

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, July 14, 2026
5:30 PM, Margaret Rivers Room

Introductory Business (10 minutes)

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

Regular Business (5 minutes)

3. Consent Calendar
 - a) Adoption of June 9, 2026 Minutes +
 - b) Acknowledgement of Bills Paid in June +
 - c) 2026 Budget Status Report +
 - d) Q2 2026 Gifts and Grants Received +

Informational/Discussion (30 minutes)

- | | |
|---|----|
| 4. Trustee & Council Liaison Information Sharing | I+ |
| 5. Director Evaluation Process – September Annual Review & Goal Suggestions | I+ |
| 6. CLEWE Plan Update | I+ |
| 7. Library City Council Presentation Preview | D+ |
| 8. Determination on August Board Meeting | D+ |

Decisional (35 minutes)

- | | |
|---|----|
| 9. Grant Request | A+ |
| 10. 2027 Operating & Supplemental Budget Requests | A+ |
| 11. 2027-2031 Capital Improvement Plan | A+ |

Reports (10 minutes)

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

15. Public Commentary

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

16. Trustee Check-in/Topics for Future Discussion

17. Adjournment

A

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, June 9, 2026**

Minutes

PRESENT: Burns, Glidden, Hansen, Hausman Lohmer, Panciera, Quijano, Council Liaison Collins

ABSENT: Buckland, Hodsdon, O'Brien

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. Panciera second.

Yes: Burns, Glidden, Hansen, Hausman Lohmer, Panciera, Quijano. No: None.

AGENDA ITEM 3: Consent Calendar

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

Yes: Burns, Glidden, Hansen, Hausman Lohmer, Panciera, Quijano. No: None.

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Hausman Lohmer visited the Downers Grove Public Library in Illinois.

Glidden visited a book café/library on her trip to Morocco. Glidden noted that visitors can look at and read the books while there, but they can't borrow the books to take home. The books were in a variety of languages, including English, Arabic, French, and Spanish.

Collins reported that the City Council passed the library's service agreement with CDG. Updates were also provided on the water tower and downtown parking.

AGENDA ITEM 5: Finance 101

Goeltl reviewed the Finance 101 documents presented in the board packet. She discussed the library's historical operating support and expenditures, capital support, Friends and Foundation support, and other supplemental funds.

AGENDA ITEM 6: 2027 Operating Budget Planning

Glidden referred trustees to page 32 of the board packet. She reviewed historical operating support of the library and the 2027 budget approach. The Finance Committee put together a budget that reflects a cautious approach, with contractual increases for wages, steps, and employee insurance costs, and all other departmental costs flat. With that projection for 2027, the Finance Committee is proposing a 4.95% increase in the transfer from the general fund and a total projected supplemental budget of \$320,000.

Glidden noted that the Facilities Committee did a 10-year projection of cash flow for city and supplemental funding. The projection indicates the expenditure of many of the reserves in the next 5

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years. The reliance on the Foundation will become even more critical and may be helpful information in strategic planning.

Hansen noted this budget is in alignment with the city's guidance to keep costs relatively flat this year. The cost increase for salaries is fixed by contract. Collins added that the city's work to keep costs down has been requested across all departments, not just the library.

AGENDA ITEM 7: CLEWE Plan Update

Quijano reported that the City Council approved the professional services agreement on June 2. The agreement and proposal are included in the packet. The agreement was reviewed by the City Attorney. The kick-off meeting with CDG is scheduled for June 23 with the Facilities Committee and selected staff.

AGENDA ITEM 8: Director and & Other Staff Reports

Troendle recognized the staff who helped bring the Summer Garden Explorers program to life and all of the teamwork that made it possible. The summer reading program has something for everyone – it's for all ages, and is a great way to bring the community together.

Troendle noted that Councilmember Polehna had positive feedback about the library's 2025 Impact Report.

Troendle shared that the city's Boards & Commissions Picnic would be held at the library on August 12, 2026.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Report in packet.
- b) Facilities Committee: Report in packet. CIP meeting and CLEWE kick-off meetings in June.
- c) Finance Committee: Report in packet.
- d) Library Advocacy: Report in packet. Hausman Lohmer noted that the Advocacy Committee is having difficulty finding a lead volunteer for the Lumberjack Days parade. Trustees should contact her with interest.
- e) Library Event Planning Task Force: Glidden reported that Save the Date emails went out. The next meeting is scheduled for June 16.

AGENDA ITEM 10: Foundation & Friends Report

Friends met last month. Report is in packet.

The Foundation did not meet last month, as the Foundation Board only meets in even-numbered months.

Mark has a joint meeting with the co-presidents of the Friends and the Executive Director of the Foundation later this summer.

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AGENDA ITEM 11: Public Commentary

Positive feedback was received on the library's social media videos, specifically the library fashion video and the pollinator video about the summer reading program.

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

None.

AGENDA ITEM 13: Adjournment

Motion to adjourn meeting. Quijano moved. Hausman Lohmer second.

Yes: Burns, Glidden, Hansen, Hausman Lohmer, Panciera, Quijano. No: None.

Meeting adjourned at 6:23 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in June 2026				
OWNER: Goetl, 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 June 2026 bills paid				
BACKGROUND/CONTEXT:				
June 2026 (2026 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 19,938.27	\$ 12,594.68	\$ 1,879.47	\$ 34,412.42
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 19,938.27	\$ 12,594.68	\$ 1,879.47	\$ 34,412.42
Bill Resolution: June 2, 2026 (\$10,418.91) \$4,707 was paid to Xcel Energy for gas and electricity. \$1,672 was paid to Stillwater Printing for summer reading program materials, funded by the Foundation. Bill Resolution: June 16, 2026 (\$23,993.51) \$5,895 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials. \$4,875 was paid to Lead Sheep for the library story video project, funded by the Foundation. \$2,340 was paid to Corval for radiator repairs in the gallery area. \$1,542 was paid to Library Ideas for Vox books, funded by the Foundation's Library Giving Day fundraising appeal. \$1,248 was paid to the city attorney (LeVander Gillen Miller PA) for consultation. \$1,000 was paid to Lake Elmo Inn for a down payment on the appreciation breakfast, funded by Wick.				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 6/2/2026 Bill Resolution 6/16/2026 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE:				

2026 Bill Resolutions

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Kim Glidden, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
INVOICES PAYABLE							
3798-250998	5/18/2026	41	Ace Hardware	Library Janitorial Supplies	161.95	230-4231-2102-0000	Janitorial Supplies
177M-C3G4-KTKP	5/18/2026	5115	Amazon Business	Equipment - Juv	110.72	230-4230-2302-0000	Other Minor Equipment
177M-C3G4-KTKP	5/18/2026	5115	Amazon Business	Materials - Juv	14.95	230-4230-2400-0000	Childrens Books
11H4-P1NW-9H9D	5/20/2026	5115	Amazon Business	Materials - Adult Fiction	23.43	230-4230-2401-0000	Adult Books - Fiction
11H4-P1NW-9H9D	5/20/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF)	19.76	232-4232-2113-0000	Materials
1GGK-RKLI-HQHG	5/21/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	47.24	232-4232-2407-0000	Programs
1LFF-3HMX-CVfV	5/25/2026	5115	Amazon Business	Library Supplies	117.72	230-4230-2101-0000	General Supplies
1WKV-PQJM-JHDR	5/26/2026	5115	Amazon Business	Materials - Processing	40.74	230-4230-3404-0000	Processing Fee
4269629760	5/19/2026	616	Cintas Corporation	Mat Cleaning Service - Library	317.23	230-4231-4099-0000	Miscellaneous Charges
10721086	5/15/2026	674	Cole Papers	Library Janitorial Supplies	762.97	230-4231-2102-0000	Janitorial Supplies
128940	5/21/2026	5742	Library Ideas LLC	Materials - Juv (VOX - SPLF)	100.24	232-4232-2113-0000	Materials
71215	5/19/2026	2124	Menards	Library Janitorial Supplies	78.55	230-4231-2102-0000	Janitorial Supplies
IVN00381391	5/15/2026	2381	Nardini Fire Equipment (Pye-Barker)	Library - Annual Fire Inspection	370.72	230-4231-3707-0000	Maintenance Agreements
W26040624	5/14/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
F10000305914	4/30/2026	2565	Otis Elevator Company	Library Elevator - Fleet & Logistics Surcharge	350.00	230-4231-3707-0000	Maintenance Agreements
1.00402E+11	5/11/2026	2565	Otis Elevator Company	Library - Quarterly Maintenance Agreement 2026	706.95	230-4231-3707-0000	Maintenance Agreements
7026	5/22/2026	2884	Rose Floral	Library Plantings for Pots (235)	421.42	235-4238-4099-0000	Miscellaneous Charges
86927464	5/14/2026	2972	Scholastic Inc	Programs - JUV Reward Books (SPLF HJA SRP)	305.73	232-4232-2407-0000	Programs
513450	5/24/2026	3309	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	1672.23	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 5,711.62		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 9793892	05/26/26	3808	Xcel Energy	Energy	\$ 3,936.43	230-4231-3600-0000	Electricity
51-7976594-1 9793892	05/26/26	3808	Xcel Energy	Energy	\$ 770.86	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 4,707.29		
GRAND TOTAL							
					\$ 10,418.91		

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							
797	5/30/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
16VN-9CNL-FWTW	5/28/2026	5115	Amazon Business	Library Supplies	11.96	230-4230-2101-0000	General Supplies
1MRP-VRXY-LXRF	5/31/2026	5115	Amazon Business	Programs - Adult (Friends)	82.46	229-4229-2407-0000	Programs
11MX-YNRT-316N	6/1/2026	5115	Amazon Business	Library Supplies	35.99	230-4230-2101-0000	General Supplies
11MX-YNRT-316N	6/1/2026	5115	Amazon Business	Materials - Processing	2.98	230-4230-3404-0000	Processing Fee
116R-7GFH-YD3W	6/5/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	8.99	232-4232-2407-0000	Programs
1K9N-Q3XT-41NV	6/8/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	84.57	232-4232-2407-0000	Programs
1PND-6VK6-Y9N3	6/9/2026	5115	Amazon Business	Library Supplies	195.56	230-4230-2101-0000	General Supplies
1PND-6VK6-Y9N3	6/9/2026	5115	Amazon Business	Library - TS Equip	32.26	230-4230-2303-0000	Minor Computer Equipment
1PND-6VK6-Y9N3	6/9/2026	5115	Amazon Business	Materials - Processing	64.52	230-4230-3404-0000	Processing Fee
1PND-6VK6-Y9N3	6/9/2026	5115	Amazon Business	Library Custodial Supplies	59.19	230-4231-2102-0000	Janitorial Supplies
1PND-6VK6-Y9N3	6/9/2026	5115	Amazon Business	Library Custodial Equipment	119.97	230-4231-2302-0000	Other Minor Equipment
1YPW-CDHP-V6YQ	6/9/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	80.17	232-4232-2407-0000	Programs
1CLY-LQ9C-XFFD	6/10/2026	5115	Amazon Business	Library Custodial Supplies	59.19	230-4231-2102-0000	Janitorial Supplies
2236606	6/9/2026	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	132.76	229-4229-2113-0000	Materials
B7226973	5/14/2026	452	Brodart Co	Materials - Juv	69.19	230-4230-2400-0000	Childrens Books
B7226973	5/14/2026	452	Brodart Co	Materials - Adult Fiction	57.68	230-4230-2401-0000	Adult Books - Fiction
B7226973	5/14/2026	452	Brodart Co	Materials - Adult Nonfiction	214.40	230-4230-2405-0000	Adult Books - Non Fiction
B7226973	5/14/2026	452	Brodart Co	Materials - YA	163.37	230-4230-2406-0000	Teen Books - Materials
B7226973	5/14/2026	452	Brodart Co	Materials - Processing Fee	32.50	230-4230-3404-0000	Processing Fee
B7229299	5/18/2026	452	Brodart Co	Materials - Juv	27.91	230-4230-2400-0000	Childrens Books
B7229299	5/18/2026	452	Brodart Co	Materials - Adult Nonfiction	69.89	230-4230-2405-0000	Adult Books - Non Fiction
B7229299	5/18/2026	452	Brodart Co	Materials - YA	21.58	230-4230-2406-0000	Teen Books - Materials
B7229299	5/18/2026	452	Brodart Co	Materials - Processing Fee	2.50	230-4230-3404-0000	Processing Fee
B7230556	5/19/2026	452	Brodart Co	Materials - Juv	52.50	230-4230-2400-0000	Childrens Books
B7230556	5/19/2026	452	Brodart Co	Materials - Processing Fee	1.25	230-4230-3404-0000	Processing Fee
B7230690	5/19/2026	452	Brodart Co	Materials - Juv	24.28	230-4230-2400-0000	Childrens Books
B7230690	5/19/2026	452	Brodart Co	Materials - Adult Fiction	222.99	230-4230-2401-0000	Adult Books - Fiction
B7230690	5/19/2026	452	Brodart Co	Materials - Adult Nonfiction	709.79	230-4230-2405-0000	Adult Books - Non Fiction
B7230690	5/19/2026	452	Brodart Co	Materials - Processing Fee	145.44	230-4230-3404-0000	Processing Fee
B7231528	5/20/2026	452	Brodart Co	Materials - Juv	191.66	230-4230-2400-0000	Childrens Books
B7231528	5/20/2026	452	Brodart Co	Materials - Adult Nonfiction	34.04	230-4230-2405-0000	Adult Books - Non Fiction
B7231528	5/20/2026	452	Brodart Co	Materials - Processing Fee	12.50	230-4230-3404-0000	Processing Fee
B7232687	5/21/2026	452	Brodart Co	Materials - Juv	138.80	230-4230-2400-0000	Childrens Books
B7232687	5/21/2026	452	Brodart Co	Materials - Adult Fiction	151.73	230-4230-2401-0000	Adult Books - Fiction
B7232687	5/21/2026	452	Brodart Co	Materials - Adult Nonfiction	178.92	230-4230-2405-0000	Adult Books - Non Fiction
B7232687	5/21/2026	452	Brodart Co	Materials - Processing Fee	87.87	230-4230-3404-0000	Processing Fee
B7234680	5/26/2026	452	Brodart Co	Materials - Juv	92.92	230-4230-2400-0000	Childrens Books
B7234680	5/26/2026	452	Brodart Co	Materials - Adult Fiction	24.92	230-4230-2401-0000	Adult Books - Fiction
B7234680	5/26/2026	452	Brodart Co	Materials - YA	7.73	230-4230-2406-0000	Teen Books - Materials
B7234680	5/26/2026	452	Brodart Co	Materials - Processing Fee	10.00	230-4230-3404-0000	Processing Fee
B7235438	5/27/2026	452	Brodart Co	Materials - Juv	66.37	230-4230-2400-0000	Childrens Books
B7235438	5/27/2026	452	Brodart Co	Materials - Adult Fiction	34.34	230-4230-2401-0000	Adult Books - Fiction
B7235438	5/27/2026	452	Brodart Co	Materials - Adult Nonfiction	55.18	230-4230-2405-0000	Adult Books - Non Fiction
B7235438	5/27/2026	452	Brodart Co	Materials - Processing Fee	8.75	230-4230-3404-0000	Processing Fee
B7236894	5/28/2026	452	Brodart Co	Materials - Juv	81.47	230-4230-2400-0000	Childrens Books
B7236894	5/28/2026	452	Brodart Co	Materials - Processing Fee	2.50	230-4230-3404-0000	Processing Fee
B7240576	6/2/2026	452	Brodart Co	Materials - Juv	69.44	230-4230-2400-0000	Childrens Books
B7240576	6/2/2026	452	Brodart Co	Materials - Adult Fiction	15.12	230-4230-2401-0000	Adult Books - Fiction
B7240576	6/2/2026	452	Brodart Co	Materials - Adult Nonfiction	32.00	230-4230-2405-0000	Adult Books - Non Fiction
B7240576	6/2/2026	452	Brodart Co	Materials - YA	22.00	230-4230-2406-0000	Teen Books - Materials
B7240576	6/2/2026	452	Brodart Co	Materials - Processing Fee	7.50	230-4230-3404-0000	Processing Fee
B7241626	6/3/2026	452	Brodart Co	Materials - Juv	410.27	230-4230-2400-0000	Childrens Books
B7241626	6/3/2026	452	Brodart Co	Materials - Adult Fiction	492.13	230-4230-2401-0000	Adult Books - Fiction
B7241626	6/3/2026	452	Brodart Co	Materials - Adult Nonfiction	310.46	230-4230-2405-0000	Adult Books - Non Fiction
B7241626	6/3/2026	452	Brodart Co	Materials - YA	257.23	230-4230-2406-0000	Teen Books - Materials
B7241626	6/3/2026	452	Brodart Co	Materials - Processing Fee	68.75	230-4230-3404-0000	Processing Fee
B7244591	6/8/2026	452	Brodart Co	Materials - Juv	75.80	230-4230-2400-0000	Childrens Books
B7244591	6/8/2026	452	Brodart Co	Materials - Adult Fiction	165.97	230-4230-2401-0000	Adult Books - Fiction
B7244591	6/8/2026	452	Brodart Co	Materials - Adult Nonfiction	17.82	230-4230-2405-0000	Adult Books - Non Fiction
B7244591	6/8/2026	452	Brodart Co	Materials - Processing Fee	11.25	230-4230-3404-0000	Processing Fee
B7244602	6/8/2026	452	Brodart Co	Materials - Juv	37.62	230-4230-2400-0000	Childrens Books
B7244602	6/8/2026	452	Brodart Co	Materials - Adult Fiction	67.88	230-4230-2401-0000	Adult Books - Fiction
B7244602	6/8/2026	452	Brodart Co	Materials - Adult Nonfiction	103.71	230-4230-2405-0000	Adult Books - Non Fiction
B7244602	6/8/2026	452	Brodart Co	Materials - YA	60.95	230-4230-2406-0000	Teen Books - Materials
B7244602	6/8/2026	452	Brodart Co	Materials - Processing Fee	13.75	230-4230-3404-0000	Processing Fee
B7246504	6/10/2026	452	Brodart Co	Materials - Juv	85.92	230-4230-2400-0000	Childrens Books
B7246504	6/10/2026	452	Brodart Co	Materials - Adult Fiction	14.57	230-4230-2401-0000	Adult Books - Fiction
B7246504	6/10/2026	452	Brodart Co	Materials - Adult Nonfiction	58.67	230-4230-2405-0000	Adult Books - Non Fiction
B7246504	6/10/2026	452	Brodart Co	Materials - Processing Fee	8.75	230-4230-3404-0000	Processing Fee
B7247021	6/10/2026	452	Brodart Co	Materials - Adult Fiction	276.48	230-4230-2401-0000	Adult Books - Fiction
B7247021	6/10/2026	452	Brodart Co	Materials - Adult Nonfiction	140.19	230-4230-2405-0000	Adult Books - Non Fiction
B7247021	6/10/2026	452	Brodart Co	Materials - Processing Fee	75.75	230-4230-3404-0000	Processing Fee
5472665	6/3/2026	4765	Brodini Morris, Graylyn	Programs - JUV (SPLF HJA SRP)	1000.00	232-4232-2407-0000	Programs
20260522-KOE	6/10/2026	5089	Christian M Koegel	Cataloging / Processing	495.00	230-4230-3404-0000	Processing Fee

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
274345795	6/1/2026	683	Comcast - 963209363	Library Internet/WiFi	186.85	230-4230-3098-0000	Technology Support
906015	5/29/2026	3994	Corval Constructors	Library HVAC Heater Repairs	2340.00	230-4231-3703-0000	Building Repair Charges
161204092276	5/14/2026	782	Cub Foods	Library Programs - Adult (Friends)	50.83	229-4229-2407-0000	Programs
306-02444792-3-2026053	5/31/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
2026206	6/2/2026	3293	ISD #834 Stillwater Area Schools	Advocacy - Community Ed Ad (SPLF)	800.00	232-4232-4099-0000	Miscellaneous Charges
E27154-01	6/2/2026	6258	Lake Elmo Inn	Appreciation Breakfast	1000.00	236-4236-4099-0000	Wick - Miscellaneous
1248	5/28/2026	6550	Lead Sheep Productions, LLC	Advocacy - Library Stories Project (SPLF)	4875.00	232-4232-4099-0000	Miscellaneous Charges
129776	6/9/2026	5742	Library Ideas LLC	Materials - Juv (VOX - SPLF)	1542.34	232-4232-2113-0000	Materials
508891052	5/20/2026	2175	Midwest Tape	Materials - Processing Fee	14.76	230-4230-3404-0000	Processing Fee
508891052	5/20/2026	2175	Midwest Tape	Materials - Juv (SPLF)	121.96	232-4232-2113-0000	Materials
508918549	5/27/2026	2175	Midwest Tape	Materials - Audio (JM)	12.74	230-4230-2402-0000	Audio
508918549	5/27/2026	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
508951267	6/2/2026	2175	Midwest Tape	Materials - Processing Fee	18.45	230-4230-3404-0000	Processing Fee
508951267	6/2/2026	2175	Midwest Tape	Materials - Juv (SPLF)	283.95	232-4232-2113-0000	Materials
508951268	6/2/2026	2175	Midwest Tape	Materials - Audio (JM)	34.48	230-4230-2402-0000	Audio
508951268	6/2/2026	2175	Midwest Tape	Materials - Processing Fee	5.98	230-4230-3404-0000	Processing Fee
50009148	6/8/2026	209	Per Mar Security Services	Library - Security System Repair Charges	371.40	230-4231-3703-0000	Building Repair Charges
2432	10/24/2025	6005	The Jolly Pops	Programs - JUV (SPLF HJA SRP)	800.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 21,267.35		
LIBRARY CREDIT CARD							
18447	5/20/2026	6736	All Things Sheared	Programs - Adult (Friends)	30.00	229-4229-2407-0000	Programs
269-2065-0942	5/20/2026	6737	AR Workshop	Programs - Adult (Friends)	51.00	229-4229-2407-0000	Programs
1615	5/5/2026	4560	Candyland	Programs - Juv (SPLF HJA SRP)	100.00	232-4232-2407-0000	Programs
202	5/20/2026	1293	Greater Stillwater Chamber of Commerce	Programs - Adult (Friends)	50.00	229-4229-2407-0000	Programs
26-28014	5/22/2026	6738	Heyzine	Advocacy - ShelfLife (SPLF)	99.00	232-4232-4099-0000	Miscellaneous Charges
28511	5/20/2026	6091	Rose Mille Inc	Programs - Adult (Friends)	30.00	229-4229-2407-0000	Programs
R528560756	5/8/2026	6522	Sticker Mule	Programs - Juv (SPLF HJA SRP)	553.50	232-4232-2407-0000	Programs
19349	5/6/2026	3589	Valley Bookseller	Programs - Juv (SPLF HJA SRP)	100.00	232-4232-2407-0000	Programs
19395	5/20/2026	3589	Valley Bookseller	Programs - Adult (Friends)	31.00	229-4229-2407-0000	Programs
			CREDIT CARD SUBTOTAL		\$ 1,044.50		
CITY/SPECIAL BILL PAYOUTS							
05312026-LB	5/27/2026	4809	LeVander Gillen Miller PA	Library Board	1248.00	230-4230-3099-0000	Other Professional Services
6102026	6/16/2026	3578	Postmaster	Library - 2 pages	433.66	230-4230-3102-0000	Postage
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 1,681.66		
GRAND TOTAL							
					\$ 23,993.51		

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:	
BACKGROUND/CONTEXT: Following is a 2026 budget status report through June 30, 2026. Fund 120 – Capital Outlay The capital budget for 2026 is \$61,000 for new capital expenditures. In addition, we have \$13,734 in remaining supplemental funding from 2025. Overall, \$58,359 has been expended to date. • <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. No expenditure to date. • <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 (\$13,734)</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 in 2026. • Additional Information: ○ <i>Printer/Copier (\$0)</i>: \$12,000 originally was budgeted to replace the public and staff copier in 2026. The City now plans to lease copiers, which will move this project out of capital. The funding source was fund balance, which could be applied to this operating expense if needed. ○ <i>ADA Enhancements (\$0)</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 were received in May 2026, shifting our anticipated use of funds to 2027. ○ <i>Budget Status Report Corrections</i>: The Capital Outlay budget amounts on the Budget Status report are incorrect and should reflect the following values, which have been confirmed with City Finance: ▪ Account 120-4230-5200-0000 for C/O & Improvement: \$10,000. This is the UL carpeting budget and would replace the report budget of \$33,400. ▪ Account 120-4230-5310-0000 C/O MIS Computer Equipment: \$51,000. This is the SelfCheck budget and would replace the report budget of \$61,000. ▪ Total Budget: \$61,000. Fund 230 – Library (City \$) <u>Revenue</u> The library's city revenue for 2025 was budgeted at \$1,787,813. • <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.	

- *Interest Earnings and Unrealized Gains/Losses (\$0)*: TBD revenue/loss. Finance will enter earnings, gains, and losses from the market in the spring of 2026 as part of the audit.
- *Library Generated Revenues (\$12,620)*: This reflects library meeting room fees, card fees for out-of-state residents, lost/damaged fees, printer/copier fees, and gallery income. \$3,156 received to date.

Expenditures

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.

Operating Expenditures

Operating Personnel: The operating personnel budget is \$1,295,158 (excluding the in-kind Volunteer Coordinator). \$639,127 expended to date, which is about \$5,000 under budgeted pace.

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$33,318 expended to date.

Technology: The library budgeted \$70,100 for technology-related expenditures. \$28,559 expended to date.

Other: The library budgeted \$29,140 for other operating expenses. \$12,351 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$151,115. \$73,016 expended to date – in line with budgeted pace.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$4,344 expended to date.

Plant Services and Charges: The plant services and charges budget is \$156,170. \$52,698 expended to date.

- *Plant Insurance (\$46,970)*: Expense will be entered by Finance in Spring of 2027.
- *Energy (\$80,000)*: \$30,453 expended.
- *Building Repairs & Maintenance Agreements (\$23,000)*: \$19,177 expended.
- *Other (\$3,500)*: \$2,711 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: \$0
- Staffing: \$42,220 expended.

224 Lawson: *Expenditures include prior year funds.*

- Donations: \$0
- Materials: \$0

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

- Donations: \$0
- Materials: \$0

229 Friends: *Expenditures include prior year funds.*

- Donations: \$16,000 donation received.
- Materials: \$292 expended.
- Programs: \$1,806 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$28,146 in reimbursements received.
- Expenditures: \$56,138 in expenditures.
 - Materials: \$8,742 expended.
 - Minor Equipment: \$0 expended.
 - Programs: \$15,973 expended.
 - Misc: \$31,423 (Newspaper Digitization: \$23,363; Advocacy: \$8,060)

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): \$421 expended.

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

- Misc: \$7,791 expended (staff training – PLA, appreciation breakfast).

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2026 Library Budget Status Report
2026 Supplemental Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Library Budget Status Report (City)

End.GLPeriod 626 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 AND |

Account Number	Account Title	Budget	YTD	Variance	% Budget
Fund120 - CAPITAL OUTLAY					
Expenditure					
120-4230-5200-0000	C/O & Improvements(E)	33,400.00	9,046.17	24,353.83	27.08%
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)	61,000.00	49,313.00	11,687.00	80.84%
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:		94,400.00	58,359.17	36,040.83	
		94,400.00	58,359.17	36,040.83	
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	-2,494.08	-1,005.92	71.25%
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	-180.00	-240.00	42.85%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-896.17	-1,103.83	44.80%
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	-10.89	10.89	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-6.00	-194.00	3.00%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,755,560.00	-877,780.02	-877,779.98	50.00%
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	-887,846.13	-899,966.87	
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	215,824.35	351,111.65	38.06%
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	8,058.36	-13.36	100.16%
230-4230-1113-0000	Vacation Pay(E)	.00	23,604.86	-23,604.86	100.00%
230-4230-1200-0000	Part Time Salaries(E)	466,027.01	251,030.83	214,996.18	53.86%
230-4230-1210-0000	Part Time Salaries - In Kind(E)	19,633.00	.00	19,633.00	0.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	77,472.25	36,501.60	40,970.65	47.11%
230-4230-1420-0000	FICA/Medicare(E)	79,021.69	38,238.95	40,782.74	48.39%
230-4230-1430-0000	PFML(E)	102.00	2,154.35	-2,052.35	2112.10%
230-4230-1500-0000	Hospital / Medical(E)	93,552.00	61,064.59	32,487.41	65.27%
230-4230-1520-0000	Dental Insurance(E)	3,410.40	2,364.51	1,045.89	69.33%
230-4230-1540-0000	Life Insurance(E)	591.40	284.97	306.43	48.18%
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	1,690.39	1,309.61	56.34%
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	110.72	1,089.28	9.22%
230-4230-2303-0000	Minor Computer Equipment(E)	20,200.00	32.26	20,167.74	0.15%
230-4230-2400-0000	Childrens Books(E)	14,500.00	8,805.45	5,694.55	60.72%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	8,001.74	7,498.26	51.62%
230-4230-2402-0000	Audio(E)	1,900.00	887.40	1,012.60	46.70%
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	8,506.39	2,193.61	79.49%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	2,293.23	1,206.77	65.52%
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	5,447.40	4,052.60	57.34%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	1,670.50	3,329.50	33.41%
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	1,395.15	104.85	93.01%
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	5,324.34	5,675.66	48.40%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%
230-4230-3900-0000	Sales Tax(E)	200.00	174.49	25.51	87.24%
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	1,162.05	496.45	70.06%
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	36,875.25	47,426.29	43.74%
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	1,999.62	-1,485.35	388.82%
230-4231-1113-0000	Vacation Pay(E)	.00	3,428.47	-3,428.47	100.00%
230-4231-1200-0000	Part Time Salaries(E)	32,578.98	13,141.88	19,437.10	40.33%
230-4231-1410-0000	PERA(E)	8,702.73	4,093.12	4,609.61	47.03%
230-4231-1420-0000	FICA/Medicare(E)	8,941.36	4,306.74	4,634.62	48.16%
230-4231-1430-0000	PFML(E)	.00	239.63	-239.63	100.00%
230-4231-1500-0000	Hospital / Medical(E)	15,484.27	8,584.05	6,900.22	55.43%
230-4231-1520-0000	Dental Insurance(E)	505.20	315.75	189.45	62.50%
230-4231-1540-0000	Life Insurance(E)	86.40	31.91	54.49	36.93%
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	2,811.07	1,188.93	70.27%
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	909.51	-109.51	113.68%
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	356.28	1,343.72	20.95%
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	16,542.02	38,457.98	30.07%
230-4231-3601-0000	Natural Gas(E)	25,000.00	13,911.45	11,088.55	55.64%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	10,791.07	1,208.93	89.92%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	8,385.89	2,614.11	76.23%
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	1,586.21	413.79	79.31%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		1,861,015.00	843,414.06	1,017,600.94	
Fund230 - LIBRARY FUND		73,202.00	-44,432.07	117,634.07	

Library Supplemental Funds Report

End.GLPeriod 626 AND [Account].AccountNumber 2200000000000000{-}2299999999999999

Account Number	Account Title	YTD
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Fund223 - PERSONNEL GRANT**Expenditure**

223-4223-1112-0000	Sick Pay(E)	313.77
223-4223-1113-0000	Vacation Pay(E)	509.89
223-4223-1200-0000	Part Time Salaries(E)	34,178.18
223-4223-1410-0000	PERA(E)	2,477.81
223-4223-1420-0000	FICA/Medicare(E)	2,739.74
223-4223-1430-0000	PFML(E)	156.82
223-4223-1500-0000	Hospital / Medical(E)	1,801.99
223-4223-1520-0000	Dental Insurance(E)	17.33
223-4223-1540-0000	Life Insurance(E)	24.28

Total Expenditure:**42,219.81****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:**-16,000.00****Expenditure**

229-4229-2113-0000	Materials(E)	291.90
229-4229-2407-0000	Programs(E)	1,806.13

Total Expenditure:**2,098.03****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:**-28,146.45****Expenditure**

232-4232-2113-0000	Materials(E)	8,742.30
232-4232-2407-0000	Programs(E)	15,973.27
232-4232-4099-0000	Miscellaneous Charges(E)	31,423.13

Total Expenditure:**56,138.70**

Fund235 - LIBRARY DONATIONS FUND**Revenue**

235-0000-3820-0100	Donations(R)	-12,361.00
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Total Revenue:		-12,361.00
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Expenditure

235-4235-2101-0000	General Supplies(E)	1,322.75
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235-4236-4099-0000	Miscellaneous Charges(E)	600.00
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235-4238-4099-0000	Miscellaneous Charges(E)	421.42
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Total Expenditure:		2,344.17
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Fund236 - WICK ESTATE FUND**Expenditure**

236-4236-4099-0000	Wick - Miscellaneous(E)	7,790.61
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Total Expenditure:		7,790.61
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T		54,083.87
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026 Q2 Gifts and Grants Received Report	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 2 of 2026.	
BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1 – June 30, 2026. Official acceptance of the gifts and grants received report is requested.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 6/30/26	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2026 GIFTS & GRANTS RECEIVED (January 1 - June 30, 2026)
Updated 7/8/2026

2026 GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	2/5/2026	Unrestricted Check Donation	\$10,000.00	None	230-0000-3820-0100	TBD	Approved 4/14/26.
G2	2/11/2026	Tribute (Woman's Reading Club - Singer)	\$30.00	Books	230-0000-3820-0100	Expend in 2026	Approved 4/14/26.
G3	4/10/2026	Unrestricted Check Donation	\$400.00	None	235-0000-3820-0100	TBD	Board approval requested.
G4	5/6/2026	Athena Fund: Restricted Charitable Fund Distribution	\$1,461.00	Books	235-3235-3820-0100	Expend in 2027	Board approval requested.
G5	5/6/2026	Unrestricted Check Donation	\$500.00	None	235-0000-3820-0100	TBD	Board approval requested.
G6	6/30/2026	Unrestricted Check Donation	\$1,000.00	None	235-0000-3820-0100	TBD	Board approval requested.
G7	6/30/2026	Unrestricted Check Donation	\$1,000.00	None	235-0000-3820-0100	TBD	Board approval requested.
			\$14,391.00				
2026 FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
FRND1	2/1/2026	Friends Grant	\$15,000.00	\$10K Materials & \$5K Programs	229	Expend in 2026	Board approval requested.
FRND2	5/28/2026	Friends MALF Grant	\$1,000.00	Outreach Books for Pit Stop Event	229	Expend in 2026	Board approval requested.
			\$16,000.00				
2026 FOUNDATION GRANTS (This is a list of the grants awarded. SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF1	1/1/2026	SPLF 2026 Intern	\$1,000.00	Staffing	223	Expend in 2026	Approved 4/14/26.
SPLF2	1/1/2026	SPLF 2026 Sundays	\$23,000.00	Staffing	223	Expend in 2026	Board approval requested.
SPLF3	1/1/2026	SPLF 2026 YS Librarian	\$47,900.00	Staffing	223	Expend in 2026	Approved 4/14/26.
SPLF4	1/1/2026	SPLF 2026 Programs	\$7,500.00	Programs	232/223	Expend in 2026	Approved 4/14/26.
SPLF5	1/1/2026	SPLF 2026 Advocacy	\$10,200.00	Advocacy	232	Expend in 2026	Approved 4/14/26.
SPLF6	1/1/2026	SPLF 2026 Materials	\$18,000.00	Materials	232	Expend in 2026	Approved 4/14/26.
SPLF7	1/1/2026	SPLF DR 2026-01 DR Johnson Newspaper Digitization	\$70,000.00	Newspaper Digitization	232	Expend in 2026	Approved 4/14/26.
SPLF8	1/1/2026	SPLF DR 2026-01 DR HJA Summer Explorers	\$19,000.00	Programs	232	Expend in 2026	Approved 4/14/26.
SPLF9	1/1/2026	SPLF DR 2026-01 DR HJA Early Lit	\$8,000.00	Programs	232	Expend in 2026	Approved 4/14/26.
SPLF10	1/1/2026	SPLF DR 2026-01 DR HJA Puppetry	\$4,000.00	Programs	232	Expend in 2026	Approved 4/14/26.
SPLF11	2/1/2026	SPLF DR 2026-02 DR Cookbooks (Gordon Tribute)	\$100.00	Materials	232	Expend in 2026	Approved 4/14/26.
SPLF12	4/1/2026	SPLF DR 2026-04 DR LGD Children's Books (Read Alongs)	\$10,649.00	Materials	232	Expend \$5324 in 2026 and \$5324 in 2027	Board approval requested.
			\$219,349.00				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council. June 15, 2026: City Clerk Wolf sent an invite to the City's annual Boards & Commissions Summer Picnic on Wednesday, August 12, 2026, on the library's terrace. Social hour begins at 5 pm with picnic at 5:30 pm. RSVP by August 6 to stillwater@stillwatermn.gov or 651-430-8800. <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>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Boards & Commissions Picnic Invitation	
BOARD NORMS: • Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice. • We follow open meeting law. • We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share. • We follow Robert's Rules of Order and stick to the agenda. • We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board. • We respect each other's time. We start meetings on time and move through meetings efficiently. • We attend meetings regularly and provide notice if absent.	

You and a guest are invited to the

City of Stillwater Annual Boards and Commissions Picnic

WED. AUGUST 12TH, 2026



SOCIAL HOUR
at 5:00 pm



PICNIC
at 5:30 pm

Stillwater Public Library on the Terrace

In case of bad weather,
it will be held in the Margaret Rivers Conference Room

.....

 224 3rd Street North, Stillwater, MN



Please RSVP by August 6th to
stillwater@stillwatermn.gov



or call
651-430-8800

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Process – September Annual Review & Goal Suggestions	
OWNER: Hansen, President	PRESENTER: Hansen, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: At the September meeting, the board will conduct an annual review of the library director. The director will inform the board of the issues, barriers, and progress toward goals. An Annual Review Form, completed by the director, will be provided to trustees prior to the September board meeting. The completed form is sent separately from the public packet and typically is provided on either the same day or within a day of the packet being made available. Items for the trustees to consider in preparation for the discussion are outlined on the Annual Review Form page of the attached library director evaluation documents. As noted in the instructions: The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Board President for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs. The annual review may or may not be a closed session to be decided at the discretion of the board and director. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Director Evaluation Process Documents	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Performance Evaluation for the Director

Date last reviewed by board: January 14, 2020

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis. Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. However, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall verbally summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress report is meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress. Should progress be insufficient to accomplish the annual goals, the Director and Trustees shall discuss barriers and take corrective action to improve progress to facilitate accomplishing goals.

List of Related Documents

1. Performance Evaluation Instructions
2. Annual Review Form/ Director
3. Annual Review Form / Trustees
4. S.M.A.R.T. Goal Definition
5. Goal Development Worksheet
6. Progress Report Form/Director
7. Progress Report Form/Trustees
8. Library Director Position Description

Performance Evaluation Instructions

Approved by board: January 14, 2020

Annual Review Form

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

Director

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

Trustees

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

Director and Trustees

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

Goal Development Worksheet

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

Progress Report Form

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

Director

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

Trustees

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.

Annual Review Form/Director

Date last reviewed by board: January 14, 2020

Director

Describe the accomplishment/outcome/product of each S.M.A.R.T. goal:

Goal #1

Goal #2

Goal #3

Respond to the following questions:

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?
4. How might the board have been more supportive in the successful achievement of goals?

Annual Review Form/Trustees

Date last reviewed by board: January 14, 2020

Trustees

Prepare for discussion using the following discussion points and questions as guides:

1. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.
2. How did the outcome of the goals demonstrate the following areas of competence?
 - Relationship building - professional/peers, staff, management and board
 - Financial responsibility and oversight
 - Community Relations
 - Facilities management
 - Accomplishment of objectives outlined in the strategic plan
3. What areas are/were particularly challenging and why?

Annual SMART Goal	Please comment on the accomplishment/outcome/product of the goal.	Rating
Goal #1		
Goal #2		
Goal #3		

Rating Scale: 5=Excellent 4=Good 3=Satisfactory 2=Fair 1=Poor

This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.

Director's Signature:

_____ Date:_____

Board President's Signature:

_____ Date:_____

S.M.A.R.T. Goal Definition

Date last reviewed by board: January 14, 2020

S.M.A.R.T. goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

Specific: Goals should be simplistically written and clearly define what you are going to do.

Measurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

Achievable: Goals should be achievable; they should stretch you slightly so you feel challenged but be defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

Results-focused: Goals should measure outcomes, not activities.

Time-bound: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

S.M.A.R.T. Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

Goal Development Worksheet

Date last reviewed by board: January 14, 2020

Director's SMART GOAL Proposal	Trustee comments/suggestions /ideas	Goal to be used in Performance Evaluation

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:	
DESCRIPTION: The CLEWE Planning Project kick-off meeting was held on June 23, 2026, led by Collaborative Design Group (CDG). The meeting focused on establishing a shared understanding of the project's goals, reviewing how library spaces are currently used, identifying opportunities and challenges, and discussing the planning process moving forward. The complete meeting minutes are attached for reference. Participants agreed that the primary objective is not simply to renovate existing spaces, but to ensure they better support future programming, accessibility expectations, community use, and operational needs. Rather than focusing on predetermined solutions, CDG will use staff input, stakeholder engagement, and existing library data to develop conceptual options for Board consideration. The final planning document will include conceptual designs, phased implementation options, and planning-level cost estimates that can guide future decision-making and fundraising. Since the kick-off meeting, the project has continued to move forward. An investigation of the heaving floor tiles is scheduled to begin on July 10. CDG is also scheduled to meet with several groups of staff on July 15. In preparation for those meetings, staff have been provided with survey questions and data requests to help inform the planning process.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Meeting minutes from June 23	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Project Meeting Minutes



Project Name: Stillwater Public Library CLEWE
Prepared By: Bill Hickey
Re: Meeting Minutes

Project No: 26038.00
Meeting Date: 6/23/2026
Meeting No.: 1

Distribution: Project Stakeholders

	<i>Name</i>	<i>Representing</i>	<i>Phone</i>	<i>E-mail</i>
*	Mark Troendle	Library Director	(651) 430-8753	mtroendle@stillwatermn.gov
*	Craig Hansen	Board of Trustees		
*	Jon Quijano	Board of Trustees		
*	Stan Burns	Board of Trustees		
*	Hannah Buckland	Board of Trustees		
*	Kaytee Estall	Circulation Services Lead		
*	Angie Petrie	Youth Services Supervisor		
*	Kim Faurot	Youth Services Librarian		
*	Keri Goeltl	Business & Communications Manager		
*	Johona Harris	Collaborative Design Group		jharris@cdg-mn.com
*	Taylor McMahon	Collaborative Design Group		tmcmahon@cdg-mn.com
*	Bill Hickey	Collaborative Design Group	(612) 371-6414	bhickey@cdg-mn.com

*Attended meeting

<i>Schedule</i>	
<i>Date</i>	<i>Milestone</i>
7/22/2026	Project Meeting 2 – Margaret Rivers A
8/19/2026	Project Meeting 3 – Margaret Rivers B
9/23/2026	Project Meeting 4 – Margaret Rivers B
10/21/2026	Project Meeting 5 – Margaret Rivers B

Meeting Minutes

1. Project Understanding:
 - a. Children's library use has changed a lot since 2006. Programming expectations and increase in Programs, use patterns, aging spacing, accessibility needs have increased , tech needs have changed.
 - b. Project will create a roadmap for future improvements and fundraising.
 - c. Acoustic separation is needed at the Margaret Rivers Room(s), as well as the children's area.
 - d. Not many preconceived solutions. Better acoustics throughout, adding a nursing room in children's area.
 - e. Slimming down columns or round out bases? Tripping issue, sightlines also compromised.
 - f. Heaving / fractured floor tiles significant concern.
 - g. How can the Library use the space better, and be durable, easy to maintain, and accessible?

2. Youth Services:

- a. Use has changed dramatically in last 3 years as need increases for free children's activities and gathering. YS has outgrown the space now. Too much demand, can be chaotic, sensory over-stimulation.
- b. Discovery room is attractive and popular. [noted: The Discovery Room was originally intended to provide self-directed activities for families during all library open hours, particularly following the pandemic. While the space has been heavily used, creating and maintaining numerous play elements has required a significant staff time commitment and is not sustainable. Future concepts discussed by staff include creating several smaller play areas with rotating Discovery Room elements and expanding the Youth Services office to incorporate the Discovery Room ledge.]
- c. Sound control / lack thereof is a persistent challenge – adult computers are across from children's area.
- d. Need new carpet – existing is worn and soiled beyond recovery. General finish updates needed, seem aged – desire durable finishes with ease of maintenance.
- e. The current nature theme is popular.
- f. Current safety issue – projecting square base of columns is tripping people.
- g. Columns are very large and create sight line issues.
- h. Loft area presents safety issues and is not accessible to everyone. [noted: Staff would like to reconfigure the loft space into YS storage for materials not needed as frequently. It is inaccessible for anyone not able to climb stairs.]
- i. Need a space for YS staff. Currently working at small space without a children's desk. There are not resources to keep it staffed always... but need a more welcoming appearance ... also discreet enough for it to be ok to be empty.
- j. Challenging to meet the community needs – lot of space, but the layout is not working anymore.
- k. Storage for program materials and resources, especially on the upper level, is at a premium for YS – huge need.
- l. 250+ people at some programs ... having to move them upstairs and such. Erin and Kim can give feedback for how the space is used now.
- m. Safety concern with openness to adult area and potential bottleneck issue caused by fixtures. Would evacuation be difficult due to bottleneck?
- n. There are not enough varieties of seating accommodations for people of all ages and their "stuff", which ends up on the floor.
- o. 8 year old and under – need direct supervision from parent. Older kids' parents may leave the area briefly. [noted: To expand on this, children nine years and older are allowed to be in the space without supervision, but are subject to the Library's Conduct Policy.]
- p. Family restroom with an adult toilet is desired in close proximity so families don't have to leave the YS zone.
- q. Inventory of current collection/number of stacks and furniture will be evaluated with staff for any major changes - we will need to discuss this in more detail for future concepts and layouts and quantifying all space needs.
- r. SPL doesn't know exact funds for expanding but hopefully can plan for desired inventory quantities.
- s. CDG will have goal to propose space layouts that work with columns and not make them seem so heavy.

3. Margaret Rivers Room (meeting space):

- a. Formerly biggest use was for community meetings and events.
- b. Program use has changed greatly over the years, especially since Covid.
- c. Now children's story time is hosted here, requires prep and takedown. Nearly all YS programs occur in the MR space.
- d. Adult programming has also increased – book clubs, art, community AND library demand for the Margaret Rivers Room. This creates a Programming versus Public demand issue for the meeting spaces.
- e. Changing space over is difficult and time consuming. Tables and chairs are heavy and pinching. Necessitates staff moving – not safe for public.
- f. Working on standardizing room changeovers, but still difficult. Room is used constantly.
- g. Currently using furniture for flexible layouts – horseshoe, classroom style, chairs only, nothing in center with chairs around perimeter for adults.

- h. Furniture evaluation and concepts will be part of this planning study.
 - i. Have large storage room for furniture – will need to evaluate size and what is actually needed.
 - j. MRR was in part designed as the indoor backup space for weddings. There are round banquet tables for occasional use – this is not predominantly a need today.
 - k. Pre-function Space/ Gallery Space outside of the meeting rooms is also heavily used for a variety of events, as well as small groups, individual work space, or reading space.
 - l. A goal is to repurpose vacant coffee stand area to a new use – explore possibilities needs. Consider reading nook or comfort room function – the challenge is there is direct access to custodial space from within the coffee shop area. [noted; If there's only one comfort room added, it needs to be in or near the Children's Library.]
 - m. Address technology needs and adding virtual meeting capabilities to the meeting spaces is important goal.
4. Accessibility:
- a. Standards used will be ADA code, with attention to options above and beyond to meet user needs.
 - b. Project will prioritize accessibility issues from the recent report.
 - c. Physical access and signage are more critical issues to review.
5. What's going well:
- a. So many programs!
 - b. Good buzz in the library.
 - c. Patrons and staff like the general feel of the spaces - classic, nature inspired, historical feel.
 - d. Gallery tables and chairs are used and necessary, but would be better if they could be nesting and chairs could stack for modularity.
 - e. Visitors comment on the historic nature of the building - tourists for Carnegie libraries. It's a gem.
 - f. This is in essence a community center. The upper floor needs attention to accommodate the community, not just the library. ADA is crucial.
6. Wayfinding:
- a. Wayfinding in the Library can be confusing for first time users, or even repeat patrons with the varying levels and many different areas.
 - b. Parking lot signage may need improvement. Revamped the signage a few years ago with a grant.
 - c. Info desk staff often gives directions to community room, often need to walk them to the spot. Applies to all visitors.
 - d. 2 elevators, 2 steps of steps, can complicate wayfinding.
 - e. Info desk on main level is always staffed, the greeter desk on the upper level is volunteer only - not always attended.
 - f. Signage only does so much. Consider broader design-implemented wayfinding strategies as part of project. This may include flooring patterns, digital media, event screens, interactive directories, etc.
7. Technology plan:
- a. Systems, software... SPL works with the city IT department. [noted: City IT Manager will need to be consulted about technology solutions.]
 - b. Replacing computers with touchscreens would involve meetings with IT staff.
 - c. The library has a shared calendar with Washington County Library for meeting room use.
8. Forecasting/ Future trends:
- a. Virtual conference meetings in MRR.
 - b. Workstations - kids touch the monitor screens out of habit. Touchscreens – staff have identified a particular product. [noted: <https://www.playaway.com/our-products/launchpad-quest/all>]
 - c. Increased meeting room usage and demand.
 - d. More small group space 1-2 people reservable.
 - e. Downstairs study rooms cannot be reserved right now. Procedural and space constraints – solutions?
 - f. Private groups want to meet here - -personal book clubs, bridge groups, mahjong clubs, etc.

- g. SPL does not allow social events, expect this to continue to be the case.
- h. Patrons include those working remotely, from the library.
- i. Cannot have a virtual meeting in library now without using an acoustically isolated room (very limited availability).

9. Project Logistics:

- a. Shared folder to submit inspiration etc. Will be set up by CDG.
- b. Emails etc. – Mark Troendle and Bill Hickey will be respective single points of contact.
- c. Budget goals and fundraising material needs will be identified as the project progresses.
- d. SPL will be working with the library foundation closely when fundraising starts.
- e. CDG will give a menu-format list of scope elements and associated costs to mix and match options and phases.
- f. This is the Core Committee/stakeholder committee that CDG will come back to for presenting information.
- g. Specific groups for input –
 - i. Youth Services - Angie, Kim, Erin.
 - ii. Meeting room - Keri, Shain Henry (maintenance).
 - iii. Sarah Rosen - Information Services supervisor. She schedules staff for the info desk and can advise on general usage, sight lines, etc.
- h. Board meetings are Tuesdays, except 1 Monday in August.
- i. 4-week cadence for meetings seems good - in-person preferred.
- j. Next meetings: Wednesdays July 22nd, Aug 19th, Sept 23rd and Oct 21st at 5:30 in the Margaret Rivers Room.
- k. CDG to schedule on site visits and user group interviews/walk through in the next 3 weeks.
 - i. It would be preferable to collect information in a variety of different ways, some users may prefer to provide written feedback rather than attending an -in-person interview.
- l. Final report - Request for Proposals indicated April of next year as completion date. CDG presented an adjusted model schedule. Overall schedule is flexible, but deliberate pacing is important.
- m. Bulging tiles – will need to lift some up. CDG will coordinate timing. There are some attic stock tiles.
- n. SPL collects data and info from community all the time and can go survey feedback and past year's schedules for background information, including reports of data with attendance numbers and meetings.
- o. 19,000 people attended programs last year, equal to the population of Stillwater!

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library's City Council Presentation Preview	
OWNER: Glidden, Secretary/Treasurer	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:	
BACKGROUND/CONTEXT: August 5th City Council Presentation: At the July board meeting, Trustee Glidden will deliver a trial run of the library's proposed presentation at the City Council workshop session at 4:30 PM on Wednesday, August 5, 2026. A draft of the slide deck is attached. With no new members on the City Council this year, the focus of the presentation is slightly shifting from "how the library budgets and how the library is funded" to "why the library matters and why it's a sound investment." We are planning for a 10-minute presentation plus questions. During this presentation, a library video featuring patron stories will be played, which will take about 3 of the 10 minutes. Following the delivery of the draft presentation, trustees will have the opportunity to discuss and provide feedback. Trustees are also asked to provide feedback on the proposed City Council agenda item title for this presentation. Suggested options include the following, although other recommendations are welcome: • Stillwater Public Library: Community Impact • Stillwater Public Library: Community Value • Stillwater Public Library: Annual Community Update	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: City Council Presentation Slide Deck	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

SLIDE DECK

**2026 DRAFT FOR
CITY COUNCIL PRESENTATION
ON 8/5/2026**

Stillwater

Public Library

”

**Stillwater Public Library
is part of the fabric of
our community.**

Library Patron, November 2025

2025 Key Metrics:

118,234

visits in 2025

427,997

items
borrowed

20,051

program
participants



Serving Stillwater Every Day



“I was recently recounting all the ways our library has been part of my family’s life, and it was astounding.”

Library Patron, 2025 Polco Survey



Access

Books, technology, internet, information



Learning

Programs, services, and lifelong learning



Children & Families

Early literacy and school-age support



Community

Meeting spaces, gathering place, civic life



What the Library Means to Residents

“There is something for everyone.”

Library Patron, November 2025

“There is something for everyone!” at youtu.be/YJPkvgd1aIA?si=L2yhUCC9QNeH7MYk

Return on the City's Investment



For less than 9¢ of every City property tax dollar:



118,234
visits



427,997
items borrowed



20,051
program participants



294,645
Wi-Fi sessions



596
meetings hosted



15,904
active cardholders

Taxpayer Value

“The library offers so many different resources. For someone like me, who’s a real dabbler and endlessly curious, the library lets me explore all of it without making a huge investment.”

Amy, Stillwater resident & library user



Borrow 10 new books
Save approximately \$150



Attend family storytime
No cost to participate



Use digital collections
Included with a library card

Looking Ahead: Preparing for Tomorrow



Preserving a Historic Community Asset

- Building systems
- Accessibility improvements
- Long-term maintenance

Adapting Spaces for Modern Use

- Children's area
- Flexible program space
- Community gathering space

Expanding Digital Access

- Digital collections
- Technology access and assistance

Planning Responsibly

Balancing community expectations with long-term financial sustainability

Public Investment + Community Partnership

“Without a doubt, the best investment a city could make for the people.”

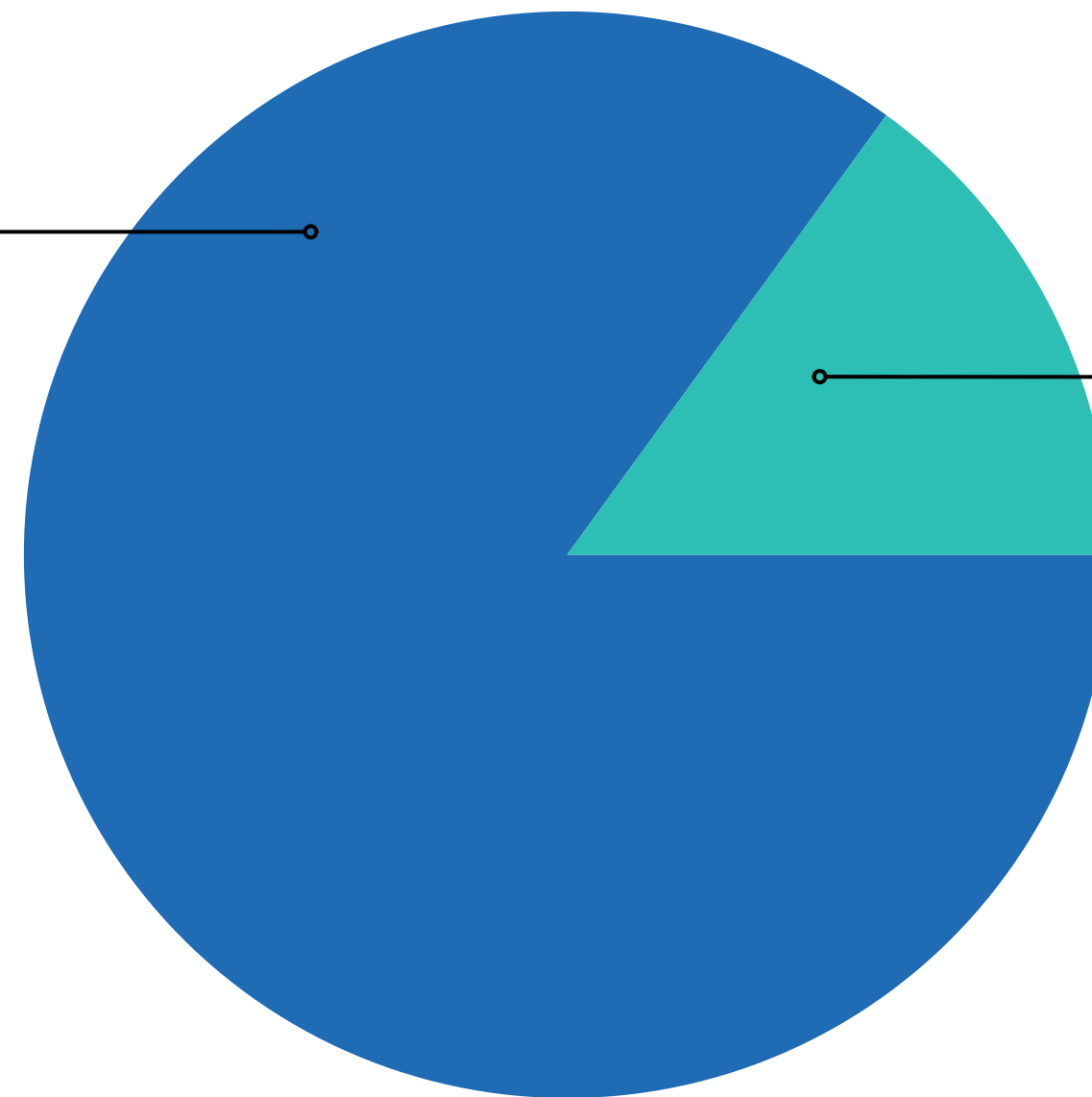
Library Patron, 2025 Polco Survey

85%

City of Stillwater

City funds core services:

- Staff
- Building
- Technology
- Collections
- Daily Operations



15%

Gifts & Income*

*includes gifts from Foundation, Friends and other donors

Donors support expanded services:

- Sunday hours
- Additional collections
- Youth Services Librarian & Volunteer Coordinator
- Programs
- Space enhancements

Volunteers Multiply Community Investment

139 volunteers contributed 3,595 hours - adding capacity while reducing operating costs.

Strategic Use of Capital Resources

City Funding

- Terrace Inverted Roof
- Clay Tile Roof
- Technology Infrastructure
- Building Systems

Preservation & Maintenance



Donor Funding

- 4th St Lawn Landscaping
- Terrace Furnishings
- Children's Area & Event Wing Planning

Enhancements

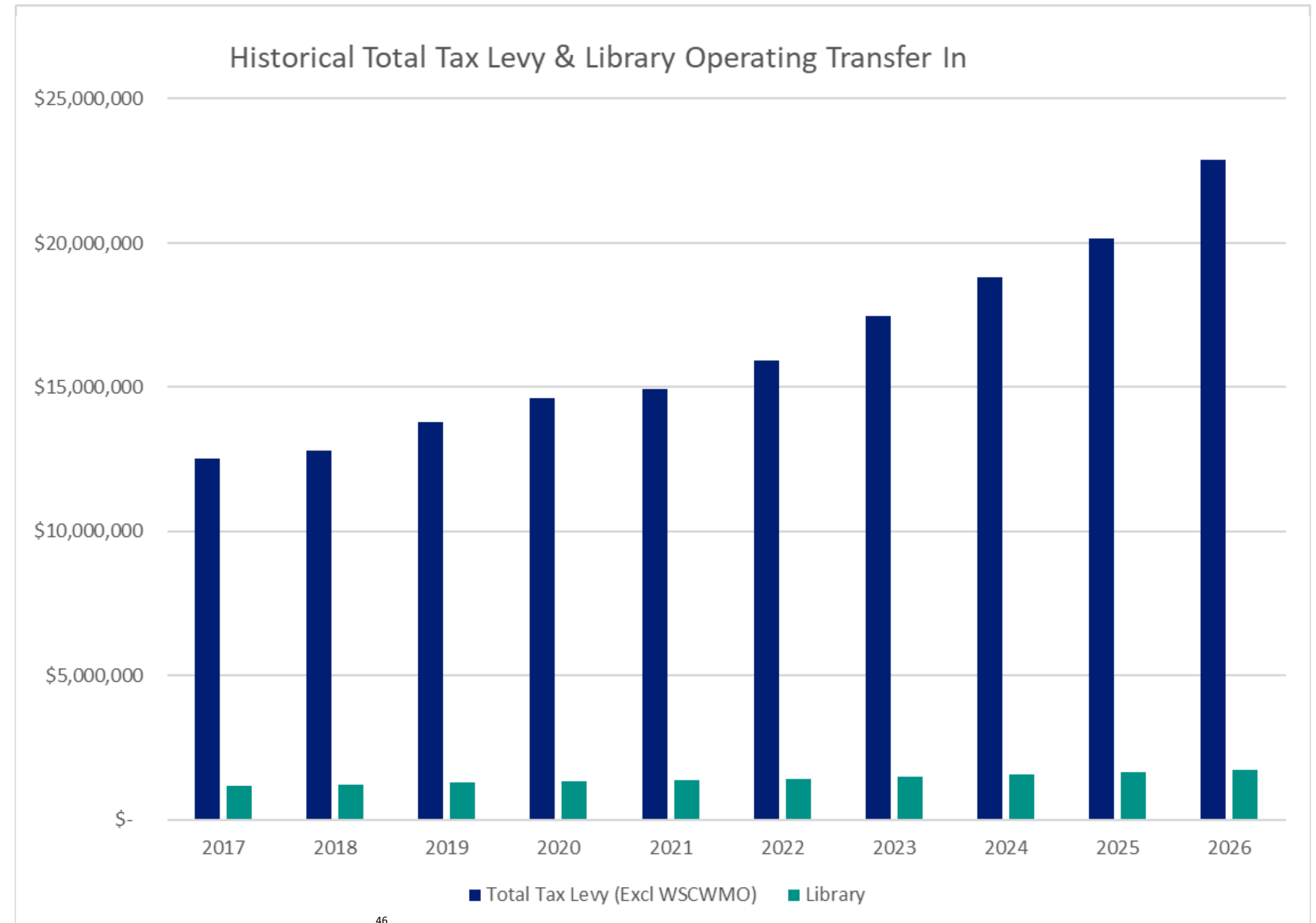
Responsible Stewardship & Long-Term Planning

On average over the past 10 years:

- City's total tax levy grew 6.7% annually
- Library funding grew 4.1% annually
- Library share of levy declined from 9.4% to 7.7%

2027 Budget Request:

- No new positions
- No service expansion
- No capital request
- Contractual cost increases only



Thank You

Any Questions?



Kim Glidden
Treasurer,
Stillwater Public Library
Board of Trustees



Stillwater
Public Library

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Determination on August Board Meeting	
OWNER: Hansen, President	PRESENTER: Hansen, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: If no pressing business is anticipated for August, the Board may wish to consider canceling the August meeting. If the meeting were to be held, it would take place on Monday, August 3, due to the primary election scheduled for the second Tuesday of the month.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Request	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the proposed Hugh J. Andersen grant request.	
BACKGROUND/CONTEXT: The library has an opportunity to submit a grant request next month. Staff will write the grant and work with our Library Foundation to submit the request. The Hugh J. Andersen Foundation request is due by August 15 with a funding decision expected by December. The recommended grant request for 2027 funding of up to \$40,000 would be allocated across the following categories: • \$26,000 for Summer Explorers • \$10,000 for Early Literacy and School-Aged Programming • \$4,000 for Puppetry	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2027 Operating and Supplemental Budget	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Glidden, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2027 operating and supplemental budget request as presented in the Board Packet.	
BACKGROUND/CONTEXT: City Operating Budget Request: The Finance Committee recommends a 2027 city operating budget of \$1,875,774 for the library. The requested transfer from the property tax levy is \$1,841,951, which is an increase of \$86,391 (4.92%) over 2026. This recommended budget request adjusts for contractual cost increases for negotiated wage adjustments, step increases, and employee insurance costs. All other operating line items remain flat, including general insurance, energy, building repairs, technology, and library collection materials. Several ongoing library services continue to be supported through supplemental funding rather than the City operating budget. These include Sunday open hours, the Volunteer Coordinator, the 20-hour/week Youth Services Librarian, more than 50% of library collection materials, and almost all programming costs (program vendors, materials, outreach). This budget reflects a cautious and sustainable approach to managing library finances and is consistent with guidance from the City Administrator to keep departmental budget increases relatively flat. Supplemental Funding Plan: In addition to the proposed City operating budget of \$1,875,774, the library projects a need for \$329,717 in supplemental funding for 2027 and is requesting Board authorization to pursue these funds from the Foundation, Friends, and other funding sources. As in prior years, supplemental funding is projected in the following key areas: • Staffing: \$100,203 (Sunday Hours, YS Librarian, Volunteer Coordinator, SAHS Pathways Intern) • Programming: \$77,300 (Summer Reading, Early Literacy/School-Age, Puppetry, Adult, 130th Anniversary) • Materials: \$119,714 (Physical, Digital, Newspaper Digitization) • Advocacy: \$7,000 (Community Promotions, City Newsletter, Outreach Events) • Facilities: \$20,500 (ADA Enhancements, Terrace Plantings) • Other: \$5,000 (Staff Training, Appreciation Event) The Finance Committee also reviewed a ten-year financial projection indicating that the Library will become increasingly reliant on Foundation support and other supplemental funding sources as existing reserves are gradually utilized. As a result, the Committee recommends maintaining current	

service levels while exercising caution about adding new ongoing operating costs that may not be sustainable through either City or supplemental funding. This measured approach reflects the board's commitment to the library's long-term financial stability while continuing to provide high-quality service to the community.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2027 Operating Budget Detail
2027 Supplemental Budget Request

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater

Public Library

2027 Recommended Operating Budget

Updated: 7/8/2026

Account Number	Account Title	2023 Actual	2024 Actual	2025 Actual	2026 Budget	2027 Budget Baseline (4.95%)	Change
REVENUES							
230-0000-3010-0100	Current Property Taxes(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3500-0100	Meeting Room Rental Fees(R)	-\$4,100	-\$6,304	-\$3,119	-\$4,000	-\$4,000	\$0
230-0000-3520-0100	Copier/Printer Sales(R)	-\$4,078	-\$3,919	-\$4,141	-\$3,500	-\$3,500	\$0
230-0000-3810-0200	Interest Earnings-Investments(R)	-\$10,981	-\$10,471	-\$11,551	\$0	\$0	\$0
230-0000-3810-0210	Unrealized Gains/Losses(R)	-\$6,161	-\$5,384	-\$2,504	\$0	\$0	\$0
230-0000-3820-0100	Gifts(R)	-\$369	-\$327	-\$251	-\$1,500	-\$1,500	\$0
230-0000-3820-0110	In Kind Gifts(R)	-\$18,667	-\$19,388	-\$21,275	-\$19,633	-\$21,203	-\$1,570
230-0000-3830-0100	Sale Of Property(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3860-0100	Lease/Rentals(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3860-0200	Parking Rental(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3870-0100	Refunds And Reimbursements(R)	-\$648	-\$828	\$0	-\$500	-\$500	\$0
230-0000-3880-0020	Library Card Fees(R)	-\$420	-\$420	-\$360	-\$420	-\$420	\$0
230-0000-3880-0030	Lost Materials(R)	-\$2,026	-\$2,493	-\$1,643	-\$2,000	-\$2,000	\$0
230-0000-3880-0040	Processing Fees(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3880-0050	Registration(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3880-0100	Miscellaneous Income(R)	\$0	-\$15	\$0	\$0	\$0	\$0
230-0000-3880-0200	Gallery Fees(R)	-\$100	-\$656	-\$590	-\$500	-\$500	\$0
230-0000-3880-0300	Cash Short/Over(R)	\$5	-\$4	-\$7	\$0	\$0	\$0
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-\$19	-\$28	-\$143	-\$200	-\$200	\$0
230-0000-3910-0100	Transfer In-General Fund(R)	-\$1,500,177	-\$1,565,996	-\$1,658,084	-\$1,755,560	-\$1,842,396	-\$86,836
230-0000-3910-0202	Transfer In-Sport Complexes(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0420	Transfer In-Co Bonds(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	\$0	\$0	\$0	\$0	\$0	\$0
230-0000-3910-0490	Transfer In-Capital Projects(R)	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue		-\$1,547,741	-\$1,616,232	-\$1,703,667	-\$1,787,813	-\$1,876,219	-\$88,406

Account Number	Account Title	2023 Actual	2024 Actual	2025 Actual	2026 Budget	2027 Budget Baseline (4.95%)	Change
EXPENDITURES							
Operating							
230-4230-1000-0000	Full Time Salaries(E)	\$205,072	\$243,185	\$232,167	\$566,936	\$598,408	\$31,472
230-4230-1100-0000	Overtime - Full Time(E)	\$93	\$0	\$0	\$0	\$0	\$0
230-4230-1111-0000	Severance Pay(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-1112-0000	Sick Pay(E)	\$20,028	\$20,582	\$21,255	\$8,045	\$500	-\$7,545
230-4230-1113-0000	Vacation Pay(E)	\$47,574	\$48,358	\$49,053	\$0	\$0	\$0
230-4230-1200-0000	Part Time Salaries(E)	\$569,844	\$583,773	\$636,961	\$466,027	\$493,916	\$27,889
230-4230-1210-0000	Part Time Salaries - In Kind(E)	\$18,667	\$17,417	\$21,275	\$19,633	\$21,203	\$1,570
230-4230-1300-0000	Overtime - Part Time(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-1410-0000	Pera(E)	\$60,127	\$64,695	\$67,466	\$77,472	\$81,924	\$4,452
230-4230-1420-0000	FICA/Medicare(E)	\$64,432	\$68,559	\$72,078	\$79,022	\$83,563	\$4,541
230-4230-1430-0000	PFML(E)	\$0	\$0	\$0	\$102	\$4,260	\$4,158
230-4230-1500-0000	Hospital / Medical(E)	\$78,540	\$76,048	\$77,917	\$93,552	\$105,757	\$12,205
230-4230-1520-0000	Dental Insurance(E)	\$3,484	\$3,395	\$2,797	\$3,410	\$3,916	\$505
230-4230-1540-0000	Life Insurance(E)	\$544	\$501	\$556	\$591	\$591	\$0
230-4230-1990-0000	Grant Pass Thru(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-2000-0000	Office Supplies(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-2101-0000	General Supplies(E)	\$3,779	\$5,504	\$2,797	\$3,000	\$3,000	\$0
230-4230-2113-0000	Reference(E)	\$662	\$0	\$0	\$0	\$0	\$0
230-4230-2114-0000	Data Base Searching(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-2302-0000	Other Minor Equipment(E)	\$275	\$4,027	\$2,215	\$1,200	\$1,200	\$0
230-4230-2303-0000	Minor Computer Equipment(E)	\$20,384	\$29,168	\$13,344	\$20,200	\$20,200	\$0
230-4230-2400-0000	Childrens Books(E)	\$14,954	\$14,597	\$15,235	\$14,500	\$14,500	\$0
230-4230-2401-0000	Adult Books - Fiction(E)	\$15,031	\$15,745	\$15,963	\$15,500	\$15,500	\$0
230-4230-2402-0000	Audio(E)	\$2,189	\$1,797	\$1,754	\$1,900	\$1,900	\$0
230-4230-2403-0000	Periodicals(E)	\$3,085	\$2,924	\$3,084	\$3,000	\$3,000	\$0
230-4230-2405-0000	Adult Books - Non Fiction(E)	\$10,458	\$11,834	\$10,271	\$10,700	\$10,700	\$0
230-4230-2406-0000	Teen Books - Materials(E)	\$3,551	\$4,318	\$3,755	\$3,500	\$3,500	\$0
230-4230-2407-0000	Programs(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-2408-0000	Film/Video(E)	\$5,109	\$5,499	\$5,255	\$5,500	\$5,500	\$0
230-4230-2409-0000	Electronic Materials(E)	\$7,038	\$5,500	\$5,500	\$5,500	\$5,500	\$0
230-4230-2499-0000	Collection Development(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3098-0000	Technology Support(E)	\$12,210	\$9,712	\$10,827	\$9,500	\$9,500	\$0
230-4230-3099-0000	Other Professional Services(E)	\$19,169	\$4,323	\$1,703	\$5,000	\$5,000	\$0
230-4230-3100-0000	Circulation System(E)	\$7,046	\$6,954	\$7,205	\$6,400	\$6,400	\$0
230-4230-3101-0000	Telecommunications(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3102-0000	Postage(E)	\$2,495	\$2,820	\$3,197	\$1,500	\$1,500	\$0
230-4230-3200-0000	Mileage(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3201-0000	Seminar/Conference Fees(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3202-0000	Meals(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3203-0000	Housing(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3400-0000	Printing and Publishing(E)	\$71	\$91	\$0	\$500	\$500	\$0
230-4230-3401-0000	Binding(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3404-0000	Processing Fee(E)	\$11,044	\$12,967	\$13,289	\$11,000	\$11,000	\$0

Account Number	Account Title	2023 Actual	2024 Actual	2025 Actual	2026 Budget	2027 Budget	Change
						Baseline (4.95%)	
230-4230-3500-0000	General Insurance(E)	\$3,850	\$3,642	\$3,518	\$4,045	\$4,045	\$0
230-4230-3707-0000	Maintenance Agreements(E)	\$3,685	\$4,822	\$4,059	\$3,000	\$3,000	\$0
230-4230-3713-0000	Computer Maintenance/Licenses(E)	\$19,289	\$20,867	\$24,745	\$31,000	\$31,000	\$0
230-4230-3803-0000	Data Base Maintenance(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3804-0000	Equipment Rental(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-3900-0000	Sales Tax(E)	\$288	\$305	\$345	\$200	\$200	\$0
230-4230-4000-0000	Memberships and Dues(E)	\$435	\$530	\$495	\$500	\$500	\$0
230-4230-4001-0000	Subscriptions(E)	\$573	\$993	\$573	\$536	\$536	\$0
230-4230-4093-0000	COVID-19(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-4099-0000	Miscellaneous Charges(E)	\$1,718	\$1,439	\$3,418	\$1,659	\$1,659	\$0
230-4230-5200-0000	C/O & Improvements(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-5300-0000	C/O Machinery & Equipment(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-5310-0000	C/O MIS Computer Equipment(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-7010-0000	Depreciation-Purchased(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-7020-0000	Depreciation-Contributed(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	\$84,770	\$0	\$6,266	\$73,100	\$0	-\$73,100
	Total Op Expenditure	\$1,321,561	\$1,296,887	\$1,340,337	\$1,547,230	\$1,553,378	\$6,148
Plant							
230-4231-1000-0000	Full Time Salaries(E)	\$63,734	\$66,196	\$69,686	\$84,302	\$90,307	\$6,005
230-4231-1100-0000	Overtime - Full Time(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4231-1111-0000	Severance Pay(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4231-1112-0000	Sick Pay(E)	\$3,431	\$4,663	\$4,854	\$514	\$0	-\$514
230-4231-1113-0000	Vacation Pay(E)	\$4,443	\$7,692	\$5,959	\$0	\$0	\$0
230-4231-1200-0000	Part Time Salaries(E)	\$23,344	\$23,140	\$26,124	\$32,579	\$34,739	\$2,160
230-4231-1410-0000	PERA(E)	\$6,967	\$7,570	\$7,888	\$8,703	\$9,313	\$610
230-4231-1420-0000	FICA/Medicare(E)	\$7,371	\$7,887	\$8,265	\$8,941	\$9,566	\$625
230-4231-1430-0000	PFML(E)	\$0	\$0	\$0	\$0	\$488	\$488
230-4231-1500-0000	Hospital / Medical(E)	\$11,535	\$11,294	\$13,166	\$15,484	\$15,168	-\$317
230-4231-1520-0000	Dental Insurance(E)	\$505	\$505	\$505	\$505	\$505	\$0
230-4231-1540-0000	Life Insurance(E)	\$85	\$59	\$64	\$86	\$86	\$0
230-4231-1990-0000	Grant Pass Thru(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4231-2101-0000	General Supplies(E)	\$378	\$233	\$22	\$200	\$200	\$0
230-4231-2102-0000	Janitorial Supplies(E)	\$5,964	\$8,122	\$7,575	\$4,000	\$4,000	\$0
230-4231-2202-0000	Building Repair Supplies(E)	\$472	\$4,141	\$393	\$1,500	\$1,500	\$0
230-4231-2203-0000	Furn/Air Cond Repair Supplies(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4231-2302-0000	Other Minor Equipment(E)	\$1,806	\$1,003	\$1,105	\$800	\$800	\$0
230-4231-3002-0000	Contractual(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4231-3099-0000	Other Professional Services(E)	\$229	\$195	\$157	\$1,000	\$1,000	\$0
230-4231-3101-0000	Telephone(E)	\$1,781	\$1,562	\$1,069	\$1,700	\$1,700	\$0
230-4231-3500-0000	General Insurance(E)	\$46,099	\$45,775	\$46,290	\$46,970	\$46,970	\$0
230-4231-3600-0000	Electricity(E)	\$55,878	\$50,100	\$48,609	\$55,000	\$55,000	\$0
230-4231-3601-0000	Natural Gas(E)	\$19,614	\$14,660	\$20,318	\$25,000	\$25,000	\$0
230-4231-3703-0000	Building Repair Charges(E)	\$9,706	\$21,482	\$40,934	\$12,000	\$12,000	\$0
230-4231-3707-0000	Maintenance Agreements(E)	\$10,475	\$10,928	\$11,659	\$11,000	\$11,000	\$0
230-4231-3713-0000	Computer Maintenance/Licenses(E)	\$0	\$0	\$0	\$1,500	\$1,500	\$0
230-4231-4099-0000	Miscellaneous Charges(E)	\$3,882	\$3,518	\$4,738	\$2,000	\$2,000	\$0
230-4231-5200-0000	C/O & Improvements(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4231-5300-0000	C/O Machinery & Equipment(E)	\$0	\$0	\$0	\$0	\$0	\$0

Account Number	Account Title	2023 Actual	2024 Actual	2025 Actual	2026 Budget	2027 Budget Baseline (4.95%)	Change
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	\$0	\$0	\$0	\$0	\$0	\$0
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	\$0	\$0	\$0	\$0	\$0	\$0
	Total Plant Expenditure	\$277,699	\$290,726	\$319,378	\$313,785	\$322,841	\$9,056
Total Revenues		-\$1,547,741	-\$1,616,232	-\$1,703,667	-\$1,787,813	-\$1,876,219	-\$88,406
Total Expenditures		\$1,599,260	\$1,587,613	\$1,659,715	\$1,861,015	\$1,876,219	\$15,204
		\$51,519	-\$28,619	-\$43,952	\$73,202	\$0	-\$73,202

2027 Recommended Supplemental Budget (Foundation, Friends, Lawson & Other Gifts)

Updated: 7/08/2026

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
Staffing				
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	\$53,500			SPLF: \$53,500
SAHS Pathways Program Intern (80 Hours Total; Min Wage)	\$1,000			SPLF: \$1,000
Programming				
Youth Services Programming	\$41,800			SPLF: \$40,000 - \$10,000 EL/SA/STEM/Nature - \$26,000 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
130th Anniversary	\$10,000			SPLF: \$10,000
Materials				
Materials (Flat from PY) Total: \$129,000 City Contribution: \$60,100 Supplemental: \$68,900	\$68,900	Athena: \$1,461	Lawson: \$25,439 Township: \$10,000	SPLF: \$22,000 Friends: \$10,000
Stillwater Area Historic Newspaper Digitization Initiative (Phase 4)	\$50,814			SPLF: \$50,814 (external grant needed)
Advocacy				
Advocacy	\$7,000			SPLF: \$7,000
Facilities				
Library Flower Pots	\$500		235: \$500	
ADA Enhancements	\$20,000	SPLF: \$20,000		
Other				
Staff Training	\$2,500		235: \$2,500	
Library/Foundation Volunteer & Staff Appreciation Event	\$2,500			SPLF: \$2,500
Total Projected Supplemental Budget	\$329,717	\$28,261	\$44,639	\$256,817
In-Kind (Counted Under City)	\$21,203	\$0	\$0	\$21,203
Supplemental Operating	\$288,514	\$8,261	\$44,639	\$235,614
Fund Balance Capital (City)	\$0	\$0	\$0	\$0
Supplemental Capital	\$20,000	\$20,000	\$0	\$0

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2027-2031 Capital Improvement Plan	
OWNER: Facilities Committee	PRESENTER: Quijano, Facilities Chair
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2027-2031 Capital Improvement Plan as presented in the Board Packet.	
BACKGROUND/CONTEXT: The attached draft 2027–2031 Capital Improvement Plan (CIP) identifies the library's anticipated capital needs over the next five years and is presented for Board consideration prior to submission to the City. The City revised its capital purchase policy in December 2025. Under the revised policy, capital purchases generally consist of assets costing more than \$10,000 (previously \$5,000) with a useful life greater than five years. The revised policy also provides that bulk purchases with an aggregate value of \$50,000 or more will be capitalized regardless of the per-unit cost. The starting point for the 2027–2031 CIP was an internal 10-year projection of capital needs based on the 2026–2030 CIP approved by the Board last year. The projection incorporated updated cost estimates where available, along with additional maintenance needs previously identified by Kraus-Anderson (KA) or recommended by staff for future consideration. While those additional projects shown on page 2 of the attached CIP are not part of the proposed five-year CIP being submitted to the City, they are included to support long-term planning and future funding discussions. No capital projects are proposed for 2027 because there are no identified pressing capital needs next year. In addition, staff anticipates that 2027 will be a particularly active year due to the Library's 130th Anniversary, completion of the CLEWE Planning Project, potential fundraising activities that may follow, and the potential of Washington County Library transitioning to a new ILS (integrated library system) that would consume Stillwater Public Library staff time if implemented. The proposed five-year CIP totals nearly \$1.09 million. Of that amount, \$538,651 is proposed for City capital funding, while approximately \$550,000 is proposed from grants, donations, or other supplemental funding sources. The library generally seeks City funding for essential building infrastructure, safety, security, and technology needs while reserving grants and donor support for enhancements and special projects. The proposed projects include: • 2028: \$30,000 to replace the security camera system and \$95,000 to replace the automated materials handling system. Staff will also investigate lower-cost alternatives for the automated materials handling system. • 2029: \$33,400 to replace the public entrance doors at the 3rd and 4th Street entrances and \$75,000 for the first phase of the event wing renovation. • 2030: \$75,000 for the second phase of the event wing renovation, \$290,813 for restroom renovations based on Kraus-Anderson estimates, and \$26,438 to replace the fire alarm control panel, which monitors smoke detectors and manual pull stations and automatically initiates emergency response and other life-safety functions, including elevator recall, HVAC shutdown, and fire door operation.	

2031: \$48,000 to replace carpeting in the upper-level fiction collection, \$400,000 for the first phase of the Children's Library renovation (as noted in the budget, the Children's Library renovation is currently projected to continue into 2032 and cost an additional \$400,000), and \$15,000 to replace Wi-Fi access points.

Many of these projections will likely change following completion of the CLEWE Planning Project. In particular, cost estimates and project timing for the Children's Library and event wing renovations are expected to be refined as conceptual designs and planning-level cost estimates are developed. Because the CLEWE Plan will present baseline, enhanced, and aspirational scenarios, future capital costs may vary depending on which elements are ultimately pursued.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

2027-2031 CIP

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Facilities Committee

Stillwater

Public Library

Stillwater Public Library CIP 2027-2031 (Draft 7/2/2026)

Facilities Capital Projects:						
	2027	2028	2029	2030	2031	Total
Repairs & Replacement:						
3rd & 4th St Exterior Double Doors (KA 199 & 122) KA 2026; Funding: Annual GO Debt			33,400			33,400
UL Fiction Carpeting Funding: 2026-Fund Balance; 2028-Annual GO Debt					48,000	48,000
Fire Alarm Panel (KA 138) KA 2030; Funding: Annual GO Debt				26,438		26,438
Restrooms (KA SV, 186,191,183,143) KA 2030/2031; Funding: Annual GO Debt				290,813		290,813
LL Flooring, Paint, Ceiling (KA 144, 178, 180, 182, 184) KA 2031; Funding: Annual GO Debt						0
HVAC (KA 129,131,134,162,163,164,165) 4 Boilers, 2 pumps, 4 recirc, 4 exhaust fans; KA 2031; Funding: Annual GO Debt						0
HVAC (KA 145, 175, 135) 6 Unit Heaters, Condensing Unit, VFDs; KA 2026; Funding: Annual GO Debt						0
HVAC (KA 157,161,146,159) RTU 1-4; KA 2028; Funding: Annual GO Debt						0
Roof (KA 160,147,SV) Roof sections G,K,I; KA 2035; Funding: Annual GO Debt						0
Subtotal	0	0	33,400	317,251	48,000	398,651
Renovations & Enhancements:						
Meeting Wing Funding: Grants			75,000	75,000		150,000
Children's Area* Funding: Grants					400,000	400,000
Subtotal	0	0	75,000	75,000	400,000	550,000
TOTAL FACILITIES PROJECTS	0	0	108,400	392,251	448,000	948,651
*Children's Area project continues in 2032 at \$400K for a total of \$800K.						

IT Capital Projects:						
	2027	2028	2029	2030	2031	Total
Upgrade Network Switch Funding: Annual GO Debt						0
Wi-Fi Access Funding: Annual GO Debt					15,000	15,000
Security Cameras Funding: Annual GO Debt		30,000				30,000
SelfChecks Funding: 2026 - Fund Balance; 2035 - Annual GO Debt						0
Automated Material Handling System (AMHS, or "sorter") Funding: Annual GO Debt		95,000				95,000
TOTAL IT PROJECTS	0	125,000	0	0	15,000	140,000

Total Capital Projects:						
	2027	2028	2029	2030	2031	Total
Proposed Funding – City Capital	0	125,000	33,400	317,251	63,000	538,651
Proposed Funding – Fund Balance	0	0	0	0	0	0
Proposed Funding - Supplemental	0	0	75,000	75,000	400,000	550,000
TOTAL CAPITAL	0	125,000	108,400	392,251	463,000	1,088,651

Other Projects (Review Annually; Capital Threshold is \$10K Individual Item or \$50K Aggregate Project):							
	2027	2028	2029	2030	2031	Total	2037+
Sidewalk Leveling (4th Street Parking Area) (Op)	Project planned for 2026 at \$5,000; Coordinating through city.					0	
ADA Updates (Op or Cap, depending on project)						0	
Terrace Awning Replacement (Capital)*			12,910			12,910	
Pergola Repainting (Op)		14,680				14,680	
Terrace Railing Painting (Op)		24,850				24,850	
Terrace Stairwell Painting (Op)		7,460				7,460	
Terrace Heating/Cooling Painting (Op)		12,750				12,750	
Teen Room Painting (Op)		TBD				0	
3rd St Stairwell Painting (Op)		TBD				0	
Garage Railing Painting (Op)		TBD				0	
Retaining Walls (KA 101&102) (Cap) KA 2026						0	268,313
Booster Water Heater (KA 141) (Op) KA 2029						0	6,957
Fire Riser Pipe (KA 139) (Op) KA 2025						0	4,969
Drinking Fountains and Water Filling (KA 187, 192) (Op) KA 2031						0	25,838
HVAC Unit Heaters (KA 137, 174) (Op) KA 2036						0	9,938
Generator & Panel (KA 179, 133) (Cap) KA 2036						0	178,875
Total	0	59,740	12,910	0	0	72,650	494,890

* Received quote from original manufacturer of awning for \$35,894.

Major Accomplishments

- The CLEWE Planning Project continues to move forward following the June 23 kick-off meeting with Collaborative Design Group (CDG). Additional information is provided elsewhere in this Board packet. Upcoming activities include an investigation of the heaving floor tiles on July 10 and staff meetings with CDG on July 15 to help inform the development of conceptual design options.
- Business & Communications Manager Keri Goeltl continued refining the 2027 operating budget projections, supporting materials, and five-year CIP.
- Mark conducted a one-on-one stakeholder interview with a donor to support the Library Foundation's strategic planning process.
- Keri revised the library's POLCO survey questions for July after recently learning that the City is changing its survey process. As a result, the summer survey is expected to be the library's only POLCO survey opportunity this year, whereas the library typically has two opportunities—one in the summer and another in the fall. The survey went live on July 6 and will close on August 5. It may be accessed through the City's and Library's websites or directly at <https://polco.us/n/res/profile/stillwater-mn>.
- Keri completed and submitted the library's ad for the 2026 Community Education Fall Catalog.
- Five *Library Corner* articles were published in June.

Heads-Up

- Upcoming library outreach activities include Summer Tuesdays on July 14 and 28, PIT Stop on July 16, Noon Rotary on July 23, and Night to Unite on August 4.
- Library Foundation updates include: moving forward with the creation of a legacy society and have selected the name The 1897 Circle; participating in Townie Tuesday at Lift Bridge Brewing Company on July 28 from 5:00–9:00 p.m.; they will be River Market Co-op's Round Up recipient in August; and hosting a breakfast for invited donors and community supporters on August 27.
- Mark is scheduled to meet with representatives of the Library Foundation and the Friends on July 14 to continue planning for the proposed unification of the two organizations. Discussion will include a proposed Friends dissolution plan, a draft dissolution resolution, and a draft communication to Friends members regarding a meeting tentatively planned for October at which members would consider and vote on the voluntary legal dissolution of the Friends of the Stillwater Public Library. Minnesota law requires a formal legal process to complete the transition, and legal counsel is advising on this matter.
- The interior design firm the library had been working with for the terrace furniture unexpectedly ceased operations, which came to light when staff followed up on two outstanding orders. The Library Director is working with the City Attorney regarding potential legal and contractual issues and is also in communication with the furniture manufacturers to explore options that may allow delivery of most or all of the furniture using the remaining unpaid balance of the project.
- The City's HR Manager is leaving to pursue a new opportunity.

Near-Term Focus

- Collaborating with staff on the proposed HJA grant opportunity.
- Preparing for the budget meeting with the City Administrator and Finance Director.
- 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.

June Programs and Activities

Art & Music

- **Summer Concert on the Terrace: Choral Concert with Vallee de Croix and Great Northern Union:** 115 people enjoyed an evening of vocal music on Thursday, June 18 from local groups Vallee de Croix Chorus and Great Northern Union.

The summer concert series is taking place on the scenic library terrace overlooking the St. Croix River. Special thanks to the Stillwater Public Library Foundation for sponsoring the library's Summer Reading Program and this special series of concerts on the terrace. Other concerts in the series include Valley Concert Winds on Thursday, July 9, and Minnesota State Band on Thursday, July 23.

Book Clubs & Literature

- **Words from the Valley Poetry Reading:** 13 attendees listened to poetry on Monday June 1 at an event hosted and curated by poet Joshua Davies in tandem with Cracked Walnut Writing Collective. This event features readings from established poets throughout the region, including Yara Omer, Micah Ruelle, and Ben Westlie. Attendee comment:
"Thank you for the great programming!"
- **Shelf Indulgence Book Club:** 12 participants discussed [Born a Crime: Stories from a South African Childhood by Trevor Noah](#) on Monday, June 8. July's book selection is [Betty by Tiffany McDaniel](#), which is the title that 2025 Shelf Indulgence members voted to add as a new Book Club Kit. Book Club Kits are generously funded by the Stillwater Public Library Foundation.
- **Mystery Book Club:** 11 participants discussed mystery books set in the British Isles on Wednesday, June 17. [Find Mystery Book Club book lists on our website.](#)
- **Author Kao Kalia Yang at Trinity Lutheran Church:** More than 100 people attended an event with author Kao Kalia Yang on Saturday, June 27. This event was presented by the Trinity Lutheran Church Missions Team, Stillwater Public Library, and the Stillwater Public Library Foundation. Stillwater Public Library Foundation and library staff attended the event at Trinity Lutheran Church to share library information with attendees.

Lifelong Learning

- **Tech Help:** A total of 6 people attended Tech Help sessions in June. Appointments are offered weekly on Tuesday evenings and Friday afternoons. Attendee comments:
"I had excellent help with my iPad and my iPhone..."
"Thanks for offering tech help. 2nd time I've used it and it was very helpful. More folks should know about it."
- **Medicare Counseling:** 2 attended sessions with a Medicare counselor on Monday, June 1. One-one-one Medicare counseling is offered at the library on the first Monday of the month by the Metropolitan Area Agency on Aging (MAAA). This organization was formerly known as Trellis.
- **Moments that Matter: A Dementia-Friendly Dinner hosted by FamilyMeans:** 80 people attended this catered dinner at the library on Thursday, June 11. Moments that Matter celebrates people living with dementia and the people who walk beside them. The dinner was planned for the terrace but was moved inside due to rain. The library hosted this dinner in partnership with FamilyMeans, who received funding under an award with the Metropolitan Area Agency on Aging (MAAA) as part

of the Older Americans Act. The Gazette published a story about the event titled "[*FamilyMeans hosts special evening for individuals with dementia and caregivers.*](#)"

- **Exploring the St. Croix River Valley: State of the Water with Angie Hong:** 10 people attended a presentation on Monday, June 15, by local expert and Washington County Conversation District employee Angie Hong about the St. Croix watershed. The presentation discussed improvements in water quality in recent years and new challenges.
- **Community Pollinator Monitoring with Great River Greening:** 11 people joined Green River Greening staff to receive training to be Community Pollinator Monitors on Tuesday, June 23. This event was scheduled to take place outside at Pollinator Landing but was moved to the library due to inclement weather.

Book Displays & Outreach:

- **Lower Level Entry Display:** Pride month
- **Lower Level Round Table Display:** Summer blockbuster books and Adult Summer GARDEN Explorer program materials.
- **The Sci-Fi/Fantasy Display:** Pride month
- **The Lodge Outreach Visit:** 9 people received large print materials at The Lodge on Tuesday, June 9, and 1 person received a new library card.
- **Community Pride Ice Cream Social Outreach:** Two library staff attended a Pride event at Trinity Lutheran Church in the green space along Myrtle Street. The event drew between 600-700 people the evening of Tuesday, June 16. The library brought a button maker and help 140 people create custom Pride buttons.

St. Croix Collection:

- **Monthly Visits:** 24 SCC users were recorded, including 11 residents and 13 visitors.
- **Research Topics and sources:** House history, Stillwater Library history, history of Swedish people, newspapers, Runk collection, working files, photos, St. Michael's Church, Yearbooks, Microfilm, Joseph Brown adventures on the frontier, history of the Valley, Scandia, St. Croix.
- **Genealogy Research Appointment:** Two research appointments were filled during the month of June.

Moments that Matter: A Dementia-Friendly Dinner hosted by FamilyMeans, June 11



Exploring the St Croix River Valley with Angie Hong, Monday, June 15



Community Pride Ice Cream Social



June Programs and Activities – A whopping 629 signed up for Summer Explorers!

Summer Wednesdays on the 4th Street Lawn – That was the plan but we were rained out on all but one Wednesday.

- Jolly Pops (233)
- Circus Manduhai (190)
- Bill the Juggler (325)
- Wendy's Wiggle, Jiggle & Jam (168)

Summer Second Saturday

- Bill the Juggler (97)

Early Literacy (0-5)

- Summer MONARCH Storytimes:
 - Preschool Outreach session (42)
 - Preschool/Family evening session (13)
 - Preschool/Family morning session (46)

School-aged (6-12)

- Build Like A Bee (43)
- Outdoor Survival with MN DNR (23)
- Who Would Win with Wild Rivers Conservancy (15)
- Two Chess Club sessions (42)
- LEGO Club (30)

Children's Activities (all ages)

- Scavenger Hunt: Pollinators (698)
- Pollinators Discovery Room – June Feedback
 - *The Discovery room is always so amazing and fun! I'd love to continue to see awesome things there and even things for older kids (8/9 year olds).*
 - *Always impressed with the creativity and work that goes into the discovery room!*
 - *The Stillwater library and librarians are all amazing!! We loved the pollinator discovery room (and all of the themes) my toddler practices important skills like sharing, imaginary play, and learning through play! We loved the baby bees and making bee bread. Thank you for all you do!*
 - *I loved the variety in this theme. I noticed the kids imaginations were really activated in a special way. Because most kids are probably not be beekeepers in real life they were more playful and experimental than in a more traditional theme like farmers market or ice cream. That was cool to witness. Beautiful work!*

Teen Programs and Activities

- Teen Craft Camp - Mini Beach Terrariums (18)
- Needle Felted Flowers with Textile Center (13)



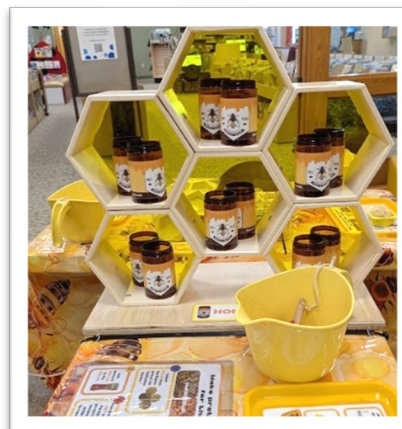
Felted Flowers



Making mini ocean terrariums



Pollinator Discovery Room



Librarian Book Recommendations for SUMMER 2026



Looking ahead...

- More Summer Wednesdays: Wendy's Wiggle, Jiggle, & Jam!, Brodini Comedy Magic, The Bazillions (kid-friendly rock-n-roll), Dazzling Dave – Yo-Yo Master, Hunter Marionettes, Puppets and Popsicles - "The Poetry of Puppetry"
- Summer Second Saturdays: Brodini Comedy Magic and Puppet Show - "The Poetry of Puppetry"
- Arts & Crafts: Gnome Garden, Silly Millies Clay Butterfly Wing Bowl, Dragon Eggs
- Nature & STEM: Chess Club, 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: Insects

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:	
DESCRIPTION: Committee: Facilities Meeting Dates & Time: Thursday, June 11, 6:00 PM Location: Virtual meeting (Zoom) Present: Burns, Quijano, Troendle Absent: Buckland Agenda Item 1: Capital Improvement Plan (CIP) Budget Committee members considered the draft Capital Improvement Plan (CIP), including projected capital needs, proposed funding sources, and anticipated project timelines. Troendle noted that the draft document provided to the committee includes a ten-year planning horizon for discussion purposes, while the Library Board will be asked to consider a five-year CIP covering 2027–2031, consistent with the City’s CIP planning requirements. There was discussion of the categories included in the draft plan, including repairs and replacements, renovations and enhancements, information technology projects, and future projects that have not yet been assigned to a specific year or may fall outside the City’s definition of a capital project. Quijano noted that no CIP projects are currently proposed for 2027 and that only IT-related projects are listed for 2028. The committee discussed the rationale for the proposed timing of projects, noting that some timelines are based on recommendations from Kraus-Anderson, while others are driven by information technology replacement schedules. Troendle also said that 2027 is expected to be a particularly busy year due to the Library’s 130th Anniversary, completion of the CLEWE planning process, and potential fundraising activities that may follow. To preserve staff capacity for those efforts, he recommended that any projects added to the 2027 CIP require minimal staff time. The committee discussed the City’s capital expenditure thresholds, project prioritization, and that there is flexibility to adjust project timing through future annual CIP reviews. As background, Troendle reviewed the City’s revised capital purchase policy, which was adopted in December 2025. Under the revised policy, capital purchases generally consist of assets costing more than \$10,000 (previously \$5,000) with a useful life greater than five years. The revised policy also includes a provision that bulk purchases with an aggregate value of \$50,000 or more will be capitalized regardless of the per-unit cost. The committee reviewed proposed projects and funding assumptions, including information technology infrastructure, building systems, exterior doors, restroom renovations, carpet replacement, and potential Children’s Library and Event Wing improvements identified through the CLEWE planning process. Discussion included project timing, estimated costs, potential bonding requests, and the use of supplemental funding sources.	

Because the draft CIP includes the Children's Library renovation spanning 2031 and 2032, Burns recommended noting that the project extends beyond the 2027–2031 CIP period. The committee also discussed how the CLEWE planning process could affect project timing and sequencing, with additional information expected as the project progresses.

The committee also reviewed several projects listed on the "Other Projects" page, including outdoor painting needs and future replacement of the terrace awning. Troendle reported that additional cost estimates are being sought for the awning replacement and that project timing may be adjusted based on condition assessments and available funding sources.

The committee supported recommending the 2027–2031 CIP to the Library Board in July, noting that the Children's Library renovation, as currently sequenced, is projected to extend into 2032 and therefore beyond the five-year planning period.

Agenda Item 2: CLEWE Project Kick-Off Meeting

The upcoming kick-off meeting was briefly discussed. Committee members agreed that there was no need to meet again prior to the June 23 kick-off meeting with Collaborative Design Group and select staff.

Future Meetings

- 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: Library Event Planning Taskforce	
OWNER: Library Event Planning Taskforce	PRESENTER: Glidden, 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:	
DESCRIPTION: Committee: Library Event Planning Taskforce Meeting Date & Time: June 16, 2026, 1 PM Location: Stillwater Public Library Present: Kim Glidden, Larry Panciera, Kaytee Estall, Susie Danielson Absent: None Agenda Item 1: Save the Date Email • No questions regarding the email. • The September 15 Event invitation is targeted to be distributed by email the week of August 3. • Kaytee to include in the invitation a request for feedback on any dietary restrictions. Agenda Item 2: Food & Refreshments (Susie) • Menu is set. To include water and lemonade refreshments. Susie working with Keri and Mark on the deposit for the Lake Elmo Inn. Agenda Item 3: Activity (Kaytee, Larry) • The activity will be a game to "Name That Book". Good mixer to find others who might have the answers that you don't know. • Participants to enter into a drawing for a prize. • Prize winners to be announced in a follow-up e-mail. Agenda Item 4: Centerpiece / Giveaways (Kim) • Kim made a vase and flowers from book and book pages and decorated. • Other options to investigate include Origami vase, glass vase with decoupaged book pages, use of book related wrapping paper or posters. • Need to create approximately 12 centerpieces Next meeting is scheduled for Thursday, August 13 at 1:00 pm. Kaytee will verify if we can use the Teen Room.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



Board Meeting Minutes

Friday, April 24, 2026, 8:30am - 10:00am
Stillwater Public Library Conference Room

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

Members Absent: Ryan

Staff Present: Elsbeth

1. **Call to Order:** Drew called the meeting to order at 8:32 a.m.
2. **Welcome and introduction of new board member Sarah Schaffer:** The board welcomed new member, Sarah Schaffer, who introduced herself and shared her background in communications, energy efficiency programming, and previous experience on various non-profit boards.
3. **Adoption of Agenda:**
 - **Motion to approve the agenda by Summer/Shawn. Motion carried.**
4. **Consent Agenda**
 - a. Board Meeting Minutes
 - b. Library Director Report
 - c. Executive Director Report
 - d. Finance Committee Minutes
 - e. Development Committee Minutes
 - **Motion to approve the consent agenda by Shawn/Kevin. Motion carried.**
5. **Updates**
 - a. **Board:** Lori shared that Nelson's Ice Cream will donate ice cream for the library's 2027 130th anniversary gathering on the terrace. The expo held at Sandhill Shores this month resulted in six new library card applications.

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www.stillwaterlibraryfoundation.org

Mission: Inspire our community to promote, champion, and invest in the success of Stillwater Public Library.



- b. **Staff:** Bethany Cox has joined the staff as the new development and communications coordinator. She will be a tremendous asset to the Foundation.
 - c. **Library Director:** Mark stated that there was a strong response to the RFP for the Children's Area and Meeting Wing project with 15 proposals to be reviewed by the facilities committee next month. The Friends applied for a "Good Neighbor" grant to fund children's books for a summer outreach event. A project is underway to create a wall of historical photos near the parking ramp entrance. Melody Fox, in collaboration with library staff, is developing concepts for this display, with a potential completion date set for December.
- **Board Introductions:** Board members shared their professional history, connection to the library, and reasons for joining the board for new member Sarah Schaffer.

6. Reports

- a. **President's Report:** Drew thanked the board for their contributions for Library Giving Day (April 1, 2026) and let the board know that the Foundation raised over \$25,000 during the appeal. He informed the board that the Huelsmann Foundation rejected the 2026 grant application. Lastly, he shared information about legacy society naming.
- b. **Treasurer & Finance Committee Report**
 - i. Q1 2026 Investment Update: Jeneane reported that the investment portfolio is on track, and is expected to meet the budget target of \$130,000 in annual cash income. Despite market volatility, the portfolio remains aligned with the board's moderate risk profile.
 - ii. March 2026 Financials: Jeneane highlighted information from the March financial report and shared information about the bookkeeping transition process. The balance sheet is strong and the budget vs. actual is in a good position.
 - iii. IRS 990 and Audit Update: Fundraising and investment income over \$750,000 triggered a 2025 audit. This necessitates an extension of the IRS 990 and MN AG Report. Both will be due by November 15, 2026.
 - iv. Approve the hiring of Akins Henke to perform the 2025 audit

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- **Motion to approve the hiring of Akins Henke for the 2025 audit by Shawn/Kevin. Motion carried.**

c. Development Committee Report

- i. **Legacy Society update:** Summer reported that the development committee is currently soliciting input on a name for the new Legacy Society. Members are encouraged to review the options via the linked spreadsheet and provide feedback. There was discussion regarding the potential use of "1897" in the title to represent the library's founding year

7. Old Business:

- a. **Consolidation Plan for the Friends & Foundation:** There was a lengthy discussion, some concerns, and questions about the potential consolidation of the Friends and Foundation. Preliminary meetings have taken place to review a framework for combining the two entities. Elsbeth reviewed the framework document with the board and stated that the intention is that having one supporting organization for the library will increase support, be more efficient. and reduce donor confusion. The plan is that the Friends organization will dissolve and the Foundation will establish a book sale committee and invite a Friends member to join the board. The framework document may change as the Friends move forward with their dissolution..

- **Motion to approve consolidation with the Friends organization by Erin/Chris. Motion carried.**

- b. **Strategic Planning Update:** Drew let the board know that the Strategic Approach Team, made up of Drew, Ingrid, Erin, Mark, and Elsbeth, will meet on April 28th for its first meeting. Next steps will be board training.

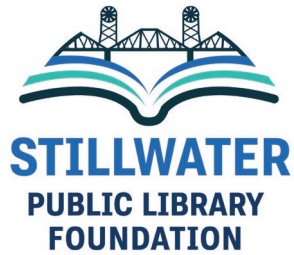
8. New Business:

- a. **Huelsmann Foundation Grant Denial:** **Light a Spark Restriction:** The board discussed the Huelsmann Foundation's preference to fund Light a Spark. This issue will be discussed during strategic planning.

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9. **Other/Topics for Future Discussion:** Elsbeth shared that she will be on vacation from May 22-June 5th and Bethany will be available as needed. The June meeting will be held in the library's conference room.

- **Motion to adjourn by Summer/Shawn. Motion carried.**

10. Adjourn: 10:03 a.m.

2026 Board Meeting Dates:

- June 26
- August 28
- October 30
- December 4

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Stillwater Public Library

2026 Calendar

January 1: Library Closed, New Year's Day 13: Trustee Meeting, 5:30 pm 19: Library Closed, MLK Day Board passes ratification of wages prepared by Director (if needed)	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	March 9: Friends Meeting, 6:30 pm 10: Trustee Meeting, 5:30 pm Director evaluation: 6-month progress check
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 Annual report data to board	May 11: Friends Meeting, 6:30 pm 12: Trustee Meeting, 5:30 pm 24: Library Closed Sundays in Summer 25: Library Closed, Memorial Day - Begin budget prep - Facilities 101	June 9: Trustee Board Meeting, 5:30 pm 19: Library Closed, Juneteenth 26: SPLF Board Meeting, 8:30 am - Budget discussions - Finance 101
July 3&4: Library Closed 14: Trustee Meeting, 5:30 pm - Operating budget due and CIP due - Preview August library presentation to council	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 - 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)	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 - Council budget changes; Levy adopted - Director evaluation: annual review - Negotiate labor contract with union if due (Executive Committee) - Staff/Volunteer Appreciation Breakfast – Fall
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 Implement board self-assessment survey every 2-3 years (last done in 2024)	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 - Report on self-assessment results every 2-3 years - Adopt holidays for succeeding year	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 - 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
<i>Council Liaison:</i> Ryan Collins	1	

Library Director:
Mark Troendle

2026 Committee Rosters:

Executive:	Hansen, Glidden, O'Brien, Troendle (Staff)
Facilities:	Buckland, Burns, Quijano, Troendle (Staff)
Finance:	Burns, Glidden, Panciera, Troendle (Staff), Goeltl (Staff)
Library Advocacy:	Hodsdon, Hausman Lohmer, O'Brien, Goeltl (Staff), Elsbeth Howe (Foundation), Drew Arnold (Foundation), Laurie Burns (Friends)
Event Taskforce:	Glidden, Panciera, Estall (Staff), Susie Danielson (Foundation)

Updated 7/9/2026