We are also currently working on a variety of projects that will give us unique insights as we plan the improvements of your space. For instance, we are currently designing the renovation of the library in the University of Minnesota's Vincent Hall, but we are also providing architectural and interior design services for conference rooms at Minnesota State University, Mankato, a K12 school, and a therapy clinic for children. We will draw on all of this experience as we develop preliminary design options that are custom-tailored for all variety of users, young and old.

We will not rely solely on our expertise, however, as we are well aware of the speed at which technology and modern library spaces can change. We will continue to research modern library trends and can arrange visits to newly constructed and renovated facilities in the area to observe newer designs and layouts. This was a significant component of a study that we completed for Carleton College's Gould Library. Our team researched the way students were utilizing collegiate libraries and how that use had changed over time. The study and resulting renovation resulted in a more dynamic space that focused less on collections and more on technology, flexibility, and creation of collaborative work areas. The project transformed Gould Library from an underused, outdated space into a vibrant social and educational hub.

CDG will develop design concepts that strive to create unique environments that can increase social activity and interaction. We will explore the use of color, furniture groupings, technologies, and space layouts to create modern spaces that im-

prove your current Children's Area and Event Wing. We have a proven track record of providing environments that encourage user growth, interaction, and success. Many of our projects make use of bold color accents, specialty lighting, and unique furniture groupings. Our brand of interior design will plan for the following:

- Color as a definer of space and to stimulate emotions; for example, different color schemes used for quiet spaces versus collaborative spaces.
- Features that respect the existing feel and aesthetics of the Library and create positive impressions.
- Furniture used to facilitate interactions or privacy; furniture may also be used to define space even with the absence of walls.
- Furniture that is durable and movable, allowing users to customize spaces for their specific needs.
- Privacy and acoustical improvements by creating a Children's Area that feels separate and special for kids while offering noise relief for guests utilizing other areas of the floor. More substantial adjustable wall systems will be explored to allow improved flexibility and acoustical separation in the Margaret Rivers Meeting Room.
- Connections, nodes, and circulation paths that are defined by flooring, ceiling treatments, lighting, and the use of color.
- A close attention to lighting and the significance of its role in interior settings.

We will communicate our design options with narratives, square footage breakdowns, colored floor plans, and 3D renderings. This information will be presented to the Facilities Committee and updated throughout the project based on your insight and direction. This space planning process will be iter-

ative, as the initial layouts will likely create differing opinions. All ideas, desires, and opinions will be discussed. We will use the Guiding Principles as our basis to make decisions for refinement of the program plans. This process will continue until the space for each area is developed and consensus among stakeholders has been achieved. Our work will include the development of multiple options to create Good, Better, and Best options, which will give you flexibility as you fundraise and plan for your future projects.

Development of the CLEWE Plan

We will compile our collected and developed information into a written report document, including project goals, current space use and shortcomings, analysis of finishes, furniture, accessibility, and building systems, code analysis, and layout and design options. Our cost estimating partner, Rockwise Strategies, will provide estimates for all design options and recommended upgrades discussed in the report.

We will organize recommended work in categories of Good/Baseline, Better/Enhanced, and Best/Aspirational. Each category will include written descriptions and justifications, phasing and construction strategies, floor plans, renderings, and associated cost estimates. We understand that the goal for this project is the development of the report, but you ultimately want this work to be reflected in your built environment. We will strive to create a document that is easy to understand and provides the information that can create the excitement and buy-in necessary to raise funds and carry you to the next steps in the process.

We will submit drafts of our report for your review, likely at 75% completion in December and 90% in March 2027. The final report will be submitted by April 30, 2027.

COLLABORATIVE DESIGN GROUP

Collaborative Design Group is a name carefully considered to reflect our fundamental belief that the design process is a collaborative effort, with our clients as integral members of the project team. We believe that the success of your project is dependent on the knowledge and resources of many groups of people. It is our goal to assemble the most appropriate and talented individuals to meet your specific needs.

What sets Collaborative Design Group apart is that we provide a truly collaborative approach to the design of built environments. We seamlessly blend our in-house disciplines of Architecture, Interior Design, Structural Engineering, and Historic Preservation to develop sound and energized design solutions. The level of knowledge that these combined disciplines bring to a project ensures informed decision making and leads to a successful project outcome. Self-performing the full scope of services brings significant added value during both design and construction. As our name articulates, we work collaboratively, uniting all disciplines in the process to create an integrated design solution.

ROLE Project Management, Architecture, Interior Design, Space Planning/Programming

LOCATION Minneapolis, MN

ESTABLISHED 2001

OWNERSHIP Privately Owned Corporation

CONTACT Bill Hickey, bhickey@cdg-mn.com, (612) 747-1565

HALLBERG ENGINEERING

Hallberg Engineering is a Small and Minority Business Enterprise (S/MBE) specializing in mechanical, electrical, and technology systems design, commissioning, building analysis, and energy services. Our versatile staff provides various mechanical and electrical services, including pre-design studies, early schematic planning and budgeting, construction documents, and construction administration with post-occupancy evaluation.

Throughout the years, we have worked with over half of all Minnesota school districts and many higher educational clients. Our deep-rooted history in designing for Minnesota's K-12 Schools has helped to establish a strong foundation to expand into markets beyond education and add services to be your sole engineering partner.

ROLE Mechanical Engineering, Electrical Engineering, Low-voltage/Technology Design

LOCATION White Bear Lake, MN

ESTABLISHED 1979

OWNERSHIP Small/Minority Owned Business

EXPERIENCE WITH CDG

- Coleraine Carnegie Library Assessment
- Dakota County Lawshe Museum Upgrades
- DNR Seppmann Mill Historic Restoration
- Hennepin County Department of Community Corrections and Rehabilitation Office Space Study, Remodel, and Relocation
- Hennepin County Sheriff's Office Space Study, Remodel, and Relocation
- Hennepin County Public Safety Facility ATS Replacement
- Hennepin County Public Works Medina Campus Electrical Building Upgrades

ROCKWISE STRATEGIES

Rockwise Strategies was founded by Doug Loeffler after he saw an opportunity to bring even more to the built environment. Expanding upon the team's construction management expertise, he sought to support project stakeholders with cost consulting and owners representation services. Today, we remain closely connected to the Loeffler Construction team, sharing expertise to improve every build and bringing great value to our clients.

Composed of flexible teams of committed professionals, Rockwise Strategies leverages our deep experience to navigate the ins and outs of construction projects. We join our clients right where they need us in their project, getting ahead of potential issues and offering thoughtful guidance to ensure their build gets done on time, on budget and to their exact specification.

ROLE Cost Estimating

LOCATION Lakeville, MN

ESTABLISHED 2023

OWNERSHIP Privately Owned Corporation

EXPERIENCE WITH CDG

- Dakota County Lawshe Museum Upgrades
- Dakota County SMART Center Predesign and Design
- DHS Distribution Hub Predesign and Design
- MSU, Mankato Performance and Digital Classroom Renovation
- U of M Biological Services Building Assessment and Link Window Replacements
- U of M Frontier Hall Indoor Air Quality and Building Envelope Assessment
- U of M Public Safety Building Expansion and Renovation Predesign



BILL HICKEY AIA, CID, LEED AP
Project Manager | Collaborative Design Group

Bill has considerable expertise in the programming, design, and project management of commercial and institutional projects, including historic, government, corporate, retail, restaurant, and university, buildings. His work also includes mixed-use and transportation-oriented development multifamily housing, strategic planning, and collegiate projects. Bill meets the Secretary of the Interior’s Standards for Historic Architect, Architectural History, and Architecture.

EXPERIENCE
 36 years

EDUCATION
 University of Minnesota,
 Bachelor of Architecture,
 Bachelor of
 Environmental Studies

REGISTRATION
 Registered Architect,
 MN #20111
 Certified Interior
 Designer, MN #C00264

EXPERIENCE

- Stillwater Carnegie Library Projects
- Coleraine Carnegie Library Assessment
- Montevideo Carnegie Library Assessment
- University of Minnesota Lind Hall and Taylor Center Library Renovation
- Roseville Library Renovation
- Ramsey County Landmark Center Space Study, Assessment, and Restorations
- Houston County Historic Jail Assessment and Reuse Study
- Washington County Courthouse Elevator Modernization



JOHONA HARRIS CID
Interior Designer, Planner | Collaborative Design Group

Johona has extensive design and planning experience, with special focus on education, office, hospitality, and public projects. Her responsibilities include space planning development, client interaction, programming, design concepts, finish selections, construction documents, procurement documents for FF&E, and construction administration. Johona excels at creating comfortable interior spaces that balance space needs with the available budget.

EXPERIENCE
 28 years

EDUCATION
 University of Minnesota,
 Bachelor of Science,
 Interior Design

REGISTRATION
 Certified Interior
 Designer, MN #C02249

EXPERIENCE

- Carleton College Gould Library Space Study and Renovation
- University of Minnesota Lind Hall and Taylor Center Library Renovation
- University of Minnesota Vincent Hall Math Library Studies and Renovation
- Westcott Library Reconfiguration and Carpet Replacement
- Ramsey County Landmark Center Space Study, Assessment, and Restroom Remodels
- Hennepin County Space Needs Studies



TAYLOR MCMAHON CID
Interior Designer, Planner | Collaborative Design Group

Taylor’s interior design experience focuses on education, office, and public projects. Her responsibilities include programming, space planning, interior concept development, development of visuals and renderings, construction documents, specification of FF&E, and construction administration. Taylor excels at space planning to create functional interior environments and developing renderings to effectively communicate design intent to end users.

EXPERIENCE
 4 years

EDUCATION
 University of Minnesota,
 Bachelor of Science,
 Interior Design

REGISTRATION
 Certified Interior
 Designer, MN #C02644

EXPERIENCE

- University of Minnesota Lind Hall Renovation
- University of Minnesota Vincent Hall Math Library Studies and Renovation
- University of Minnesota IT Relocation Feasibility Study
- University of Minnesota Donhowe 3rd Floor Renovation
- Carleton College Phase 3 & 4 Student Housing Study and Upgrades
- Seven Hills Preparatory Academy Renovation



BERNIE BARRIE

Mechanical Designer | Hallberg Engineering

Bernie's background includes HVAC and plumbing design for a variety of educational and commercial facilities, as well as the entertainment and hospitality markets. He is knowledgeable in both airside and waterside design of systems which includes equipment room layouts, ductwork distribution layout, hydronic and steam piping systems, and general plumbing design. Barrie also manages projects from initial design through final construction.

EXPERIENCE

26 years

EDUCATION

Lakehead University,
Mechanical Engineering,
Technologist

REGISTRATION

ASHRAE

MASA

MASBO

MASMS

EXPERIENCE

- Hennepin County Central Library
- Brooklyn Center Transit Center
- Dakota County Lawshe Museum Upgrades
- Minneapolis Grain Exchange
- Minnesota Governor's Residence
- Minnesota State Office Admin Building
- Northfield Regional Transit Hub
- Seppmann Mill Rehabilitation
- St. Luke's Hospital Nursery Renovation
- White Bear Lake Historical Society Armory



JEFF HAUSWIRTH

Electrical Designer | Hallberg Engineering

Jeff has over 30 years of design and commissioning experience. He has expertise in all facets of the electrical design industry, lighting design, power, distribution, and commissioning including educational facilities, health/medical field, industrial, community centers, roadway lighting, municipalities, and sport centers.

EXPERIENCE

38 years

EDUCATION

Hamline University

REGISTRATION

IESNA Lighting
Certification

TCHEA

NCEES

NFPA

EXPERIENCE

- Hennepin County Maple Grove Library
- Nokomis Library
- Ramsey County Maplewood Library
- Hennepin County Facility Condition Assessments
- 1701 10th Place NE Property Condition Assessment
- Hennepin County Audits for Non-Library & Transfer Station Facilities
- Northport Elementary School
- Olsen Elementary School
- Plymouth Middle School



JONATHAN MURRAY LEED AP

Cost Estimator | Rockwise Strategies

Jonathan is an experienced senior project manager and cost consultant who has completed hundreds of projects from the estimating phase through completion. He has experience working in multiple market segments, including K-12, higher education, corporate, government, medical, restoration, military, and private sector. Jonathan brings strong leadership, a collaborative mindset, and a commitment to delivering projects that exceed the clients expectations.

EXPERIENCE

21 years

EDUCATION

University of Wisconsin,
Stout, Bachelor of
Science, Construction

REGISTRATION

LEED Accredited
Professional

EXPERIENCE

- Dakota County Galaxie Library Renovation
- Dakota County Pleasant Hill Library Addition and Renovations
- Dakota County SMART Center
- University of Minnesota Public Safety Building Predesign
- Minneapolis Park & Rec Board City-Wide Accessibility Upgrades (42 Facilities)
- Roseville Cedarholm Community Building
- Maplewood Wakefield Park Building
- Anoka County Bunker Hills Activity Center
- Rice County Government Center

LIBRARY EXPERIENCE

Collaborative Design Group brings a unique combination of familiarity with the Stillwater Library and experience planning library upgrades and reorganizations, designing library renovations and modernizations, and assessing Carnegie and other historic library buildings.

A notable credential that we offer is Bill Hickey's familiarity with all aspects of library operations, fundraising, and construction. Bill served on the Stillwater Public Library Board for 10 years, including 7 years as President. During this time, he led the Board through a successful \$11M capital and construction project that more than doubled the size of the century-old historic facility. The new construction included an underground parking garage and dramatically expanded collection, media, meeting, and amenity areas. The revitalized and expanded library features extensive automation and self-check technology. This project was intensely scrutinized by the citizens and City Council alike, and its development became a successful rallying point for the community.

Our team will bring a thorough understanding of the logistical concerns of operating a library, from managing staff numbers to handling materials deliveries. Our design team is able to evaluate all concepts from a practical, librarian's perspective, in a proactive fashion that will help ensure that your library is as efficient to operate as it is attractive to patrons.

Stillwater Carnegie Library

Stillwater, Minnesota

CDG has worked on multiple projects at the century-old library, with a focus on repairing and upgrading the rooftop event space. Bill Hickey has also served on the Stillwater Public Library Board and helped guide an \$11M capital and construction project that more than doubled the size of the facility, expanding collections and amenities while providing automation and self-check technology.

Coleraine Carnegie Library

Coleraine, Minnesota

After completing assessment and restoration design work for the historic Coleraine City Hall, CDG was selected to assess the City's Carnegie Library. The CDG team assessed the interior and exterior of the building, including the roof, accessibility, electrical systems, and indoor air quality. Both hands-on observations and drone photography were used and the final report outlined the building's history, current conditions, and prioritized restoration and repair recommendations. Subsequent work completed by CDG included design of a roof replacement and an update of the original report.

Montevideo Carnegie Library

Montevideo, Minnesota

The City of Montevideo retained CDG to investigate a bowing exterior wall below the roof of their historic Carnegie Library. Utilizing on-site observations and drone photography, CDG assessed the wall to determine the cause and seriousness of the distress. A report was provided with observations, recommendations, and cost estimates for the necessary restorations. After the final report was submitted, CDG provided construction documents to restore the structural condition of the wall.



Stillwater Carnegie Library



Coleraine Carnegie Library



Montevideo Carnegie Library

Gould Library

Carleton College | Northfield, Minnesota

CDG's completed a study of the library's space needs and research the evolution of modern collegiate library space, then designed the renovation of the space to relocate the Writing Center to the main level, add restrooms, upgrade staff offices and conference rooms, and relocate the Rookery and archives. CDG has also performed multiple exterior assessments and designed a roof replacement and masonry and window repairs.

Lind Hall Taylor Center Library

University of Minnesota | Minneapolis, Minnesota

CDG designed the modernization of the Taylor Center Library, replacing static student study areas with computer workstations and wiring existing tables for data and power, creating an active computer study area for 70 students. CDG completed two major projects at Lind Hall, providing predesign and design services to completely renovate and restore the historic building to provide modern classrooms, offices, and public spaces.

Vincent Hall Math Library

University of Minnesota | Minneapolis, Minnesota

CDG assessed the historic building, identifying upgrades to the building envelope, interior finishes and spaces, and infrastructure systems. Upon completion of the feasibility study, the team completed predesign studies to explore the possibility of repurposing the Math Library and replace the building's deteriorating curtain wall system. In early 2026, CDG began providing architectural and interior design to renovate the Math Library and replace the building's curtain walls.

Westcott Library

Dakota County | Eagan, Minnesota

CDG worked with Dakota County to develop carpet and finish standards to be used County-wide. CDG utilized the newly created standards in Westcott Library, where work included replacement of carpet and wall finishes, reorganization of stacks, creation of small huddle rooms, and addition of new lounge furniture to create alternative reading and work areas.

Roseville Library

Ramsey County | Roseville, Minnesota

The focus of the 34,000 square foot rejuvenation project was to create a space that would attract patrons of all ages. Working closely with the library's staff, CDG developed a design that met the functional and creative needs of the library. Vibrant colors and carpet patterns guide patrons to different areas, such as the children and teen sections, while the use of suspended ceiling treatments help define the different library areas and make the spaces feel more intimate.

Robbinsdale Historic Library

Robbinsdale, Minnesota

The Robbinsdale Historical Society retained CDG to assess their historic former library building with the goal of understanding its current conditions and ADA compliance. CDG provided recommendations for historically-sensitive upgrades and a solution to ADA issues. After assessing different options, CDG provided design to install a lift in the interior to provide access to the first and basement levels and provide an accessible single-occupancy restroom in the basement.



Carleton College Gould Library



U of M Lind Hall Taylor Center Library



Dakota County Westcott Library

PLANNING EXPERIENCE

With experience that has included master plans, space needs studies, facility infrastructure studies, assessments and restoration plans, and predesign and schematic design reports, Collaborative Design Group brings a broad range of planning expertise to our projects. The plans are used by our clients to understand their facilities, plan and budget for both short- and long-term improvements, raise funds, and inform citizens and building users of upcoming projects. A few of our notable planning projects include:

Landmark Center

St. Paul, Minnesota

CDG completed an analysis of the interior space use of the historic Landmark Center, researched the demographics of the area, and conducted a market analysis to determine the feasibility of making a variety of interior upgrades. The team explored opportunities that could serve the community and activate the underutilized spaces of the building. Some options that were considered include an artists' maker space, coworking space, more efficient catering kitchen, dining and bar venue, and reorganized office and storage spaces.

Hennepin History Museum

Minneapolis, Minnesota

CDG was retained to complete a Historic Structure Report that included an analysis of the building's history, observations of current conditions, restoration recommendations, and measured drawings. CDG explored options to expand and reprogram their existing space. To help with future fundraising, schematic renderings for a potential building addition were developed and included in the report.

Lawshe History Museum

Dakota County | South St. Paul, Minnesota

CDG assessed the existing facility and analyzed the museum's space use and projected needs. The project began with a two day long workshop that reviewed the visitor experience, staffing, funding, mission and goals, partnerships, exhibits, collections, spaces/building, safety, and mechanical/electrical systems. The team also reviewed alternatives, discussed challenges, and recommended alterations to the interior and exterior of the Museum.

Houston County

Caledonia, Minnesota

CDG completed a study to determine reuse options for Houston County's vacant historic jail. The team assessed the building to determine necessary upgrades and reviewed area demographics and market needs to determine the best use for the building. Different options, including lodging, a museum, library, offices, retail, and a brewery and restaurant were explored and discussed. Following completion of the reuse study, CDG was retained again to complete a County-wide space needs analysis. This study reviewed multiple County departments and provided options that would allow the County to reorganize and improve the operational efficiency of their spaces.

Northern Clay Center

Minneapolis, Minnesota

CDG completed a study to determine the condition of the building, identify safety and code issues, and review the current space use. The report included plans for short-, intermediate-, and long-term projects that will improve the spaces for the artists and guests that use the building.

REFERENCES

Carleton College

John Mathews
Project Manager
1 North College Street
Northfield, MN 55057
(507) 222-4091
jmathews@carleton.edu

University of Minnesota

Kevin Ross
Sr. Project Manager
400 Donhowe Building
319 15th Ave. S.E.
Minneapolis, MN 55455
(612) 626-8283
kmr@umn.edu

Dakota County

Jay Biedny
Capital Projects Manager
1590 Highway 55
Hastings, MN 55033
(651) 438-4350
jay.biedny@co.dakota.mn.us

To complete the Children’s Library & Event Wing Enhancement Plan (CLEWE Plan) at the Stillwater Public Library, the Collaborative Design Group team is proposing a not-to-exceed a fee of \$46,350, including all reimbursable expenses, broken out as follows:

Collaborative Design Group:	\$35,650
Hallberg Engineering:	\$ 6,700
Rockwise Strategies:	\$ 4,000

Our compensation for providing the basic services will be invoiced on a time and materials basis according to our standard Hourly Rate Schedule provided below.

Collaborative Design Group

Principal Architect	\$220/hr
Sr. Project Manager	\$185/hr
Project Manager	\$155/hr
Sr. Project Architect	\$155/hr
Project Architect	\$145/hr
Architect	\$130/hr
Architectural Designer 2	\$145/hr
Architectural Designer 1	\$115/hr
Historic Preservation Specialist	\$155/hr
Principal Interior Designer	\$220/hr
Sr. Interior Designer	\$145/hr
Project Interior Designer	\$125/hr
Interior Designer	\$115/hr
Design Intern	\$ 95/hr
Principal Structural Engineer	\$220/hr
Sr. Structural Engineer	\$155/hr
Structural Engineer	\$150/hr
Structural Engineer, EIT	\$130/hr
Structural Designer 2	\$130/hr
Structural Designer 1	\$115/hr
Technician	\$110/hr
Clerical	\$100/hr

Hallberg Engineering

Principals	\$210/hr
Sr. Project Manager	\$180/hr
Project Manager	\$165/hr
Sr. Project Engineer/Sr. Designer/ Commissioning Agent	\$145/hr
Project Engineer/Sr. Project Designer	\$130/hr
Staff Engineer/Project Designer/ Commissioning Tech/ I.T. Tech	\$125/hr
Engineer/Staff Designer/Project Admin/Program Consultant	\$105/hr
Engineering Intern/Design Intern	\$65/hr
Clerical	\$85/hr

Rockwise Strategies

Cost Estimator	\$180/hr
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The Collaborative Design Group team will provide required insurance certificates as part of the final contract.

STILLWATER CARNEGIE LIBRARY

Stillwater, Minnesota

The Stillwater Public Library, constructed in 1902 with later additions, had outgrown their historic building, putting extreme constraints on collection and staff spaces. Bill Hickey, serving on the Stillwater Public Library Board, and Collaborative Design Group developed a needs analysis and feasibility study that examined the best scenarios for expanding the building to meet modern needs, while respecting the historic structure, maximizing use of the spectacular site, and creating public space for the citizens of Stillwater. The resulting expansion was an \$11M capital and construction project that more than doubled the size of the century-old historic facility, one of the most unique and treasured of the State's original Carnegie buildings. The new construction included an underground parking garage and dramatically expanded collection, media, meeting, and amenity areas. The revitalized and expanded library features extensive automation and self-check technology. The project was intensely scrutinized by the citizens and City Council alike, and its development became a successful rallying point for the community.

In the years since, CDG has provided additional consulting for the property. Additional projects have included roof repairs and the installation of velarium awnings over the rooftop event space.



GOULD LIBRARY

Carleton College | Northfield, Minnesota

Collaborative Design Group's work in Carleton College's Gould Library has spanned multiple individual projects. A predesign/master plan was completed to assess the library's space needs and communicate the evolution of modern library space. The objective of the study was to convert designated areas of the existing, traditional style layout into a more modern use of space based on research of current trends in libraries and how current student populations use libraries. The space was heavily used by students, but did not meet all the user needs. It was determined that additional amenities were required, such as public restrooms on the main level and spaces to accommodate current study styles of the students.

CDG designed the renovation of the space to relocate the Writing Center to the main level (4th floor) to allow for more accessible and convenient interaction between students and staff. Restrooms were added, staff offices and conference rooms were renovated, and the Rookery and archives were relocated to better utilize space on the main floor. The renovation achieved the goals of making a more welcoming entry to the library and providing different types of student study spaces and opportunities for interaction with Carleton staff.

Additional projects have served to preserve the Library. CDG has performed multiple assessments, providing reports that included recommendations, cost estimates, and the conditions of the building's roofs, windows, masonry, steps, and site. CDG has provided design and construction administration for a complete roof replacement, as well as masonry and window repairs.

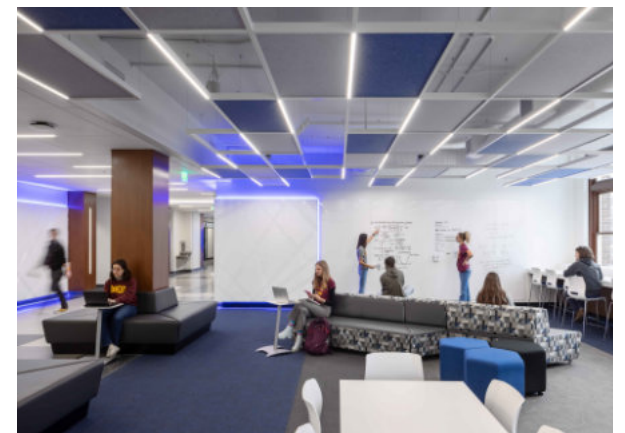
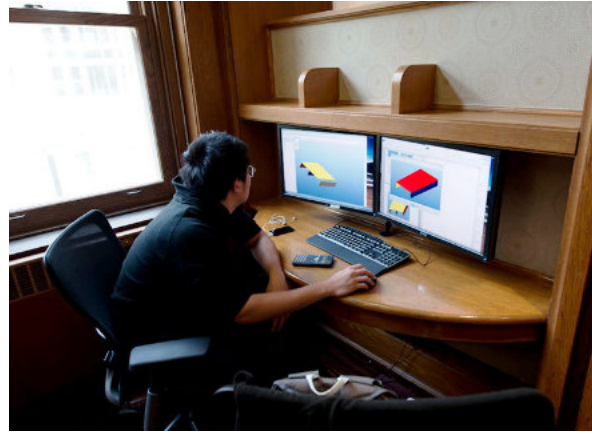


LIND HALL

University of Minnesota | Minneapolis, Minnesota

In 2012, Collaborative Design Group was selected to renovate the first floor and portions of the basement of Lind Hall for the College of Science and Engineering. The project included adapting the main floor for a new Student Welcome Center and offices for Student Services. Structural repairs and the replacement of mechanical and electrical infrastructure and first floor windows were also key parts of the project. A Starbucks Coffee Shop was integrated into the central corridor, while office spaces, corporate interview rooms, and a computer classroom were added. The Taylor Center library was upgraded to introduce technology while retaining the historic character, resulting in an active computer study and collaboration area for 70 students.

CDG was selected again to provide design services for the portions of the building that were not upgraded in the 2012 project or the years since. The project included the development of predesign and schematic design reports that included design options and cost estimates for the renovation and various building upgrades. The renovation created modern offices, classrooms, and collaborative spaces for incoming College of Science & Engineering programs in the historic building, as well as in the connecting link between Lind and the Mechanical Engineering Building. Structural modifications were made to strengthen the floor plates, interior and exterior accessibility improvements were completed, and all mechanical, electrical, plumbing, fire protection, and technology systems were replaced. This second phase of the project concludes work in Lind as all five floors have been renewed.



VINCENT HALL MATH LIBRARY

University of Minnesota | Minneapolis, Minnesota

Collaborative Design Group recently completed a feasibility study for the University of Minnesota’s historic Vincent Hall. The purpose of this study was to identify the future infrastructure upgrades required to renovate the building to a modern operational state. The report included the following key areas of focus:

- Exterior envelope, roofs, and site
- Interior finishes
- Accessibility
- Health, including hazardous materials
- Fire and life safety systems
- Mechanical systems
- Electrical systems
- Plumbing systems
- Vertical transportation
- Telecommunication
- Program modifications for the math library
- General purpose classrooms upgrades

Following completion of the report, CDG was selected again to complete predesign studies to provide more in-depth programming and design options for the renovation of the math library and replacement of the building’s aging curtain wall system. In early 2026, CDG, as part of a design-build team, began providing architectural and interior design to renovate the Math Library and replace the building’s curtain walls.



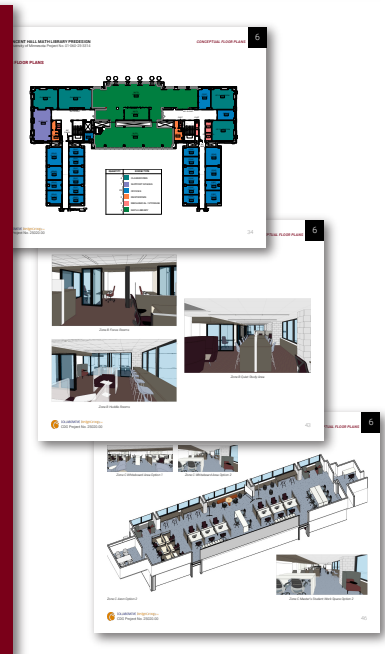
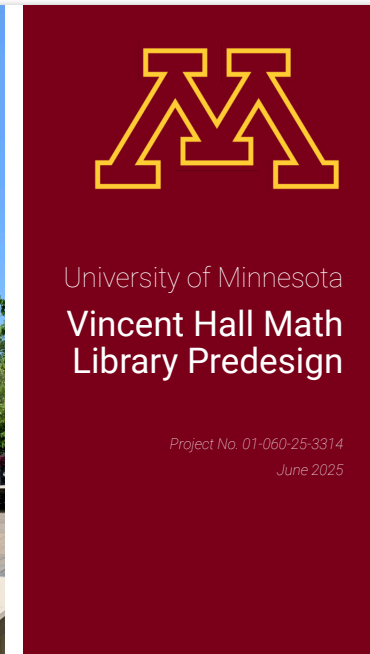
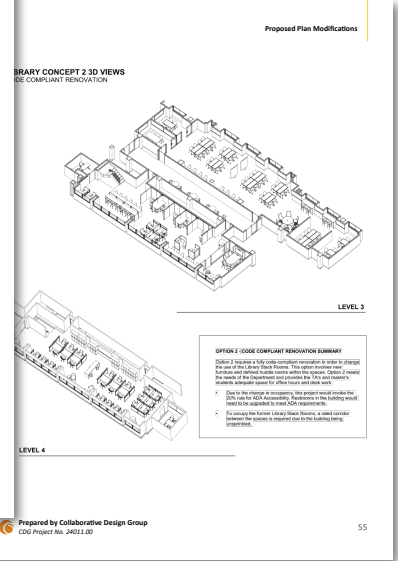
Program & Existing Building Plans

Section 3 PROGRAM & EXISTING BUILDING PLANS

The following "high level" program and existing building plans are included to inform design teams of the building uses, relationships, net area based on use and vertical integration. The program is based on existing conditions at the time of this study and does not reflect future uses or repurposing of the existing math library. Additionally, the areas shown in the program do not include the sub-basement, penthouse and common areas.

Staff & Support Spaces	Space Use	Rooms	Qty	SF	Total Net SF (BSP)	Remarks
Personnel Offices	Shared Grad Student Offices		27	241.5	6,521	City Based on Casual Observation on site
	Faculty Offices		103	163.58	16,849	City Based on Casual Observation on site
	Math Center Office Suite		4	231.5	926	
	Director's Office		4	138.75	555	
	IT Support Office		1	233	233	
	Library Office		1	68	68	
Total Staff Spaces				140		
Support Spaces	Student Lounge		5	1	506	506
	Large Conference Room		105	1	722	722
	Math Room		108	1	715	715
	Faculty & Graduate Lounge		120	1	1,094	1,094
	Small Conference Room	203A/B	2	242	484	
	Medium Conference Room		215	1	351	351
	Math Lab		314	1	557	557
	Staff Lounge		434	1	74	74
	Graduate Student Lounge		502	1	479	479
	Librarians' Classroom		514	1	491	491
Medium Conference Room		523	1	502	502	
	Library		3	2,077	6,213	
Net SF Subtotal					37,219	
Circulation SF						
Usable SF Total						

Prepared by Collaborative Design Group
CDG Project No. 24021.00



WESTCOTT LIBRARY

Dakota County | Eagan, Minnesota

CDG worked with Dakota County to develop carpet and finish standards to be used as a guideline when the County pursued interior upgrades in all of their buildings. Utilizing the new finish standards, CDG provided design and oversight to implement interior upgrades to a variety of County facilities, including the Westcott Library. Work at the Library included replacement of outdated carpet and wall finishes, reorganization of stacks, creation of small huddle rooms, and addition of new lounge furniture to create alternative reading and work areas.

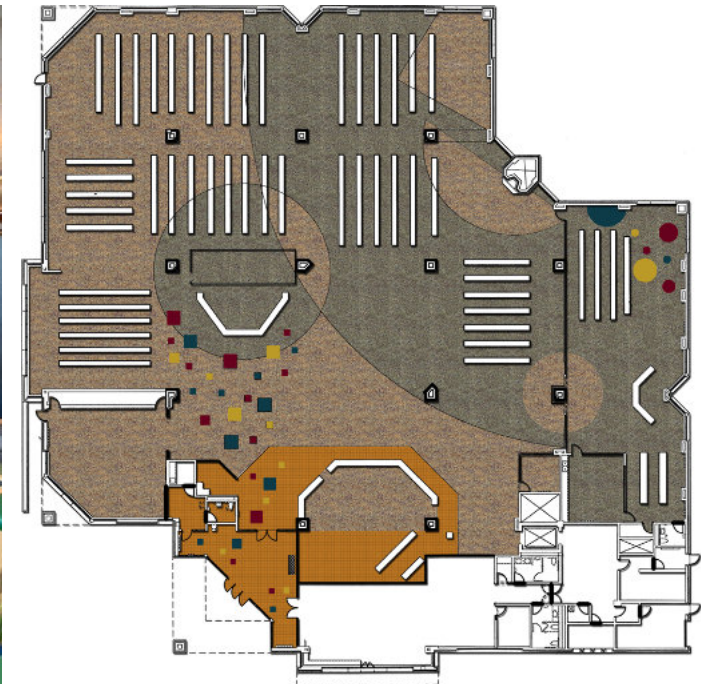


ROSEVILLE LIBRARY

Ramsey County | Roseville, Minnesota

The Roseville Library is the largest of the seven Ramsey County libraries, receiving the greatest amount of annual foot-traffic. The focus of this 34,000 sf rejuvenation project was to create a new space that would attract patrons of all ages. Working closely with the library's staff, Collaborative Design Group developed a design that met the functional and creative needs of the library.

Wayfinding elements throughout the space needed to be updated and improved. Through the use of vibrant colors and large carpet patterns, patrons are now easily guided to different areas of the library, such as the children and teen sections. The use of suspended ceiling treatments add interest to the various library areas as well, making them more intimate.



COLERAINE CARNEGIE LIBRARY

Coleraine, Minnesota

After completing assessment and restoration design work for the historic Coleraine City Hall, Collaborative Design Group was selected to assess the City's Carnegie Library. The CDG team assessed the interior and exterior of the building, including the roof, accessibility, electrical systems, and indoor air quality. Both hands-on observations and drone photography were used and the final report outlined the building's history, current conditions, and prioritized restoration and repair recommendations. Subsequent work completed by CDG included design of a roof replacement and an update of the original report.



MONTEVIDEO CARNEGIE LIBRARY

Montevideo, Minnesota

The City of Montevideo retained Collaborative Design Group to investigate a bowing exterior wall below the roof of their historic Carnegie Library. Utilizing on-site observations and drone photography, CDG assessed the wall to determine the cause and seriousness of the structural distress. A report was provided with observations, recommendations, and cost estimates for the necessary restorations. After the final report was submitted, CDG provided construction documents to restore the structural condition of the wall.



ROBBINSDALE HISTORIC LIBRARY

Robbinsdale, Minnesota

The Robbinsdale Historical Society retained Collaborative Design Group to assess their historic former library building with the goal of understanding its current conditions and ADA compliance. As part of the report, CDG provided recommendations for historically-sensitive upgrades and a solution to ADA issues. After assessing different options, CDG provided demolition and construction documents to install a lift in the interior to provide access to the first and basement levels and provide an accessible single-occupancy restroom in the basement.



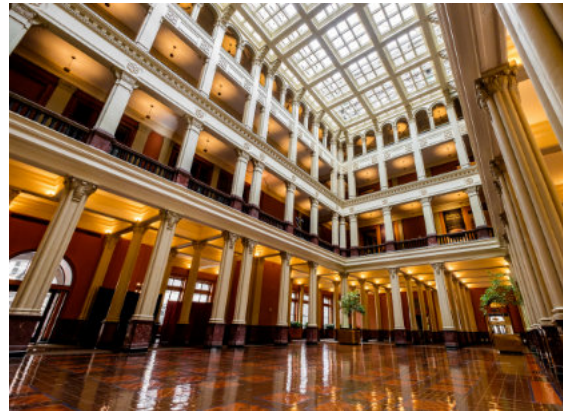
LANDMARK CENTER

St. Paul, Minnesota

CDG completed an analysis of the current interior space use of the historic Landmark Center, which was constructed in 1910. The study included research into the demographics of the area and a market analysis to determine the feasibility of making a variety of interior upgrades. Aware of its status as a pillar in the downtown neighborhood, the team explored opportunities that could serve the community and activate the underutilized spaces of the building. Some options that were considered include an artists' maker space, coworking space, more efficient catering kitchen, dining and bar venue, and reorganized office and storage spaces.

CDG was initially retained to assess the envelope of the building. Following completion of the report, CDG designed and provided construction administration for the required exterior work, including the complete re-pointing of the building exterior, repair of the stone masonry, restoration of the decorative copper penthouse and gutters, and replacement of the clay tile roofs on the north and south towers.

Other work completed by CDG following the masonry and roof work include the replacement of all exterior stone steps and the restoration and repainting of the interior 51 foot atrium, which was part of a long-term plan to restore true historic elements and the building's original grandeur. CDG also recently completed design to remodel all public restrooms in the building and add a family restroom. The upgraded restrooms retain the building's historic features and will be able to accommodate the high traffic that comes with hosting public events.

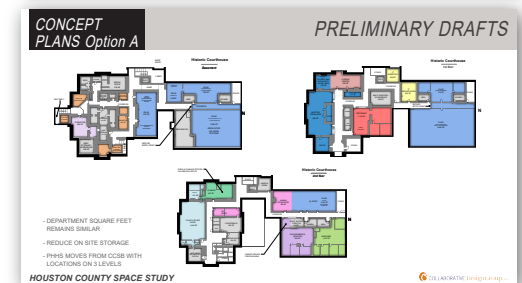


PLANNING EXPERIENCE

With experience that has included master plans, space needs studies, facility infrastructure studies, assessments and restoration plans, and predesign and schematic design reports, Collaborative Design Group brings a broad range of planning expertise to our projects. Our clientele has included universities, municipalities, counties, park boards, the State of Minnesota, General Services Administration, and the Minnesota Historical Society. The resulting plans guide improvement, development, and operation of each client's programs and facilities in the short- and long-term. Our experience includes:

- Anderson Center at Tower View Master Plan and Site and Building Upgrades
- Brakemeier Creamery Historic Reuse Study
- Cargill Master Occupancy Planning Strategy
- Cargill Next Generation Workplace Development
- Carleton College Phase 3 & 4 Housing Upgrades Preliminary Planning Study and Renovations
- City of Hudson Public Safety Study
- City of Lakes Waldorf School Master Plan
- Dakota County SMART Center Predesign
- DHS Distribution and Training Center Predesign
- Fergus Falls Historical Regional Treatment Center Master Plan
- Hennepin County Department Programming Studies, Remodels, and Relocations
- Hennepin County NorthPoint Health & Wellness Center Renovation and Expansion Master Plan and Predesign
- Houston County Space Needs Study
- Houston County Historic Jail Reuse Study
- Itasca Community College Comprehensive Facilities Master Plan
- Metro Transit Overhaul Base Facility Space Planning Study and Remodel

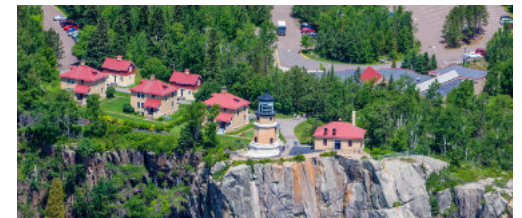
- Minnesota Historical Society Universal Design Guidelines (5 sites)
- Natural Resources Management Barn Historic Reuse Study
- Northeast Higher Education District Comprehensive Facilities Master Plan (5 institutions, 6 campuses)
- Northern Clay Center Space Study, Condition Assessment, and Facility Upgrades
- Plummer House Facilities and Site Master Plan and Restorations
- Schmitt House Historic Reuse Study
- South Central College Comprehensive Facilities Master Plan (2 campuses)
- South Central College Culinary Arts and Heritage Hall Renovation Predesign
- Spring Park Depot Historic Reuse Study
- St. Cloud State University Comprehensive Facilities Master Plan
- Todd County Department Analysis and Courthouse Study, Renovation, and Restoration
- University of Minnesota Boynton Health Infrastructure Study
- University of Minnesota Burton Hall Predesign and Modernization
- University of Minnesota Heller Hall Department of History Renovation Predesign
- University of Minnesota IT Staff Relocation Predesign
- University of Minnesota Moos Tower Infrastructure Study
- University of Minnesota Nolte Center Renovation Predesign
- University of Minnesota Public Safety Building Addition and Renovation Predesign
- University of Minnesota Shepherd Labs Infrastructure Study
- Winona State University Comprehensive Facilities Master Plan



HISTORIC EXPERIENCE

CDG has provided assessment, reuse, restoration, and renovation for some of Minnesota's most notable historic structures. Our historic experience includes:

- 225 N Sibley Assessment
- Anoka Amphitheater Assessment
- Armstrong Hall Forensic Study
- Armstrong House Assessment, Restoration, & Relocation
- Baker Schmitt House Assessment & Reuse Study
- Baudette Depot Assessment & Reuse
- Black Building National Register Nomination & Tax Credits
- Blair House Condition Survey & Preservation Plan
- Brakemeier Creamery Assessment & Reuse Study
- The Burch Assessment, Reuse, & Addition
- Burton Hall Study & Remodel
- Christian Family Residence HSR
- Church of St. Rose of Lima Assessment
- Coffman Union Condition Survey & Rehabilitation
- Commodore Condominiums Rehabilitation Plan
- Comstock House Plaster Failure Study
- Eidem House Structural Assessment
- Enger Tower Assessment & Restoration
- Forest History Center Assessment & Restoration
- Fort Ridgely Powder Magazine Maintenance Manual
- Germanic American Institute Assessment & Cornice Restoration
- Grain Belt Sign Structural Assessment
- Grand View Lodge Assessment & Rehabilitation
- Hastings City Hall Assessment & Masonry Restoration
- Historic Overlook Assessments
- Houston County Courthouse Assessment & Restoration
- Houston County Historic Jail Reuse Study & Restoration
- Jackson Street Water Tower Assessment
- Johnston Hall Assessment & Roof Replacement
- Madison Downtown Historic Architectural Survey
- Marine on St. Croix Village Hall HSR
- Meighen Scale House HSR & Move
- Meighen Store & Residence Assessments & Restoration
- Minnesota Historical Society Universal Design Study
- Natural Resources Management Barn Assessment & Reuse Study
- Ogilvie Water Tower Assessment
- Old Main Steam Plant Renovation
- Perkins Leyden Congregational Church National Register Nomination
- Plummer House Facilities Master Plan & Water Tower Assessment
- Robbinsdale Library Assessment & Accessibility Upgrades
- Rossmor Building Reuse & Restoration
- Security State Bank of Dante National Register Nomination
- Shoddy Mill Study & Relocation
- Split Rock Lighthouse Assessment & Restoration
- Spring Park Depot Assessment
- St. Lawrence Rectory Condition Assessment
- Staples Depot Renovation
- Thorstein Veblen Farmstead Large Barn Assessment
- Todd County Courthouse Assessment & Renovation
- Traverse County Courthouse Assessment & Reuse Study
- White Bear Lake Armory HVAC Improvements
- Wirth Park Pavilion Restoration & Renovation



Major Accomplishments

- Staff completed preparations for Summer Garden Explorers, the library's 2026 summer reading program. Beginning June 6, children, teens, and adults may participate through reading challenges, activities, programs, and prize opportunities designed to encourage reading and lifelong learning throughout the summer. Highlights include free books for youth participants, weekly family performances, teen engagement activities, adult reading incentives, and a new pollinator-themed Discovery Room that connects literacy with hands-on exploration of the natural world.
- Distribution of the 2025 Impact Report began with mailings and print copies made available.
- The Facilities Committee met three times and the Finance Committee met twice, advancing several important initiatives.
- Business & Communications Manager Keri Goeltl continued updating the Finance 101 presentation and refining 2027 budget projections and supporting materials.
- Fourteen Library Foundation donors were provided a tour of the library on May 18. There was considerable interest and thoughtful discussion regarding library services, facilities, and future opportunities.
- Mark assisted the Facilities Committee with the consultant selection process by coordinating follow-up discussions with selected firms regarding their RFP proposals.
- The City Attorney provided Boards and Commissions training.
- Ivy Club members planted flowers in the library's outdoor planters. There is a red, white, and blue arrangement outside the 4th Street entrance in recognition of the nation's upcoming 250th anniversary.
- Mark participated in two meetings of the Library Foundation's Strategic Approach Team. The team reviewed community engagement tools for the Foundation's strategic planning process, including survey questions, survey distribution plans, and one-on-one interview questions. The team also confirmed key project milestones and next steps related to community outreach and stakeholder engagement.
- A virtual meeting of the directors of the Washington County, Bayport, and Stillwater libraries was held to share information and promote cooperative efforts.
- The Friends of the Stillwater Public Library was awarded a \$1,000 Good Neighbor Grant by the Minnesota Association of Library Friends (MALF) to support the distribution of children's books at the Summer 2026 PIT Stop Resource Event.
- Five *Library Corner* articles were published in May.
- The June issue of *ShelfLife* was emailed to subscribers on May 26 and highlighted the Summer Program Catalog, which is also available on the library's website.

Heads-Up

- Summer Garden Explorers begins June 6 and concludes August 8.
- The Library will be closed on Friday, June 19, in observance of Juneteenth.

Near-Term Focus

- Supporting the CLEWE Plan project.
- Evaluating rotunda carpet options with the goal of completing replacement later this year.
- Continuing participation on the Library Foundation's Strategic Approach Team as the Foundation's strategic planning process progresses.

May Programs and Activities

Art & Music

- **Vivid Vases with Art Start:** 13 attended an Art Start class on Monday, May 4, to customize clear glass vases. This program was funded by the Minnesota Arts and Cultural Heritage Act. Participant comments:

"The instructor and her assistant were VERY knowledgeable, prepared, and brought many tools for us to use."

- **Exploring the Arts: Animation in Classic Hollywood:** 12 attended a talk by Steve Schroer on Thursday, May 7.
- **Artist Reception:** 16 attended a reception in honor of featured artist Surelle Strike, on Thursday, May 14. Strike's work will be on display at the library through the end of June.
- **Music of Route 66:** 27 attended this MacPhail Center for Music presentation on Monday, May 18. The road trip is an American summer tradition – and it has been thoroughly celebrated in song. This class explores the music that celebrates the freedom of the open road, from the 1930s until today. MacPhail instructor Andrea Leap led this program that was funded by the Minnesota Arts and Cultural Heritage Act. Participant comments:

"It was an interesting evening and the presenter was very knowledgeable"

"Love this presenter! She is articulate, extremely knowledgeable, and presents an excellent program!!! ...Thanks for hosting these events, it brings us to our local library and reconnected me with a former neighbor, a former friend and current friends also in attendance."

Book Clubs & Literature

- **Book Launch: Jolene Brink in Conversation with Kathryn Kysar** (photo at end of report): 72 attended the book launch for local author Jolene Brink's recently published poetry book *Overburdened* on Saturday, May 2. Attendee comments:
"GORGEOUS space and beautifully organized event."
- **Shelf Indulgence Book Club:** 12 participants discussed [The Pull of the Stars by Emma Donoghue](#) on Monday, May 11. The June book selection is *Born a Crime: Stories from a South African Childhood* by Trevor Noah.
- **Mystery Book Club:** 10 participants discussed mystery books by author Jess Lourey on Wednesday, May 20. [Find Mystery Book Club book lists on our website.](#)

Lifelong Learning

- **Tech Help:** A total of 3 attended Tech Help sessions in May. Appointments are offered weekly on Tuesdays and Fridays.
- **Medicare Counseling with Senior Linkage:** 5 attended sessions with a Medicare counselor on Monday, May 4. One-one-one Medicare counseling is offered at the library on the first Monday of the month by non-profit Trellis.
- **Introduction to Norwegian Genealogy:** 16 attended this class with Janet Poff on Thursday, May 14. Participant comments:

"Janet was well prepared & shared a lot of valuable information making research easier."

"Very knowledgeable presenter!"

"Nicely done."

- **Detour MN: Bridges, Signs, and Hidden Stories of the Metro:** 14 attended this event with author and photographer Jay Grammond on Tuesday, May 19. This event was funded by the Minnesota Arts and Cultural Heritage Act.
- **Into to Stillwater Historic Building Research:** 10 attended this event by Stillwater's [Heritage Preservation Commission](#) Chair Matt Thueson, who provided an introduction to historic building research in Stillwater on Thursday, May 21.
- **Scan for Keeps:** 4 people attended Scan for Keeps on Saturday, May 16, to preserve photos or documents using professional scanning equipment from Minitex.

Book Displays & Outreach:

- **Lower Level Entry:** Mental Health Awareness Month
- **Lower Level Round Table:** Older Americans Month
- **The Sci-Fi/Fantasy:** May the 4th Be With You
- **The Lodge:** 11 people received large print materials at The Lodge on Monday, May 11.

St. Croix Collection:

- **Monthly Visits:** 13 SCC users were recorded, including 7 residents and 6 visitors.
- **Research Topics and sources:** North Hill Research, Norwegian family history, art and paintings of Stillwater, Runk collection, City Directories, Yearbooks, former local coach and war veteran Joseph Samuelson.
- **Genealogy Research Appointment:** Two research appointments were filled during the month of May.



Jolene Brink (left) in Conversation with Kathryn Kysar (right) on Saturday, May 2

Report from Youth Services Supervisor, Angie Petrie

May Programs and Activities – Most programming was on hiatus in May to allow for school outreach and final summer reading preparation. Program planning for the remainder of 2026 and early 2027 is nearing completion!

Early Literacy (0-5)

- One Second Saturday Family Storytime (35)

School-aged (6-12)

- Two Chess Club sessions (31)
- LEGO Club (15)

Children’s Drop-in Activities

- Scavenger Hunt: Pets (70)
- St. Croix River Discovery Room



Ms. Kim telling a story using a crankie and explaining how to make one at home.

Youth Collections

- The highly popular VOX and Wonderbooks read-along collection is growing, funded by donations to the Stillwater Public Library Foundation. Thirty-two new titles including decodables, chapter books, nonfiction, picture books, are on order bringing the collection to 110. It’s expected that over 100 additional titles will be added within the next 18 months!
- More than 100 Manga titles were ordered in May. The majority are for teens (81) who are the primary audience.

Outreach

- New Heights grades K-5 Special [Crankie](#) Pollinators Storytime (40+)
- Rutherford school classroom visits (100 students)
- Stonebridge & Lily Lake classroom visits (152 students)

Looking ahead to SUMMER “GARDEN POLLINATORS” EXPLORERS

- 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

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: Monday, June 1, 4:00 PM Location: Teen Program Room Present: Hansen, O’Brien, Glidden, Troendle</p> <p>Agenda Item 1: 2027 Budget Glidden shared an update from the Finance Committee, including preparations for the Finance 101 agenda topic in June and a preliminary overview of the 2027 budget.</p> <p>Agenda Item 2: Budget for this year’s Appreciation Event The estimated cost for this year’s luncheon for volunteers, Trustees, Foundation and Friends board members, and library staff is approximately \$2500. Troendle will review potential non-governmental funding sources with Business & Communications Manager Goeltl and make a recommendation.</p> <p>Agenda Item 3: Update on the professional services agreement for the CLEWE Plan Troendle reported that the City Attorney completed its review of the professional services agreement with Collaborative Design Group (CDG). The agreement was subsequently signed by CDG. All required documentation was submitted to the City for inclusion in the June 2 City Council packet.</p> <p>Agenda Item 4: Friends and Foundation An update was provided regarding Friends and Foundation activities.</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 Dates & Time: Monday, May 4, 6:00 PM; Wednesday, May 6, 5:30 PM; and Wednesday, May 20, 5:30 PM Location: Virtual meetings (Zoom) Present: Buckland, Burns, Quijano, Troendle</p> <p>At the first two meetings in May, the committee invited selected firms to participate in virtual 30-minute follow-up discussions focused on clarifying questions related to their proposals. Following completion of the interviews and evaluation process, the committee agreed to recommend Collaborative Design Group (CDG) to the Library Board as the preferred consultant for the project.</p> <p>At the May 20 meeting, the committee reviewed the final draft of the professional services agreement with Collaborative Design Group following review by the City Attorney. The committee discussed next steps associated with bringing the agreement forward for City Council consideration. Troendle reported that the agreement was expected to be placed on the City Council's June 2 consent agenda, pending completion of the necessary documentation, including a memo to Council, and a signed proposal and insurance certificates from CDG.</p> <p>The committee also discussed upcoming June meetings related to the Capital Improvement Plan (CIP) and the CLEWE project kickoff. Lastly, the committee received a brief update regarding replacement of the rotunda carpet. Troendle shared information on several options under consideration and noted that additional alternatives, samples, and quotes would be gathered for further review.</p> <p>Future Meetings</p> <ul style="list-style-type: none"> • June 11 at 6:00 PM: CIP discussion • June 23 at 5:30 PM: CLEWE Project kick-off 	
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: Committee: Finance Meeting Dates & Time: Wednesday, May 27, 11 AM Location: Conference Room Attendees: Stan Burns, Kim Glidden, Larry Panciera, Mark Troendle, Keri Goeltl</p> <p>Agenda</p> <ol style="list-style-type: none"> 1. Finances 101 Packet: The committee reviewed the Library Finance 101 documents, recently updated with 2025 financials. The documents will be included in the June board packet, and Keri will present them at the board meeting. 2. Evaluation of Risks and Mitigation: <ol style="list-style-type: none"> a. Additional Operating Budget Details: The committee reviewed possible additional operating costs for 2027, including a potential WCL circulation system change, building repairs, and utilities. b. Budget and Funding Cash Flows (10-year projection): The committee reviewed and discussed projections of library expenditures, city funding, and supplemental funding needs through 2035. One planning scenario focused on a baseline budget with the operating budget increasing annually for personnel cost-of-living adjustments and step increases, but no other increases. Another planning scenario took the baseline budget and added on inflationary increases for building repairs and maintenance. Both scenarios also looked at capital budget needs and the CLEWE project. Both scenarios projected that the library will increasingly rely on supplemental funding sources as long-held reserves are drawn down in future years. Given these projections and the expectation that city support will remain relatively flat or grow at a very modest rate, the committee expressed caution in adding expenditures that would compound costs over time. 3. 2027 Budget Proposal: The committee will bring an initial 2027 operating and supplemental budget proposal to the board for discussion in June. Kim will present the proposal at the board meeting. 	
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, May 13, 2026, 4 PM Location: Conference Room, Stillwater Public Library Present: Drew Arnold, Laurie Burns, Rick Hodsdon, Ashley Hausman Lohmer, Bevin O’Brien, Elsbeth Howe, Keri Goeltl Absent: None</p> <p>Agenda Item 1: Approval of Minutes Minutes approved.</p> <p>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff Trustees: Bevin reported that the trustees met last night. The focus of the evening was the library facility. A historical review of facilities projects, current efforts, and upcoming projects was presented. The board also approved the hiring of a firm to develop a design plan for the CLEWE project, enhancements to the Children’s Library and Event Wing spaces.</p> <p>Foundation: Elsbeth reported the following:</p> <ul style="list-style-type: none"> • The Foundation has begun the strategic planning process with Propel. • Library Giving Day was successful and raised \$25,000. • The Foundation is working on several events: a fundraising breakfast event in August, Townie Tuesday at Lift Bridge, a Library/Foundation fall author panel event, and a film-screening of <i>The Librarians</i> in November. • The Foundation is River Market Co-op’s Round Up Recipient in August. • The Joint Impact Report will be mailed out soon, and the spring newsletter was sent out. <p>Friends: Laurie reported that Friends had a record-breaking book sale, raising \$6,700. Library: Keri noted that staff are preparing for Summer Reading, which officially kicks off on June 6. The library has also been busy with a recent wave of requests for tours. It provides a great opportunity to prepare for future 130th Anniversary Tours.</p> <p>Agenda Item 3: Review of Outreach, Possible Calendar Dates, Library Stories The committee reviewed upcoming outreach dates. The committee opted to table the calendar, stories, and RACI until a later time.</p> <p>Agenda Item 4: Project Updates Library Stories Project: Elsbeth and Keri showed three new Stillwater Public Library videos: I Love the Library, There is Something for Everyone, and Donors Make the Library Extra Special.</p>	

Summer Tuesdays: Danielson recruited Sydney Nelson will serve as the lead volunteer for Summer Tuesdays. The dates that she selected are July 14 and 28.

Lumberjack Days Parade: The parade is on Sunday, July 19 at 11 AM. The committee is interested in participating in the parade again. A lead volunteer is needed to serve as the day-of contact for the event, including sending out texts/emails to participants about where to line-up and other last-minute logistics. In addition, the lead volunteer or Advocacy Committee members would also need to help personally recruit about 8-10 participants to walk in the parade for the library. While the opportunity can be sent out to the volunteer list, past experience indicates that parade volunteers are best found by personal recruitment of family and friends. Banners and signs for the parade can be reused from last year. Ashley will reach out to Carrie Simon about participating. Then Elsbeth will reach out to Foundation board members. The cost to participate in the parade increases by \$100 on July 1 so a firm decision is needed by this date. The committee will try to recruit a lead volunteer by June 1.

Agenda Item 5: 130th Anniversary Planning

Theme, Logos, Branding: The committee discussed logo and tag options. Group will discuss further at the next meeting, and Keri will provide examples of how images/tags could be used to aid in discussion.

Budget Items: The committee discussed the budget items needing funding for the 130th Anniversary. Key expenditures include merchandise to sell (t-shirts, mugs, bags, stickers, puzzles, yard signs) and limited 130th prize giveaways; library story banners; photo cut-out board; 130th Community Celebration event; Anniversary Gala; and other programming. Keri will include the information in 2027 budget planning.

Next Meeting: Tuesday, July 21, 4 PM

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



Friends of the Stillwater Public Library

April 13, 2026 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

Attendees:
 Gemma Lockrem, Janet Skeie, Lyndon Lockrem, Jan Kilkelly, Tracy Salvati, Mark Troendle, Laurie Burns, Mark Stapleton, Ed Fagerlund, Susie Danielson, Mary Glennon, Beth Nelson, Cya Sanders

Agenda

Friends of the Stillwater Public Library Agenda
Monday, April 13, 2026 at 6:30 pm
Conference Room

1. Call meeting to order: Jeanet Skeie
2. Secretary’s Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. New Treasurer for Friends – Mark Stapleton
6. Spring Book Sale – All
7. Discussion on a new outreach opportunity – providing books to Valley Outreach – Laurie Burns
8. MALF \$1,000.00 Minnesota Association of Library Friends Good Neighbor Grant – Ed Fagerlund
9. Update: Mark Troendle
10. Adjourn: All

Meeting called to order by Janet Skeie

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

Treasurer's reports - Jan Kilkelly

3/1/2026 – 3/31/2026

Opening Balance: \$62,526.90

Total Receipts: \$303.00

Total Disbursements: \$129.00

Ending Balance: \$62,700.90

Membership report Gemma Lockrem
~ 106 members

Topics:

NEW TREASURER for FRIENDS:

Mark Stapleton will take over the treasury role. Thank you, Mark!

BOOKSALE – Susie Danielson

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. sent out a signup genius link. Susie has also scheduled STS pickup.

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

Valley Outreach – Susie Danielson/Laurie Burns/Ed Fagerlund:

Ed Fagerland – Ed presented the MALF \$1,000.00 Grant program available to Friends. FRIENDS will submit a grant request to help the community. Details are under Mark Troendle’s update on the last page of the minutes.

Laurie Burns suggested we coordinate a program with Valley Outreach to provide them with books for patrons there. Request is that Library Friends help coordinate the distribution of books to Valley Outreach after the book sales.

Example of Friends helping the community through Valley Outreach, details need to be sorted out.

At the end of book sale someone can sort books and a Valley Outreach volunteer will pick them up. Another option would be to purchase children’s books for the Valley Outreach from our sale or others.

Previous Booksale: Susie D. sorted the books after the sale for Valley Outreach and someone picked them up. Susie has resources to pick up the books the last day of the Booksale.

Ed Fagerlund requested it noted in minutes that we will be supporting Valley Outreach with books.

- Janet Skeie made a motion/proposal to support donating books to Valley Outreach – details need to be worked out later. Right now donating after spring and fall Booksale is a start.
- Beth Brown suggested giving Valley Outreach ‘free book coupons’ details to be worked out.
 - Maybe 1 coupon per bag?
 - Friends group agrees

****FRIENDS AGREED supporting VALLEY OUTREACH is a good project to move forward with, all details to be sorted out later. Approved by the FRIENDS group.**

Mark Troendle update:

SPL FRIENDS GROUP will apply for the MALF - \$1,000.00 Minnesota Association of Library Friends Good Neighbor Grant in support of the PIT Stop Resource Event. (additional details below).

Library Director's Report

- The library is proposing that FRIENDS apply for the Minnesota Association of Library Friends Good Neighbor Grant in the amount of \$1,000 in support of the PIT Stop Resource Event. The event, held following Washington County's Point-in-Time count, serves 300+ individuals, including many families, by providing centralized access to essential services.
- If awarded, funds would allow the library to expand its role by distributing 150–200 children's books (primarily grades K–5, with English and Spanish materials) to support literacy at home. The initiative aligns with the library's mission to promote literacy and reach families who may face barriers to access.
- As the grant must be submitted through the Friends organization, staff are seeking board support to proceed and an officer to serve as the application contact.
- The Friends expressed support for the proposal. Mark will list Gemma as the contact and provide her with a copy of the grant application text.
- ✓ 2027 spring and fall book sale date options were presented for discussion. The Friends approved:
 - **2027 Spring Book Sale - collection drive on April 17, followed by sale dates of April 21–24.**
 - **2027 Fall Book Sale - collection drive on November 13, with sale dates of November 17–20.**
 - These dates were chosen to best align with the library's calendar and minimize disruption to existing programs and events.
- Copies of the Library's contribution to the City's spring newsletter were distributed, as not all Friends members are City residents.

****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 7:30 pm

Next meeting will be Monday, May 11, 2026

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

Period:	4/1/2026 -	Year-to-Date
	<u>4/30/2026</u>	<u>4/30/2026</u>
Opening Balance	\$ 62,700.90	\$ 77,997.90
Receipts:		
Memberships	\$ 2,191.00	\$ 2,331.00
Donations	\$ 342.00	\$ 517.00
Ongoing Book Sales	\$ 387.00	\$ 1,293.00
Semi-Annual Book Sales	\$ 6,659.00	\$ 6,659.00
Scanner Fees	\$ 70.00	\$ 70.00
Book Bag Sales		\$ 15.00
Total Receipts	\$ 9,649.00	\$ 10,885.00
Disbursements:		
Grants to Library		\$ 15,000.00
Sponsorships		\$ -
Memberships		\$ 35.00
Postage		\$ 129.00
Printing & Supplies		\$ -
Sales Tax	\$ 177.95	\$ 1,546.95
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 177.95	\$ 16,710.95
Ending Balance	\$ 72,171.95	\$ 72,171.95

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 12: Bds & Commissions Picnic, 5 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 15: Appreciation Luncheon, 11:30 am</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