

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, September 8, 2026
5:30 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (5 minutes)

3. Consent Calendar
 - a) Adoption of July 14, 2026 Minutes +
 - b) Acknowledgement of Bills Paid in July and August +
 - c) August 2026 Budget Status Report +

Informational/Discussion (15 minutes)

- | | |
|---|----|
| 4. Trustee & Council Liaison Information Sharing | I+ |
| 5. Board Update — Interviewing Committee and Nominating Committee | I+ |
| 6. CLEWE Plan Update | I+ |
| 7. 130th Anniversary Planning Update | I+ |

Decisional (0 minutes)

Reports (10 minutes)

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

11. Public Commentary

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

Closed Session (40 minutes)

- | | |
|--|----|
| 12. Director Evaluation: Annual Review | D+ |
|--|----|

Return to Open Session

- | | |
|-----------------|---|
| 13. Adjournment | A |
|-----------------|---|

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, September 7, 2026.
A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2026 Calendar, 2026 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A&B
Tuesday, July 14, 2026**

Minutes

PRESENT: Buckland, Burns, Glidden, Hansen, O'Brien, Panciera, Council Liaison Collins

ABSENT: Hausman Lohmer, Hodsdon, Quijano

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Hansen called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

In June, O'Brien attended the Minnesota Library Association Big Ideas Summit. Of all the public libraries represented, only Rochester Public Library shared that they also had an Advocacy Committee.

Collins reported that the City's HR manager is moving on to the private sector. The City will be looking for a new HR manager. The parks master plan, a road map for the next 20 years for parks for the City of Stillwater, was passed.

AGENDA ITEM 5: Director Evaluation Process

Hansen reported that the director evaluation process occurs in September. Troendle will be completing a report on his SMART goal experience, progress, and challenges. In the meantime, the board will develop a goal(s) for next year. These goals aren't regular operating goals but are strategic goals. At least one goal should likely be related to CLEWE.

Hansen encouraged trustees to send him suggestions for goals, which will be compiled in August. The evaluation process is an annual event and an important job of the board of trustees.

AGENDA ITEM 6: CLEWE Plan Update

Burns asked about fundraising for the CLEWE plan. Is the Foundation preparing to do major fundraising? Troendle reported that the Foundation's Executive Director Howe will be attending the CLEWE meetings, and the Foundation is considering bringing in outside expertise to assist with capital campaign fundraising. The CLEWE plan will help put structure around what the library is asking and help guide a fundraising goal. The CLEWE plans should provide baseline, enhanced, and aspirational targets.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A&B
Tuesday, July 14, 2026**

Minutes

Glidden noted that we will need to have alignment and coordination between the CLEWE plan, the Foundation, and the Finance Committee.

Hansen agreed, but he also understands the need to go to donors with concrete plans before they are often willing to contribute. The quiet campaign could start soon, when we have the CLEWE plan finished. Troendle reported that we should have more concrete proposals from CDG at the end of this year or early next year.

Troendle reported that CDG has been at the library for the kick-off meeting. They were also here on Friday to assess the heaving tiles and to do an inventory of the furniture and storage in the Margaret Rivers Room. The two interior designers will also be visiting with staff tomorrow about meeting rooms and the children's area.

AGENDA ITEM 7: Library City Council Presentation Preview

Glidden reviewed the proposed presentation to the City Council. Burns suggested that the children's area and meeting room wing enhancements be listed first on the capital/facilities slide.

Collins suggested that the library be able to answer questions about how key metrics compare to prior years.

AGENDA ITEM 8: Determination on August Board Meeting

Hansen proposed not holding an August meeting unless there's an item that needs the board's immediate attention. The meeting will not be canceled at this time so that the room will be available if needed.

AGENDA ITEM 9: Grant Request

Troendle reviewed the grant request to the Hugh J. Andersen Foundation, to be submitted through the Stillwater Public Library Foundation. It is a request for up to \$40,000 to fund summer reading, early literacy and school-aged programming, and puppetry.

Motion to approve the proposed Hugh J. Andersen grant request. Panciera moved. Glidden second. Yes: Buckland, Burns, Glidden, Hansen, O'Brien, Panciera. No: None.

AGENDA ITEM 10: 2027 Operating & Supplemental Budget Requests

Hansen reported that the Finance Committee is recommending about a 4.9% increase for the operating budget proposal for 2027 to meet the cost of living adjustments and step increases in the union contract. This request would go to the City Administrator and the City Finance Director for review. They will then determine their recommended city and departmental budgets and bring these to the City Council.

Motion to approve the 2027 operating and supplemental budget request as presented in the Board Packet. Burns moved. Panciera second. Yes: Buckland, Burns, Glidden, Hansen, O'Brien, Panciera. No: None.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A&B
Tuesday, July 14, 2026**

Minutes

AGENDA 11: 2027-2031 CAPITAL IMPROVEMENT PLAN

Troendle noted that the capital budget, in some ways, is more of a planning tool rather than a commitment to complete every project as presented, especially in future years. As costs and funding opportunities change, the plan is updated. There are intentionally no proposed capital projects for 2027. There are no pressing capital needs next year, and resources will be focused on the 130th Anniversary, CLEWE project, potential fundraising, and possibly a new county-wide integrated library system.

Motion to approve the 2027-2031 Capital Improvement Plan as presented in the Board Packet. Glidden moved. Panciera second. Yes: Buckland, Burns, Glidden, Hansen, O'Brien, Panciera. No: None.

AGENDA ITEM 12: Director and & Other Staff Reports

Troendle provided updates on the terrace furniture.

AGENDA ITEM 13: Board Committee Reports

- a) Executive Committee: Did not meet.
- b) Facilities Committee: Report in packet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Will meet next week.
- e) Library Event Planning Task Force: Will meet in August.

AGENDA ITEM 14: Foundation & Friends Report

Troendle reported that he met with the Foundation, Friends Officers, and Mark Stapleton. At the September 14th meeting, the Friends will propose and vote on a resolution to move the proposed dissolution and unification forward for a vote of the full membership in October. Assuming it passes, they will notify membership and hold a vote to dissolve the Friends at the October 12th meeting. If approved, it will be another 6-8 weeks to complete paperwork. The Friends will run the November Book Sale.

AGENDA ITEM 15: Public Commentary

None.

AGENDA 16: Trustee Check-In/Topics for Future Discussion

None.

AGENDA ITEM 17: Adjournment

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

Meeting adjourned at 6:34 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in July & August 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 July & August 2026 bills paid				
BACKGROUND/CONTEXT:				
July 2026 (2026 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 20,824.62	\$ 39,755.67	\$ 1,643.96	\$ 62,224.25
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 20,824.62	\$ 39,755.67	\$ 1,643.96	\$ 62,224.25
Bill Resolution: July 7, 2026 (\$37,232.43) \$23,056 was paid to the Minnesota Historical Society for local newspaper digitization. \$5,478 was paid to Xcel Energy for gas and electricity. \$1,236 was paid to Loffler for the printer/copier contract. Bill Resolution: July 21, 2026 (\$24,991.82) \$9,533 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials. \$7,123 was paid to CDG as a partial payment for the CLEWE project. - project, funded by the Foundation. \$2,770 was paid to Mobile Beacon for circulating hotspots, funded by the Foundation.				
August 2026 (2026 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 23,664.22	\$ 8,302.85	\$ 2,270.00	\$ 34,237.07
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 23,664.22	\$ 8,302.85	\$ 2,270.00	\$ 34,237.07
Bill Resolution: August 5, 2026 (\$17,173.81) \$6,325 was paid to Xcel Energy for gas and electricity. \$6,482 was paid to Washington County Library for digital materials from Overdrive. Bill Resolution: August 18, 2026(\$17,063.26) \$7,851 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials. \$1,910 was paid to Midwest Tape for video and audio materials. \$1,318 was paid to Corval Constructors for water line repairs.				

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

7/7/2026 Bill Resolution
7/21/2026 Bill Resolution
8/5/2026 Bill Resolution
8/18/2026 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							
799	6/30/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1FLL-X9FL-7R7D	6/22/2026	5115	Amazon Business	Materials - Adult Nonfiction (SPLF)	40.44	232-4232-2113-0000	Materials
14FY-H3XD-3HHX	6/25/2026	5115	Amazon Business	Library Supplies	48.28	230-4230-2101-0000	General Supplies
1HJT-VKYN-KPWM	6/25/2026	5115	Amazon Business	Library Supplies	75.65	230-4230-2101-0000	General Supplies
1XXM-R9YN-KWKF	6/27/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	21.95	232-4232-2407-0000	Programs
4272621093	6/16/2026	616	Cintas Corporation	Mat Cleaning Service - Library	317.23	230-4231-4099-0000	Miscellaneous Charges
276893159	7/1/2026	683	Comcast - 963209363	Internet - Library	186.85	230-4230-3098-0000	Technology Support
306-02444792-3-20260	6/30/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
9951796284	6/15/2026	1271	Grainger	Library Building Repair Supplies	423.95	230-4231-2202-0000	Building Repair Supplies
130555	6/24/2026	5742	Library Ideas LLC	Materials - Juv (VOX - SPLF)	169.98	232-4232-2113-0000	Materials
5384616	6/22/2026	1958	Loffler Companies	Library Printer/Copier	1236.09	230-4230-3707-0000	Maintenance Agreements
72321	6/14/2026	2124	Menards	Library Custodial Supplies	55.97	230-4231-2102-0000	Janitorial Supplies
72816	6/26/2026	2124	Menards	Library Building Repair Supplies	224.61	230-4231-2202-0000	Building Repair Supplies
36373	6/10/2026	2271	MN Historical Society	Newspaper Digitization Phase 3 (Pmt 2 of 3 - SPLF)	23056.00	232-4232-4099-0000	Miscellaneous Charges
86635380	5/8/2026	2972	Scholastic Inc	Programs - JUV Reward Books (SPLF HJA SRP BP)	747.78	232-4232-2407-0000	Programs
87764181	6/12/2026	2972	Scholastic Inc	Outreach - MALF Grant (Friends)	999.93	229-4229-4099-0000	Miscellaneous Charges
256	6/19/2026	5071	Summer Tuesday Inc	Advocacy (SPLF) Vendor Application	80.00	232-4232-4099-0000	Miscellaneous Charges
330706	3/17/2026	4547	Textile Center	Programs - Juv (SPLF HJA ELSA)	375.00	232-4232-2407-0000	Programs
370405	6/11/2026	4547	Textile Center	Programs - Juv (SPLF HJA SRP)	375.00	232-4232-2407-0000	Programs
1	6/24/2026	3460	Trinity Lutheran Church	Advocacy - Outreach Program (SPLF)	200.00	232-4232-4099-0000	Miscellaneous Charges
260625	7/1/2026	5766	Wendy Baldinger	Programs - JUV (SPLF HJA SRP)	275.00	232-4232-2407-0000	Programs
334552	3/10/2026	5925	William Wiard Jr.	Programs - JUV (SPLF HJA SRP)	275.00	232-4232-2407-0000	Programs
334553	3/10/2026	5925	William Wiard Jr.	Programs - JUV (SPLF HJA SRP)	275.00	232-4232-2407-0000	Programs
			INVOICES SUBTOTAL		\$ 29,904.11		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
32286	6/23/2026	1423	Heritage Printing Inc.	Newsletter Printing	643.96	232-4232-4099-0000	Miscellaneous Charges
51-7976594-1 9837510	6/25/2026	3808	Xcel Energy	Energy	5265.82	230-4231-3600-0000	Electricity
51-7976594-1 9837510	6/25/2026	3808	Xcel Energy	Energy	212.54	230-4231-3601-0000	Natural Gas
B21330230	6/17/2026	4014	SHI International Corp	Library replacement AV amp	833.00	230-4230-2303-0000	Minor Computer Equipment
B21343415	6/19/2026	4014	SHI International Corp	Library AV rack ups	373.00	230-4230-2303-0000	Minor Computer Equipment
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 7,328.32		
GRAND TOTAL							
					\$ 37,232.43		

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							
19NT-1M63-PFVH	7/4/2026	5115	Amazon Business	Programs - Adult (235)	66.00	235-4236-4099-0000	Miscellaneous Charges
1HFX-9TDH-47MC	7/4/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	168.04	232-4232-2407-0000	Programs
1HFX-9TDH-TGYV	7/6/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	53.45	232-4232-2407-0000	Programs
1NXR-RDPG-FVMJ	7/9/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	18.99	232-4232-2407-0000	Programs
1H77-CHWG-1F7F	7/13/2026	5115	Amazon Business	Materials - Juv	59.95	230-4230-2400-0000	Childrens Books
1RWG-TFHC-67D3	7/13/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	549.34	232-4232-2407-0000	Programs
B7247455	6/11/2026	452	Brodart Co	Materials - Juv	100.97	230-4230-2400-0000	Childrens Books
B7247455	6/11/2026	452	Brodart Co	Materials - Adult Fiction	100.75	230-4230-2401-0000	Adult Books - Fiction
B7247455	6/11/2026	452	Brodart Co	Materials - Adult Nonfiction	67.50	230-4230-2405-0000	Adult Books - Non Fiction
B7247455	6/11/2026	452	Brodart Co	Materials - YA	25.56	230-4230-2406-0000	Teen Books - Materials
B7247455	6/11/2026	452	Brodart Co	Materials - Processing Fee	15.00	230-4230-3404-0000	Processing Fee
B7250313	6/16/2026	452	Brodart Co	Materials - Juv	193.39	230-4230-2400-0000	Childrens Books
B7250313	6/16/2026	452	Brodart Co	Materials - Adult Fiction	101.15	230-4230-2401-0000	Adult Books - Fiction
B7250313	6/16/2026	452	Brodart Co	Materials - Adult Nonfiction	57.80	230-4230-2405-0000	Adult Books - Non Fiction
B7250313	6/16/2026	452	Brodart Co	Materials - YA	27.54	230-4230-2406-0000	Teen Books - Materials
B7250313	6/16/2026	452	Brodart Co	Materials - Processing Fee	17.50	230-4230-3404-0000	Processing Fee
B7250387	6/16/2026	452	Brodart Co	Materials - Adult Fiction	81.00	230-4230-2401-0000	Adult Books - Fiction
B7250387	6/16/2026	452	Brodart Co	Materials - Adult Nonfiction	392.03	230-4230-2405-0000	Adult Books - Non Fiction
B7250387	6/16/2026	452	Brodart Co	Materials - Processing Fee	75.75	230-4230-3404-0000	Processing Fee
B7252706	6/18/2026	452	Brodart Co	Materials - Juv	288.49	230-4230-2400-0000	Childrens Books
B7252706	6/18/2026	452	Brodart Co	Materials - Adult Fiction	80.23	230-4230-2401-0000	Adult Books - Fiction
B7252706	6/18/2026	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B7252706	6/18/2026	452	Brodart Co	Materials - Processing Fee	28.75	230-4230-3404-0000	Processing Fee
B7257421	6/24/2026	452	Brodart Co	Materials - Juv	149.48	230-4230-2400-0000	Childrens Books
B7257421	6/24/2026	452	Brodart Co	Materials - Adult Fiction	32.00	230-4230-2401-0000	Adult Books - Fiction
B7257421	6/24/2026	452	Brodart Co	Materials - YA	23.12	230-4230-2406-0000	Teen Books - Materials
B7257421	6/24/2026	452	Brodart Co	Materials - Processing Fee	8.75	230-4230-3404-0000	Processing Fee
B7259966	6/26/2026	452	Brodart Co	Materials - Juv	62.17	230-4230-2400-0000	Childrens Books
B7259966	6/26/2026	452	Brodart Co	Materials - Adult Fiction	336.95	230-4230-2401-0000	Adult Books - Fiction
B7259966	6/26/2026	452	Brodart Co	Materials - Adult Nonfiction	16.90	230-4230-2405-0000	Adult Books - Non Fiction
B7259966	6/26/2026	452	Brodart Co	Materials - YA	141.28	230-4230-2406-0000	Teen Books - Materials
B7259966	6/26/2026	452	Brodart Co	Materials - Processing Fee	11.25	230-4230-3404-0000	Processing Fee
B7262120	7/1/2026	452	Brodart Co	Materials - Juv	111.29	230-4230-2400-0000	Childrens Books
B7262120	7/1/2026	452	Brodart Co	Materials - Adult Fiction	126.18	230-4230-2401-0000	Adult Books - Fiction
B7262120	7/1/2026	452	Brodart Co	Materials - Adult Nonfiction	84.12	230-4230-2405-0000	Adult Books - Non Fiction
B7262120	7/1/2026	452	Brodart Co	Materials - YA	42.58	230-4230-2406-0000	Teen Books - Materials
B7262120	7/1/2026	452	Brodart Co	Materials - Processing Fee	5.00	230-4230-3404-0000	Processing Fee
B7262131	7/1/2026	452	Brodart Co	Materials - Juv	61.14	230-4230-2400-0000	Childrens Books
B7262131	7/1/2026	452	Brodart Co	Materials - Adult Fiction	515.15	230-4230-2401-0000	Adult Books - Fiction
B7262131	7/1/2026	452	Brodart Co	Materials - Adult Nonfiction	801.53	230-4230-2405-0000	Adult Books - Non Fiction
B7262131	7/1/2026	452	Brodart Co	Materials - YA	92.60	230-4230-2406-0000	Teen Books - Materials
B7262131	7/1/2026	452	Brodart Co	Materials - Processing Fee	272.70	230-4230-3404-0000	Processing Fee
B7264279	7/6/2026	452	Brodart Co	Materials - Juv	175.83	230-4230-2400-0000	Childrens Books
B7264279	7/6/2026	452	Brodart Co	Materials - Adult Fiction	204.69	230-4230-2401-0000	Adult Books - Fiction
B7264279	7/6/2026	452	Brodart Co	Materials - Adult Nonfiction	435.37	230-4230-2405-0000	Adult Books - Non Fiction
B7264279	7/6/2026	452	Brodart Co	Materials - Processing Fee	181.80	230-4230-3404-0000	Processing Fee
B7264279	7/6/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF - Gordon)	48.48	232-4232-2113-0000	Materials
B7264279	7/6/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF - Singer)	16.19	232-4232-2113-0000	Materials
B7264576	7/6/2026	452	Brodart Co	Materials - Juv	248.23	230-4230-2400-0000	Childrens Books
B7264576	7/6/2026	452	Brodart Co	Materials - Adult Fiction	728.86	230-4230-2401-0000	Adult Books - Fiction
B7264576	7/6/2026	452	Brodart Co	Materials - Adult Nonfiction	654.17	230-4230-2405-0000	Adult Books - Non Fiction
B7264576	7/6/2026	452	Brodart Co	Materials - Processing Fee	306.03	230-4230-3404-0000	Processing Fee
B7264576	7/6/2026	452	Brodart Co	Materials - Juv (SPLF)	88.00	232-4232-2113-0000	Materials
B7265438	7/7/2026	452	Brodart Co	Materials - Juv	85.75	230-4230-2400-0000	Childrens Books
B7265438	7/7/2026	452	Brodart Co	Materials - Adult Fiction	105.06	230-4230-2401-0000	Adult Books - Fiction
B7265438	7/7/2026	452	Brodart Co	Materials - Adult Nonfiction	14.27	230-4230-2405-0000	Adult Books - Non Fiction
B7265438	7/7/2026	452	Brodart Co	Materials - Processing Fee	13.75	230-4230-3404-0000	Processing Fee
B7265438	7/7/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	61.53	232-4232-2113-0000	Materials
B7265438	7/7/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	88.48	232-4232-2113-0000	Materials
B7267790	7/9/2026	452	Brodart Co	Materials - Juv	67.82	230-4230-2400-0000	Childrens Books
B7267790	7/9/2026	452	Brodart Co	Materials - Adult Fiction	38.00	230-4230-2401-0000	Adult Books - Fiction
B7267790	7/9/2026	452	Brodart Co	Materials - Adult Nonfiction	45.90	230-4230-2405-0000	Adult Books - Non Fiction
B7267790	7/9/2026	452	Brodart Co	Materials - Processing Fee	6.25	230-4230-3404-0000	Processing Fee
B7267790	7/9/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	54.29	232-4232-2113-0000	Materials
B7269570	7/13/2026	452	Brodart Co	Materials - Juv	147.59	230-4230-2400-0000	Childrens Books
B7269570	7/13/2026	452	Brodart Co	Materials - Adult Fiction	559.06	230-4230-2401-0000	Adult Books - Fiction
B7269570	7/13/2026	452	Brodart Co	Materials - Adult Nonfiction	264.05	230-4230-2405-0000	Adult Books - Non Fiction
B7269570	7/13/2026	452	Brodart Co	Materials - Processing Fee	175.74	230-4230-3404-0000	Processing Fee
B7269890	7/13/2026	452	Brodart Co	Materials - Juv	112.92	230-4230-2400-0000	Childrens Books
B7269890	7/13/2026	452	Brodart Co	Materials - Adult Fiction	36.42	230-4230-2401-0000	Adult Books - Fiction
B7269890	7/13/2026	452	Brodart Co	Materials - Processing Fee	10.00	230-4230-3404-0000	Processing Fee
4275608727	7/14/2026	616	Cintas Corporation	Mat Cleaning Service - Library	317.23	230-4231-4099-0000	Miscellaneous Charges
2606012	7/9/2026	675	Collaborative Design Group Inc.	CLEWE Design Plan (SPLF)	7123.20	232-4232-4099-0000	Miscellaneous Charges
20260617-HAL	6/17/2026	5671	Haltarhuu, Erdenechimeg	Programs - JUV (SPLF HJA SRP)	575.00	232-4232-2407-0000	Programs
508983204	6/9/2026	2175	Midwest Tape	Materials - Processing Fee	2.29	230-4230-3404-0000	Processing Fee

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
508983204	6/9/2026	2175	Midwest Tape	Materials - Juv Video (SPLF)	19.99	232-4232-2113-0000	Materials
508983205	6/9/2026	2175	Midwest Tape	Materials - Audio (JM)	14.24	230-4230-2402-0000	Audio
508983205	6/9/2026	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
508983207	6/9/2026	2175	Midwest Tape	Materials - Video (JV)	188.17	230-4230-2408-0000	Film/Video
508983207	6/9/2026	2175	Midwest Tape	Materials - Processing Fee	21.12	230-4230-3404-0000	Processing Fee
509015728	6/16/2026	2175	Midwest Tape	Materials - Audio (JM)	19.49	230-4230-2402-0000	Audio
509015728	6/16/2026	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
509016220	6/16/2026	2175	Midwest Tape	Materials - Video (JV)	134.92	230-4230-2408-0000	Film/Video
509016220	6/16/2026	2175	Midwest Tape	Materials - Processing Fee	25.32	230-4230-3404-0000	Processing Fee
509047223	6/23/2026	2175	Midwest Tape	Materials - Video (JV)	26.23	230-4230-2408-0000	Film/Video
509047223	6/23/2026	2175	Midwest Tape	Materials - Processing Fee	7.38	230-4230-3404-0000	Processing Fee
509047680	6/24/2026	2175	Midwest Tape	Materials - Processing Fee	7.98	230-4230-3404-0000	Processing Fee
509114136	7/8/2026	2175	Midwest Tape	Materials - Processing Fee	4.58	230-4230-3404-0000	Processing Fee
509114136	7/8/2026	2175	Midwest Tape	Materials - Juv JAB (SPLF)	69.98	232-4232-2113-0000	Materials
19668150	7/8/2026	3520	Minnesota UI Fund	Library Unemployment Compensation (Q2 2026)	1020.01	230-4230-4099-0000	Miscellaneous Charges
A-091691-20260716-1	7/16/2026	5259	Mobile Beacon	Materials - Circulating Hotspots (SPLF)	2640.00	232-4232-2113-0000	Materials
MB-220502	7/16/2026	5259	Mobile Beacon	Materials - Circulating Hotspots (SPLF)	129.98	232-4232-2113-0000	Materials
540743	7/7/2026	5582	Playaway Products	Materials - Audio (Wonderbooks - SPLF)	466.93	232-4232-2113-0000	Materials
87808457	6/29/2026	2972	Scholastic Inc	Programs - JUV Reward Books (SPLF HJA SRP)	156.16	232-4232-2407-0000	Programs
87810375	6/29/2026	2972	Scholastic Inc	Programs - JUV Reward Books (SPLF HJA SRP)	131.05	232-4232-2407-0000	Programs
87811242	6/30/2026	2972	Scholastic Inc	Programs - JUV Reward Books (SPLF HJA SRP)	11.98	232-4232-2407-0000	Programs
20260701-SCH	7/1/2026	5738	Schroer, Steven Ronald	Programs - Adult (235)	100.00	235-4236-4099-0000	Miscellaneous Charges
20260715-SCH	7/15/2026	5738	Schroer, Steven Ronald	Programs - Adult (235)	150.00	235-4236-4099-0000	Miscellaneous Charges
323	3/9/2026	6502	The Bazillions	Programs - Juv (SPLF HJA SRP)	375.00	232-4232-2407-0000	Programs
2026-1001	6/18/2026	6760	Vallee de Croix	Programs - Adult (235)	175.00	235-4236-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL		\$ 24,369.30		
LIBRARY CREDIT CARD							
275791	5/27/2026	6246	Crescent Garden Company	Library Supplies	94.99	230-4230-2101-0000	General Supplies
79	6/3/2026	816	Daily Grind	Library Programs - Adult (Friends)	30.00	229-4229-2407-0000	Programs
KUGSWT9SG2	6/5/2026	5466	Facebook.com	Library Social Media - Advocacy (SPLF)	10.00	232-4232-4099-0000	Miscellaneous Charges
U4DRKTD5G2	6/6/2026	5466	Facebook.com	Library Social Media - Advocacy (SPLF)	3.00	232-4232-4099-0000	Miscellaneous Charges
Y9C56U9SG2	6/7/2026	5466	Facebook.com	Library Social Media - Advocacy (SPLF)	3.00	232-4232-4099-0000	Miscellaneous Charges
300067795	6/12/2026	3882	Lakeshore Learning Materials	Materials - Juv Book Bundles (SPLF Heuer)	358.50	232-4232-2113-0000	Materials
27269	6/8/2026	6767	Minnesota Made	Programs - Adult (Friends)	25.00	229-4229-2407-0000	Programs
1446	6/8/2026	6768	St Croix 360 River Goods	Materials - Adult Nonfiction (Minerva)	98.03	220-4220-2404-0000	Other Books
			CREDIT CARD SUBTOTAL		\$ 622.52		
CITY/SPECIAL BILL PAYOUTS							
None							
			SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL							
					\$ 24,991.82		

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							
13K4-FX1M-F7LQ	7/16/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	7.84	232-4232-2407-0000	Programs
16FT-7X7H-XQPJ	7/16/2026	5115	Amazon Business	Programs - Adult (235)	286.00	235-4236-4099-0000	Miscellaneous Charges
1YNG-H146-46LV	7/19/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	44.90	232-4232-2407-0000	Programs
1CGL-VMK9-9GJ9	7/22/2026	5115	Amazon Business	Library Supplies	97.58	230-4230-2101-0000	General Supplies
1YTV-LWQ3-1NP4	7/22/2026	5115	Amazon Business	Materials - Adult Nonfiction (220)	15.95	220-4220-2404-0000	Other Books
1YTV-LWQ3-1NP4	7/22/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF)	50.00	232-4232-2113-0000	Materials
14PX-1RMM-FN4N	7/23/2026	5115	Amazon Business	Programs - Juv (SPLF HJA SRP)	19.05	232-4232-2407-0000	Programs
2240277	7/20/2026	3906	Blackstone Publishing	Materials - Audio (AAB - Friends)	211.13	229-4229-2113-0000	Materials
25863	7/23/2026	5610	Clay Squared to Infinity	Programs - JUV (SPLF HJA SRP)	590.00	232-4232-2407-0000	Programs
1600-2026	3/9/2026	5636	Dazzling Dave Yo-Yo Extraordinaire	Programs - JUV (SPLF HJA SRP)	400.00	232-4232-2407-0000	Programs
2026028-LOO	7/28/2026	6689	Erin Look	Programs - Juv (SPLF HJA SRP) Staff Reimbursement	43.50	232-4232-2407-0000	Programs
20260729-HUN	7/29/2026	5877	Kurtis L Hunter	Programs - JUV (SPLF HJA SRP)	400.00	232-4232-2407-0000	Programs
STLWTR PL 001	4/16/2026	6773	Laurie Frankel Author LLC	Programs - Adult (235)	500.00	235-4236-4099-0000	Miscellaneous Charges
73677	7/16/2026	2124	Menards	Library Custodial Supplies	68.96	230-4231-2102-0000	Janitorial Supplies
20260720-MIN	7/20/2026	6776	Minnesota State Band	Programs - Adult (235)	450.00	235-4236-4099-0000	Miscellaneous Charges
W26050621	6/12/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
W26060628	7/16/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
542517	7/17/2026	5582	Playaway Products	Materials - Juv Audio Wonderbooks (SPLF)	79.99	232-4232-2113-0000	Materials
202385	3/11/2026	6527	Richard C. Carlson	Programs - Juv (SPLF HJA SRP)	500.00	232-4232-2407-0000	Programs
513995	7/10/2026	3309	Stillwater Printing Co.	Programs - JUV (SPLF HJA SRP)	120.06	232-4232-2407-0000	Programs
236867	6/30/2026	3657	Washington County Library	Q2 Overdue Notices	256.79	230-4230-3102-0000	Postage
236868	6/30/2026	3657	Washington County Library	Q2 Lost & Damaged	46.99	230-0000-3880-0030	Lost Materials
236869	6/30/2026	3657	Washington County Library	Materials - Electronic (OGG Overdrive)	281.79	227-4227-2404-0000	Other Books
236869	6/30/2026	3657	Washington County Library	Materials - Electronic	5500.00	230-4230-2409-0000	Electronic Materials
236869	6/30/2026	3657	Washington County Library	Materials - Electronic (SPLF Overdrive)	700.00	232-4232-2113-0000	Materials
			INVOICES SUBTOTAL		\$ 10,848.67		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 9880247	07/27/26	3808	Xcel Energy	Energy	\$ 6,262.04	230-4231-3600-0000	Electricity
51-7976594-1 9880247	07/27/26	3808	Xcel Energy	Energy	\$ 63.10	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 6,325.14		
GRAND TOTAL							
					\$ 17,173.81		

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							
802	7/30/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
20260623-MEE	6/23/2026	5310	Alisa Mee	Programs - Juv (SPLF HJA PT)	1000.00	232-4232-2407-0000	Programs
1MNY-NN4T-LPGR	8/3/2026	5115	Amazon Business	Materials - Processing	54.04	230-4230-3404-0000	Processing Fee
1MVK-RKDG-VFMY	8/3/2026	5115	Amazon Business	Materials - Juv (SPLF HJA Nature Backpacks)	71.95	232-4232-2113-0000	Materials
1FXY-WV1N-6XXL	8/5/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	187.64	232-4232-2407-0000	Programs
1GMX-J9M4-H6J9	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1GMX-J9M4-HC9M	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1JL6-1FXJ-GWX6	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1JL6-1FXJ-GXTF	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1JL6-1FXJ-GXY1	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1I4D-L7QG-FCKX	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-132.00	235-4236-4099-0000	Miscellaneous Charges
1TTD-GDVC-GXVX	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1VVD-1VKN-DRFP	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1VWP-GMRJ-GD9X	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1VWP-GMRJ-GDGM	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1YKH-XM3P-FWMN	8/6/2026	5115	Amazon Business	Programs - Adult (235)	-22.00	235-4236-4099-0000	Miscellaneous Charges
1Q9G-VJW4-PG7G	8/8/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF)	116.02	232-4232-2113-0000	Materials
1P36-WGHC-CTYN	8/12/2026	5115	Amazon Business	Library Custodial Supplies	37.83	230-4231-2102-0000	Janitorial Supplies
2026-1047995	6/24/2026	139	American Library Association	ALA Membership - Petrie	270.00	230-4230-4000-0000	Memberships and Dues
20260808-BER	8/8/2026	6547	Bertie's Treats	Programs - Juv (SPLF HJA SRP)	234.00	232-4232-2407-0000	Programs
B7272482	7/16/2026	452	Brodart Co	Materials - Processing Fee	-11.34	230-4230-3404-0000	Processing Fee
B7272740	7/16/2026	452	Brodart Co	Materials - Juv	873.84	230-4230-2400-0000	Childrens Books
B7272740	7/16/2026	452	Brodart Co	Materials - Adult Fiction	49.68	230-4230-2401-0000	Adult Books - Fiction
B7272740	7/16/2026	452	Brodart Co	Materials - Adult Nonfiction	91.56	230-4230-2405-0000	Adult Books - Non Fiction
B7272740	7/16/2026	452	Brodart Co	Materials - Processing Fee	375.72	230-4230-3404-0000	Processing Fee
B7272740	7/16/2026	452	Brodart Co	Materials - Juv (SPLF)	265.74	232-4232-2113-0000	Materials
B7273402	7/17/2026	452	Brodart Co	Materials - Juv	184.99	230-4230-2400-0000	Childrens Books
B7273402	7/17/2026	452	Brodart Co	Materials - Adult Fiction	15.12	230-4230-2401-0000	Adult Books - Fiction
B7273402	7/17/2026	452	Brodart Co	Materials - Processing Fee	26.95	230-4230-3404-0000	Processing Fee
B7273402	7/17/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	32.40	232-4232-2113-0000	Materials
B7273402	7/17/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	16.20	232-4232-2113-0000	Materials
B7273402	7/17/2026	452	Brodart Co	Materials - Juv (SPLF)	24.82	232-4232-2113-0000	Materials
B7273475	7/17/2026	452	Brodart Co	Materials - Juv	80.07	230-4230-2400-0000	Childrens Books
B7273475	7/17/2026	452	Brodart Co	Materials - Adult Fiction	1053.40	230-4230-2401-0000	Adult Books - Fiction
B7273475	7/17/2026	452	Brodart Co	Materials - Adult Nonfiction	437.44	230-4230-2405-0000	Adult Books - Non Fiction
B7273475	7/17/2026	452	Brodart Co	Materials - Processing Fee	384.51	230-4230-3404-0000	Processing Fee
B7277056	7/22/2026	452	Brodart Co	Materials - Juv	31.55	230-4230-2400-0000	Childrens Books
B7277056	7/22/2026	452	Brodart Co	Materials - Adult Fiction	21.67	230-4230-2401-0000	Adult Books - Fiction
B7277056	7/22/2026	452	Brodart Co	Materials - Adult Nonfiction	15.46	230-4230-2405-0000	Adult Books - Non Fiction
B7277056	7/22/2026	452	Brodart Co	Materials - YA	14.03	230-4230-2406-0000	Teen Books - Materials
B7277056	7/22/2026	452	Brodart Co	Materials - Processing Fee	10.21	230-4230-3404-0000	Processing Fee
B7277056	7/22/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	54.03	232-4232-2113-0000	Materials
B7277056	7/22/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	78.49	232-4232-2113-0000	Materials
B7282013	7/29/2026	452	Brodart Co	Materials - Juv	17.76	230-4230-2400-0000	Childrens Books
B7282013	7/29/2026	452	Brodart Co	Materials - Processing Fee	14.66	230-4230-3404-0000	Processing Fee
B7282013	7/29/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	82.08	232-4232-2113-0000	Materials
B7282013	7/29/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	179.98	232-4232-2113-0000	Materials
B7282776	7/30/2026	452	Brodart Co	Materials - Juv	264.31	230-4230-2400-0000	Childrens Books
B7282776	7/30/2026	452	Brodart Co	Materials - Adult Fiction	1086.64	230-4230-2401-0000	Adult Books - Fiction
B7282776	7/30/2026	452	Brodart Co	Materials - Adult Nonfiction	108.99	230-4230-2405-0000	Adult Books - Non Fiction
B7282776	7/30/2026	452	Brodart Co	Materials - Processing Fee	381.15	230-4230-3404-0000	Processing Fee
B7284785	7/31/2026	452	Brodart Co	Materials - Juv	150.96	230-4230-2400-0000	Childrens Books
B7284785	7/31/2026	452	Brodart Co	Materials - Processing Fee	12.02	230-4230-3404-0000	Processing Fee
B7286513	8/4/2026	452	Brodart Co	Materials - Juv	106.21	230-4230-2400-0000	Childrens Books
B7286513	8/4/2026	452	Brodart Co	Materials - Adult Fiction	32.21	230-4230-2401-0000	Adult Books - Fiction
B7286513	8/4/2026	452	Brodart Co	Materials - Processing Fee	16.99	230-4230-3404-0000	Processing Fee
B7286513	8/4/2026	452	Brodart Co	Materials - Juv (SPLF)	221.27	232-4232-2113-0000	Materials
B7286524	8/4/2026	452	Brodart Co	Materials - Juv	451.02	230-4230-2400-0000	Childrens Books
B7286524	8/4/2026	452	Brodart Co	Materials - Adult Fiction	17.28	230-4230-2401-0000	Adult Books - Fiction
B7286524	8/4/2026	452	Brodart Co	Materials - YA	43.70	230-4230-2406-0000	Teen Books - Materials
B7286524	8/4/2026	452	Brodart Co	Materials - Processing Fee	57.82	230-4230-3404-0000	Processing Fee
B7286524	8/4/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	27.50	232-4232-2113-0000	Materials
B7286524	8/4/2026	452	Brodart Co	Materials - Adult Nonfiction (Athena)	12.49	235-4235-2101-0000	General Supplies
B7286770	8/4/2026	452	Brodart Co	Materials - Juv	183.32	230-4230-2400-0000	Childrens Books
B7286770	8/4/2026	452	Brodart Co	Materials - Adult Fiction	16.20	230-4230-2401-0000	Adult Books - Fiction
B7286770	8/4/2026	452	Brodart Co	Materials - YA	34.53	230-4230-2406-0000	Teen Books - Materials
B7286770	8/4/2026	452	Brodart Co	Materials - Processing Fee	18.72	230-4230-3404-0000	Processing Fee
B7286770	8/4/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	14.23	232-4232-2113-0000	Materials
B7291641	8/10/2026	452	Brodart Co	Materials - Juv	61.43	230-4230-2400-0000	Childrens Books
B7291641	8/10/2026	452	Brodart Co	Materials - Adult Fiction	66.30	230-4230-2401-0000	Adult Books - Fiction
B7291641	8/10/2026	452	Brodart Co	Materials - YA	10.79	230-4230-2406-0000	Teen Books - Materials
B7291641	8/10/2026	452	Brodart Co	Materials - Processing Fee	9.87	230-4230-3404-0000	Processing Fee
B7291641	8/10/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	15.66	232-4232-2113-0000	Materials
B7291641	8/10/2026	452	Brodart Co	Materials - Juv (SPLF)	8.63	232-4232-2113-0000	Materials
4278612542	8/11/2026	616	Cintas Corporation	Mat Cleaning Service - Library	447.18	230-4231-4099-0000	Miscellaneous Charges

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
279451271	8/1/2026	683	Comcast - 963209363	Internet - Library	186.85	230-4230-3098-0000	Technology Support
907171	7/31/2026	3994	Corval Constructors	Library Potable Water Leak Repairs	1318.13	230-4231-3703-0000	Building Repair Charges
161208200805 library	7/21/2026	782	Cub Foods	Library Programs - Adult (235)	104.64	235-4236-4099-0000	Miscellaneous Charges
306-02444792-3-20260	7/31/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
374540	3/31/2026	1515	H W Wilson	Materials - Adult Fiction (SPLF)	295.70	232-4232-2113-0000	Materials
20260623-SKY	6/23/2026	5988	Heather Evelyn Skye	Programs - Juv SRP (SPLF HJA PT)	1000.00	232-4232-2407-0000	Programs
106	7/3/2026	6202	Janet Poff	Programs - Adult (235)	760.00	235-4236-4099-0000	Miscellaneous Charges
20260812-KF	8/12/2026	1062	Kimberly Faurot	Programs - Juv (SPLF HJA SRP) Staff Reimbursement	32.88	232-4232-2407-0000	Programs
74365	8/1/2026	2124	Menards	Library Building Repair Supplies	69.22	230-4231-2202-0000	Building Repair Supplies
74616	8/7/2026	2124	Menards	Library Building Repair Supplies	43.73	230-4231-2202-0000	Building Repair Supplies
509140511	7/15/2026	2175	Midwest Tape	Materials - Video (SAV)	493.30	230-4230-2408-0000	Film/Video
509140511	7/15/2026	2175	Midwest Tape	Materials - Processing Fee	56.60	230-4230-3404-0000	Processing Fee
509140512	7/15/2026	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
509140512	7/15/2026	2175	Midwest Tape	Materials - Juv (SPLF)	44.79	232-4232-2113-0000	Materials
509140513	7/15/2026	2175	Midwest Tape	Materials - Video (JV)	75.71	230-4230-2408-0000	Film/Video
509140513	7/15/2026	2175	Midwest Tape	Materials - Processing Fee	10.56	230-4230-3404-0000	Processing Fee
509172042	7/21/2026	2175	Midwest Tape	Materials - Video (SAV)	252.65	230-4230-2408-0000	Film/Video
509172042	7/21/2026	2175	Midwest Tape	Materials - Processing Fee	42.10	230-4230-3404-0000	Processing Fee
509172044	7/21/2026	2175	Midwest Tape	Materials - Processing Fee	33.21	230-4230-3404-0000	Processing Fee
509172044	7/21/2026	2175	Midwest Tape	Materials - Juv (SPLF)	461.51	232-4232-2113-0000	Materials
509172045	7/21/2026	2175	Midwest Tape	Materials - Video (JV)	158.91	230-4230-2408-0000	Film/Video
509172045	7/21/2026	2175	Midwest Tape	Materials - Processing Fee	30.41	230-4230-3404-0000	Processing Fee
509202860	7/28/2026	2175	Midwest Tape	Materials - Video (SAV)	172.45	230-4230-2408-0000	Film/Video
509202860	7/28/2026	2175	Midwest Tape	Materials - Processing Fee	40.10	230-4230-3404-0000	Processing Fee
509202861	7/28/2026	2175	Midwest Tape	Materials - Video (JV)	29.23	230-4230-2408-0000	Film/Video
509202861	7/28/2026	2175	Midwest Tape	Materials - Processing Fee	4.58	230-4230-3404-0000	Processing Fee
2026-10067454	8/3/2026	4788	Pioneer Press St. Paul	Materials - Periodicals (SPLF Heuer)	809.00	232-4232-2113-0000	Materials
543984	7/31/2026	5582	Playaway Products	Materials - Juv Audio Wonderbooks (SPLF)	72.99	232-4232-2113-0000	Materials
			INVOICES SUBTOTAL		\$ 16,965.26		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		\$ -		
CITY/SPECIAL BILL PAYOUTS							
B21536802	08/07/26	4014	SHI International Corp	AV Switch	\$ 82.00	230-4230-2303-0000	Minor Computer Equipment
07312026-LB	07/31/26	4809	LeVander Gillen Miller PA	Library Board	\$ 16.00	230-4230-3099-0000	Other Professional Services
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 98.00		
GRAND TOTAL							
					\$ 17,063.26		

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 August 31, 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 2026 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. \$5,931.20 received to date.

Expenditures

The library's total city expenditures for 2026 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). \$834,717 expended to date, which is about \$10,000 under budgeted pace.

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$54,012 expended to date.

Technology: The library budgeted \$70,100 for technology-related expenditures. \$30,030 expended to date.

Other: The library budgeted \$29,140 for other operating expenses. \$19,596 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$151,115. \$96,263 expended to date – in line with budgeted pace.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$5,269 expended to date.

Plant Services and Charges: The plant services and charges budget is \$156,170. \$67,079 expended to date.

- *Plant Insurance (\$46,970)*: Expense will be entered by Finance in Spring of 2027.
- *Energy (\$80,000)*: \$42,257 expended.
- *Building Repairs & Maintenance Agreements (\$23,000)*: \$20,495 expended.
- *Other (\$3,500)*: \$3,793 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.

220 Minerva: *Expenditures are from prior year funds.*

- Materials: \$114

221 MC-Webster: *Expenditures are from prior year funds.*

- Materials: \$39

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

- Donations: \$0
- Staffing: \$51,539 expended.

224 Lawson: *Expenditures include prior year funds.*

- Donations: \$10,778
- Materials: \$

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

- Donations: \$0
- Materials: \$282

229 Friends: *Expenditures include prior year funds.*

- Donations: \$16,000 donation received.
- Materials: \$503 expended.
- Programs: \$1,861 expended.
- Misc: \$1,000 expended.

232 Foundation: *Expenditures include prior year funds.*

- Donations: \$146,051 in reimbursements received.
- Expenditures: \$105,052 in expenditures.
 - Materials: \$16,718 expended.
 - Minor Equipment: \$0 expended.
 - Programs: \$35,753 expended.
 - Misc: \$62,581 (Newspaper Digitization, Advocacy)

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

- Donations: \$14,361 received to date.
- Materials (235-4235): \$1,335 expended.
- Programs (235-4236): \$2,981 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?:

CITY OF STILLWATER

Library Budget Status Report (City)

End.GLPeriod 826 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	-1,965.00	-2,035.00	49.12%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-3,275.33	-224.67	93.58%
230-0000-3810-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	1,080.20	-1,080.20	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	-1,141.08	-858.92	57.05%
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	-10.99	10.99	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-9.00	-191.00	4.50%
230-0000-3910-0100	Transfer In-General Fund(R)	-1,755,560.00	-1,170,373.36	-585,186.64	66.66%
230-0000-3910-0120	Transfer In-Capital Outlay(R)	.00	-6,266.47	6,266.47	100.00%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%

230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
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	-1,182,571.03	-605,241.97	
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	274,205.08	292,730.92	48.36%
230-4230-1100-0000	Overtime - Full Time(E)	.00	272.21	-272.21	100.00%
230-4230-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4230-1112-0000	Sick Pay(E)	8,045.00	11,672.60	-3,627.60	145.09%
230-4230-1113-0000	Vacation Pay(E)	.00	34,650.85	-34,650.85	100.00%
230-4230-1200-0000	Part Time Salaries(E)	466,027.01	332,299.12	133,727.89	71.30%

230-4230-1210-0000	Part Time Salaries - In Kind(E)	19,633.00	.00	19,633.00	0.00%
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	77,472.25	47,820.17	29,652.08	61.72%
230-4230-1420-0000	FICA/Medicare(E)	79,021.69	50,096.42	28,925.27	63.39%
230-4230-1430-0000	PFML(E)	102.00	2,772.02	-2,670.02	2717.66%
230-4230-1500-0000	Hospital / Medical(E)	93,552.00	77,548.40	16,003.60	82.89%
230-4230-1520-0000	Dental Insurance(E)	3,410.40	2,999.70	410.70	87.95%
230-4230-1540-0000	Life Insurance(E)	591.40	380.77	210.63	64.38%
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	2,006.89	993.11	66.89%
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	1,320.26	18,879.74	6.53%
230-4230-2400-0000	Childrens Books(E)	14,500.00	13,075.93	1,424.07	90.17%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	13,405.74	2,094.26	86.48%
230-4230-2402-0000	Audio(E)	1,900.00	921.13	978.87	48.48%
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	11,993.48	-1,293.48	112.08%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	2,759.75	740.25	78.85%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	3,255.02	2,244.98	59.18%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	5,500.00	.00	100.00%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	6,603.09	2,896.91	69.50%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	1,686.50	3,313.50	33.73%
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	1,690.41	-190.41	112.69%
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	8,101.23	2,898.77	73.64%
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	2,210.24	789.76	73.67%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	31,000.00	22,105.42	8,894.58	71.30%
230-4230-3803-0000	Data Base Maintenance(E)	.00	.00	.00	100.00%
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%

230-4230-3900-0000	Sales Tax(E)	200.00	251.67	-51.67	125.83%
230-4230-4000-0000	Memberships and Dues(E)	500.00	500.00	.00	100.00%
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	2,445.83	-787.33	147.47%
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	49,045.50	35,256.04	58.17%
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	2,755.80	-2,241.53	535.86%
230-4231-1113-0000	Vacation Pay(E)	.00	4,002.95	-4,002.95	100.00%
230-4231-1200-0000	Part Time Salaries(E)	32,578.98	17,671.05	14,907.93	54.24%
230-4231-1410-0000	PERA(E)	8,702.73	5,392.00	3,310.73	61.95%
230-4231-1420-0000	FICA/Medicare(E)	8,941.36	5,707.73	3,233.63	63.83%
230-4231-1430-0000	PFML(E)	.00	311.82	-311.82	100.00%
230-4231-1500-0000	Hospital / Medical(E)	15,484.27	10,933.13	4,551.14	70.60%
230-4231-1520-0000	Dental Insurance(E)	505.20	399.95	105.25	79.16%
230-4231-1540-0000	Life Insurance(E)	86.40	42.63	43.77	49.34%
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	2,973.83	1,026.17	74.34%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	849.63	650.37	56.64%
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	534.42	1,165.58	31.43%
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	28,069.88	26,930.12	51.03%
230-4231-3601-0000	Natural Gas(E)	25,000.00	14,187.09	10,812.91	56.74%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	12,109.20	-109.20	100.91%
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	2,667.85	-667.85	133.39%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%

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	1,106,964.63	754,050.37	

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 826 AND [Account].AccountNumber 2200000000000000{-}2299999999999999

Account Number	Account Title	YTD
Fund220 - MINERVA FUND		
Revenue		
220-0000-3810-0210	Unrealized Gains/Losses(R)	96.47
Total Revenue:		96.47
Expenditure		
220-4220-2404-0000	Other Books(E)	113.98
Total Expenditure:		113.98
Fund221 - MC-WEBSTER FUND		
Revenue		
221-0000-3810-0210	Unrealized Gains/Losses(R)	38.65
Total Revenue:		38.65
Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1112-0000	Sick Pay(E)	470.66
223-4223-1113-0000	Vacation Pay(E)	745.22
223-4223-1200-0000	Part Time Salaries(E)	41,575.03
223-4223-1410-0000	PERA(E)	3,049.71
223-4223-1420-0000	FICA/Medicare(E)	3,358.55
223-4223-1430-0000	PFML(E)	188.68
223-4223-1500-0000	Hospital / Medical(E)	2,101.99
223-4223-1520-0000	Dental Insurance(E)	17.33
223-4223-1540-0000	Life Insurance(E)	31.48
Total Expenditure:		51,538.65
Fund224 - HELEN LAWSON FUND		
Revenue		
224-0000-3810-0210	Unrealized Gains/Losses(R)	235.70
224-0000-3820-0100	Donations(R)	-10,778.00
Total Revenue:		-10,542.30

Fund227 - GOVERNMENT GIFTS**Revenue**

227-0000-3810-0210	Unrealized Gains/Losses(R)	123.67
--------------------	----------------------------	--------

Total Revenue:		123.67
-----------------------	--	---------------

Expenditure

227-4227-2404-0000	Other Books(E)	281.79
--------------------	----------------	--------

Total Expenditure:		281.79
---------------------------	--	---------------

Fund229 - FRIENDS OF STILLWATER LIBRARY**Revenue**

229-0000-3810-0100	Donations(R)	-15,000.00
--------------------	--------------	------------

229-0000-3810-0210	Unrealized Gains/Losses(R)	30.31
--------------------	----------------------------	-------

229-0000-3820-0320	Donations - Library Programs(R)	-1,000.00
--------------------	---------------------------------	-----------

Total Revenue:		-15,969.69
-----------------------	--	-------------------

Expenditure

229-4229-2113-0000	Materials(E)	503.03
--------------------	--------------	--------

229-4229-2407-0000	Programs(E)	1,861.13
--------------------	-------------	----------

229-4229-4099-0000	Miscellaneous Charges(E)	999.93
--------------------	--------------------------	--------

Total Expenditure:		3,364.09
---------------------------	--	-----------------

Fund232 - STILLWATER LIBRARY FOUNDATION**Revenue**

232-0000-3810-0210	Unrealized Gains/Losses(R)	44.81
--------------------	----------------------------	-------

232-0000-3820-0100	Donations(R)	-50,157.40
--------------------	--------------	------------

232-0000-3820-0310	Donations - Library Materials(R)	-12,995.07
--------------------	----------------------------------	------------

232-0000-3820-0315	Donations - Library Miscellane(R)	-62,542.29
--------------------	-----------------------------------	------------

232-0000-3820-0320	Donations - Library Programs(R)	-20,357.01
--------------------	---------------------------------	------------

Total Revenue:		-146,006.96
-----------------------	--	--------------------

Expenditure

232-4232-2113-0000	Materials(E)	16,718.05
--------------------	--------------	-----------

232-4232-2407-0000	Programs(E)	25,753.05
--------------------	-------------	-----------

232-4232-4099-0000	Miscellaneous Charges(E)	62,581.29
--------------------	--------------------------	-----------

Total Expenditure:		105,052.39
---------------------------	--	-------------------

Fund233 - KILTY FUND**Revenue**

233-0000-3810-0210	Unrealized Gains/Losses(R)	140.84
Total Revenue:		140.84

Fund235 - LIBRARY DONATIONS FUND

Revenue

235-0000-3810-0210	Unrealized Gains/Losses(R)	74.79
235-0000-3820-0100	Donations(R)	-14,361.00
Total Revenue:		-14,286.21

Expenditure

235-4235-2101-0000	General Supplies(E)	1,335.24
235-4236-4099-0000	Miscellaneous Charges(E)	2,981.12
235-4238-4099-0000	Miscellaneous Charges(E)	421.42
Total Expenditure:		4,737.78

Fund236 - WICK ESTATE FUND

Revenue

236-0000-3810-0210	Unrealized Gains/Losses(R)	37.45
Total Revenue:		37.45

Expenditure

236-4236-4099-0000	Wick - Miscellaneous(E)	7,790.61
Total Expenditure:		7,790.61

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
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. July 27, 2026: Goeltl emailed trustees that the August board meeting was canceled. Glidden's presentation to the City Council will take place on Wednesday, August 5 at 4:30 p.m. All trustees are invited to attend as a show of support. August 6, 2026: Troendle emailed trustees with a note from Collins thanking them for the solid showing and presentation at the city council workshop session on Wednesday, August 5. August 20 & 26, 2026: On behalf of the Library Event Planning Task Force, Keri Goeltl sent an invite to trustees for the library's appreciation luncheon on Tuesday, September 15 from 11:30 a.m. to 1:30 p.m. September 1, 2026: On behalf of Hansen, Troendle shared a recently released PEN America report, Out of Circulation: Expanding Censorship in Public Libraries. The report examines national trends affecting public libraries, including challenges to collections and programs, governance and funding pressures, and harassment of library workers. <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:	
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.	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Update — Interviewing Committee and Nominating Committee	
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: The Board President will appoint trustees to two committees—an Interviewing Committee and a Nominating Committee—by the October Board meeting. Three trustees have terms expiring in December, and all three are eligible for reappointment. Consistent with past practice, the Interviewing Committee will be responsible for making recommendations regarding trustee reappointments and, if necessary, any new trustee appointments. The Nominating Committee will develop recommendations for Board officer positions for the 2027–2028 term. The current officer terms expire in December, and current officers are eligible to serve another term.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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: On August 19, 2026, Collaborative Design Group (CDG) presented three conceptual layouts for the Library's upper-level meeting and event spaces and two nature-inspired concepts for the Children's Library. The project group reviewed the concepts and provided feedback on preferred design features, functionality, technology, furnishings, storage, sightlines, accessibility, and other operational considerations. Key discussion included: • Upper-level meeting and event spaces: The group discussed video-conferencing capabilities, floor outlets, projector screens versus monitors, furniture options, study rooms, the maintenance workshop, and replacement of the existing operable wall system. Maintaining a dedicated maintenance workshop remains a high priority, while additional study and small-group meeting space is also desired. • Children's Library: The group generally preferred the second nature-inspired design concept, while also identifying elements from the first concept that should be incorporated into future revisions. Discussion included the Children's Library entrance, staff desk location, shelving and sightlines, play and seating elements, restroom configuration, mural opportunities, and the use of color. • Public input: Preliminary plans were reviewed for a short public survey, interactive priority boards, and informal in-person tabling opportunities. Public input will be used primarily to help confirm and prioritize needs and ideas identified through the planning process. • Next steps: The September project meeting was canceled to allow additional time for public input and analysis. CDG has scheduled a total of three small-group meetings with staff: two with Youth Services and one with meeting-room staff. CDG will develop a fourth upper-level concept and third Children's Library concept based on feedback received. The next full project meeting is scheduled for October 21. The full August 19 meeting minutes and presentation materials are included with the Board packet. Following the August 19 meeting, staff continued to refine the public input approach. Staff plan to begin gathering input on the afternoon of September 4 through an online and print survey and sticker/participation boards, which will be available throughout September. CDG representatives will also be available for informal conversations with the public on September 15 from 5:30–6:30 p.m. in the gallery and on October 7 from 10:15–11:45 a.m. near the Information Desk. The October 7 session will coincide with the Foundation's First Wednesday free coffee offering.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: August 19 meeting minutes and marked-up presentation materials	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Project Meeting Minutes



Project Name: Stillwater Public Library CLEWE
 Prepared By: Taylor McMahon
 Re: Meeting Minutes

Project No: 26038.00
 Meeting Date: 8/19/2026
 Meeting No.: 3

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		
*	Erin Look	Youth Services Librarian		
	Keri Goeltl	Business & Communications Manager		
	Sarah Rosten	Information Services Supervisor		
	Elsbeth Howe	Library Foundation Executive Director		
*	Johona Harris	Collaborative Design Group		jharris@cdg-mn.com
*	Taylor McMahon	Collaborative Design Group		tcmahon@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>
9/23/2026	Project Meeting 4 – Margaret Rivers B [CANCELLED to allow time for public input & analysis]
9/1/ - 10/21	(2) Small group meetings with Y/S and (1) with Meeting Rooms group - Dates TBD
10/21/2026	Project Meeting 4 – Margaret Rivers B

Meeting Minutes

1. Upper-Level Design Layouts:

- a. CDG Presented 3 Design Layouts for the Upper Level of the library.
- b. Option 1:
 - i. Note drinking fountain and chiller to be shown on future plans. Consider relocating or enclosing the chiller w/ an access panel for new room layouts.
 - ii. 5 Round tables should be maintained in the seating area.
- c. Option 2:
 - i. Discussed demand for video conferencing capabilities in both MRR A and B.

- ii. Floor outlets would be convenient to have in the MRR. Discussed feasibility and concern with children sitting on the floor; The building's floor construction is a plank floor, so a hatch w/ an outlet below floor-level is possible with opportunity for key-open design. CDG to consider options.
 - iii. Projector screens vs. monitors: TBD – monitors are better for color rendition, but it is nice to have a larger screen for the size of the room & the ability to roll up the screen during Children's Programs. Consensus seems to be projector screens.
 - iv. Y/S Storage is smaller and difficult to move around, similar to the existing configuration – this layout is not preferred.
 - v. Door from maintenance workshop into MRR would not be necessary. Soundproofing would need to be addressed between the workshop and MRR – CDG notes the attic access ladder space provides a good sound buffer.
- d. Option 3:
 - i. Tables should be able to have people seated on both sides as they currently do – privacy panels are not preferred.
 - ii. All options should have visibility into the study rooms for security.
 - iii. Discussed if having more study rooms requires more supervision:
 - 1. No, but reservable rooms add an additional step for the staff to schedule.
- e. Furniture Types:
 - i. Seating:
 - 1. SPL is wary of casters on chairs for safety. Sled bases that can slide and stack may be better.
 - 2. Current Banquette style chairs are less wide than the chairs shown on the plans.
 - 3. Upholstered seats are more comfortable if they are easy enough to clean. Chair backs could be a poly material for cleanability.
- f. Maintenance Workshop Vs. study room priority:
 - i. Having a maintenance workshop is a high priority to have a dedicated space for projects to be stored.
 - ii. Sarah's written notes indicate that it would be ideal to have 1 study room (1-person) and 1 small huddle room (4-person, round table).
- g. Operable Walls: SPL would like to see some installed systems in-person if possible, to make an informed decision. CDG discussed that both manual and automatic options can reach an STC of ~50, which would be a notable improvement from the existing system.
 - i. Confirm manual override options on automatic systems.

2. Children's Library Design Concepts:

- a. CDG Presented two nature-inspired concepts and design layouts for the Children's Library.
- b. Concept #2: Stylized in the Forest is preferred by Y/S for design imagery.
- c. Y/S Office area: Concept #2 preferred.
- d. Librarian desk location: Concept #1 preferred, less obtrusive if unstaffed.
- e. Likes 'cave' idea more than hexagon seating nooks.
- f. River integration: Concept #2 is preferred to avoid a 'racetrack' effect.
- g. Smaller entryway is preferred – less room for children to 'escape' from families.
 - i. New book display does not need to face out to main hallway.
- h. JF Shelving: Concept #1 has better sightlines through shelving.
- i. JNF Shelving: Preference is to move JNF further away from picture book shelving.
- j. Restroom: Adult use outside of families could become an issue – may not want to convert the restroom into an ADA adult restroom with the child toilet. SPL staff to consider pros and cons.
- k. Tech services doorway must be kept clear – avoid slat wall or playpod items in this area.
 - i. Slat walls will be used mostly to advertise events.
- l. Mural: important opportunity to have visual impact from the hallway. Mural could potentially integrate the four nature areas highlighted on Concept #2.
- m. Tree trunks: No grooves is preferred for maintenance and cleanliness.

- n. Pops of tasteful color are encouraged – not all serene.
 - o. See the attached PDF with mark-ups on the slides for additional notes.
3. **Public Input:**
- a. SPL shared preliminary public outreach ideas. Including a short public survey, interactive sticker boards, child-focused input, and in-person pop-up tabling sessions. [Note: After the meeting, staff decided not to have a separate child-focused input activity.]
 - b. First Wednesday coffees - good opportunity for tabling.
 - c. Tentative set for October 7th, 10:00 - 12:00. SPL to review and confirm dates with CDG.
 - d. Would be good to document these tactics with photographs for the capital campaign.
 - e. Goals - Prioritize, Confirm Ideas (not get new ideas).
 - f. Topics only, not showing any images / renderings.
 - g. Have analysis prepared by October meeting.
4. **Next Steps:**
- a. September meeting will be cancelled to allow time for information gathering and public feedback.
 - b. CDG will schedule (2) small group meetings with Youth Services and (1) small group meeting with the Meeting Rooms group prior to the October meeting to review design revisions.
 - c. CDG will develop a 4th concept for the upper level and a 3rd concept for the Children's library based on the feedback provided.
 - d. Meeting #4 on October 21st will begin at 5pm for a 2-hour duration.

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.

STILLWATER PUBLIC LIBRARY



AGENDA - 08.19.26

1

Upper Level Design Layouts

2

Children's Library Design Concepts

3

Children's Library Inspiration Imagery

4

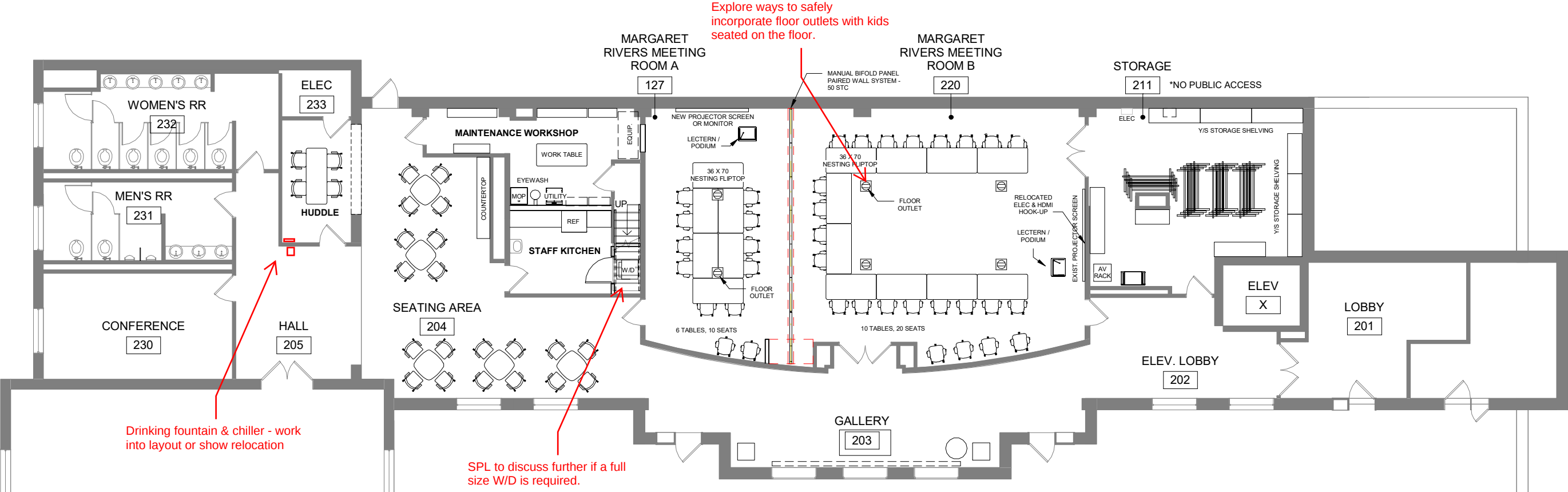
Public Engagement Discussion

5

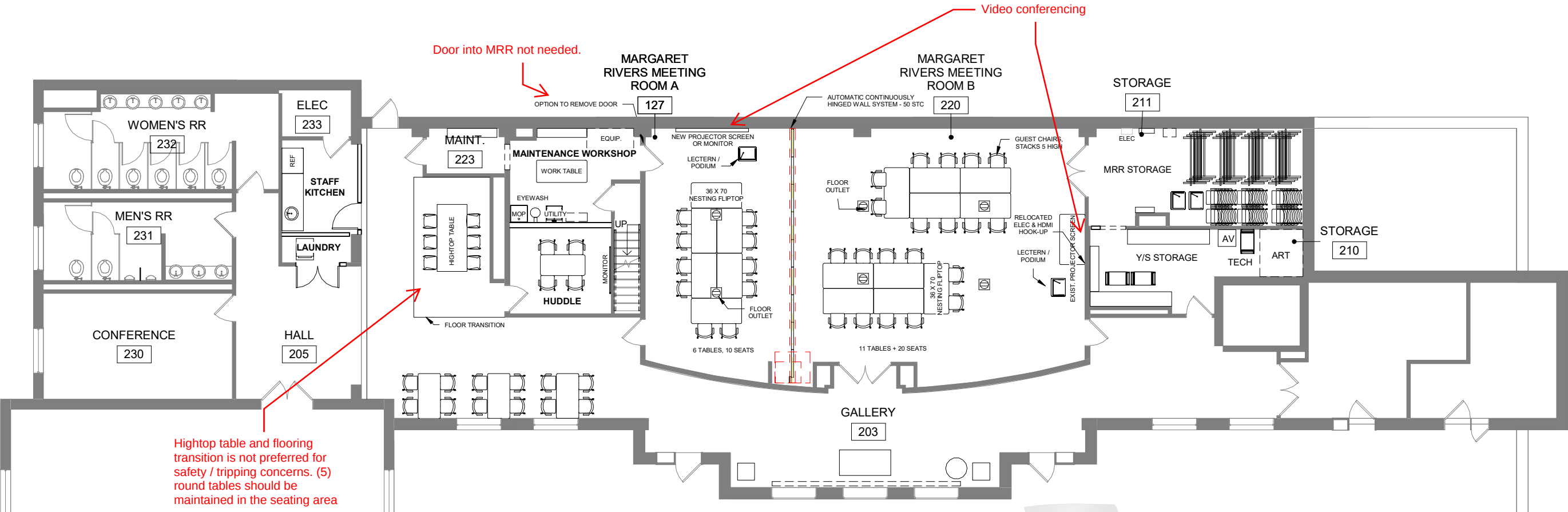
Questions & Discussion from the Board



UPPER LEVEL - DESIGN LAYOUT #1



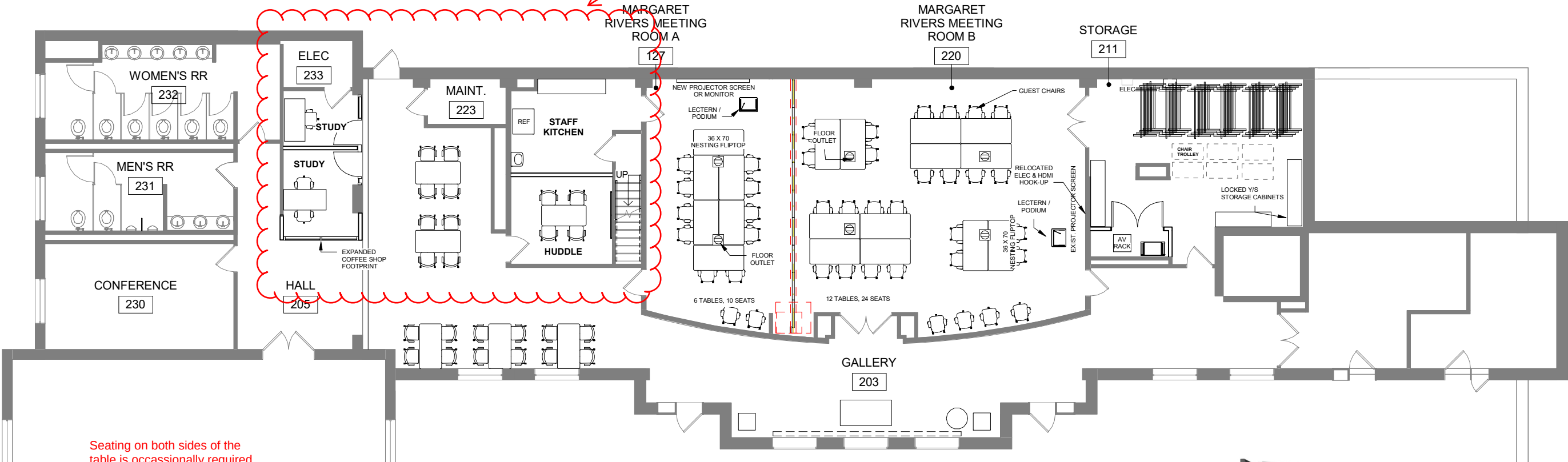
UPPER LEVEL - DESIGN LAYOUT #2



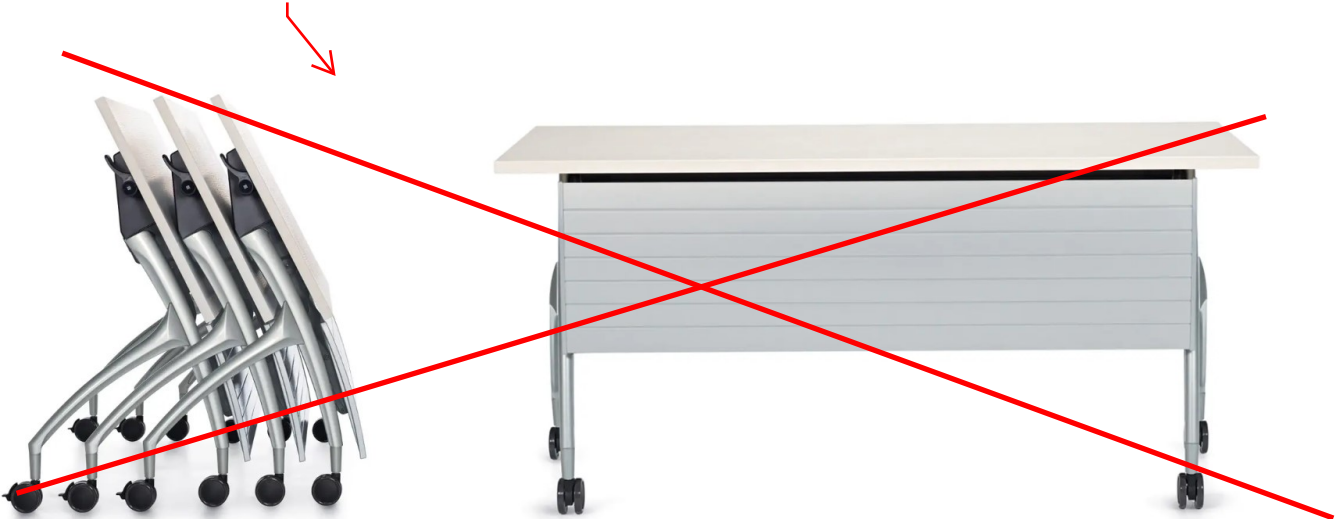
← Casters may cause a safety concern

UPPER LEVEL - DESIGN LAYOUT #3

This layout is not preferred for the kitchen, and including a Maintenance workshop is a high priority



Seating on both sides of the table is occasionally required.



UPPER LEVEL - OPERABLE WALL OPTIONS



Omni (single) manually operated panels offer optimum space flexibility.



Paired (double-panel) systems are popular for fast set-up in classrooms, meeting rooms and training centers.



Continuously Hinged Electric these systems are often used in school gymnasiums, hotel ballrooms and commercial spaces.



Single Panel System

Acousti-Seal® single panel system uses simplicity to cure complexity. It is the best choice on the market for large openings and complex layouts. Our single panel system can scale high ceiling requirements and provide a multitude of room setups. Design options are the most robust with a single panel system including egress and hardware.



Paired Panel System

Acousti-Seal® paired panel system provides the ultimate in ease and flexibility. Quick setup is possible with paired panel operable walls, as panels are hinged together in groups of two and move smoothly in a straight line. Requiring no auxiliary storage track or support and using automatic bottom seals, paired panel operable partition systems are suited for applications that require exceptional durability, acoustic control, and frequent efficient use.

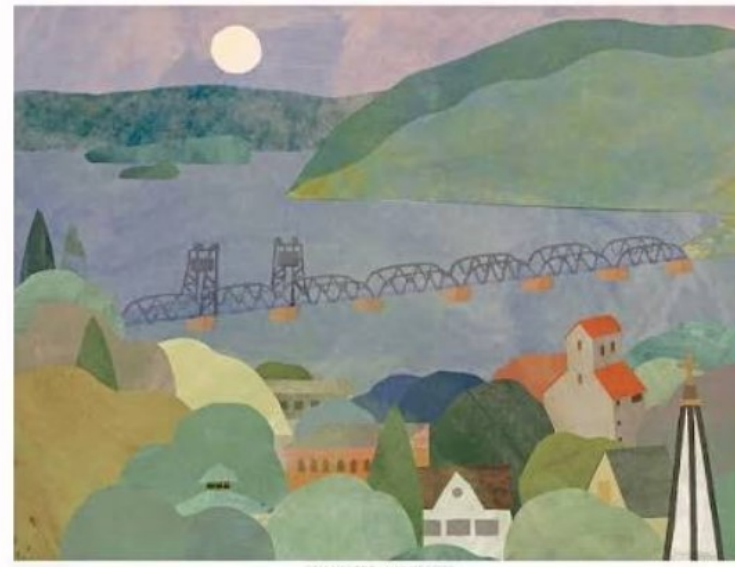


Continuously Hinged System

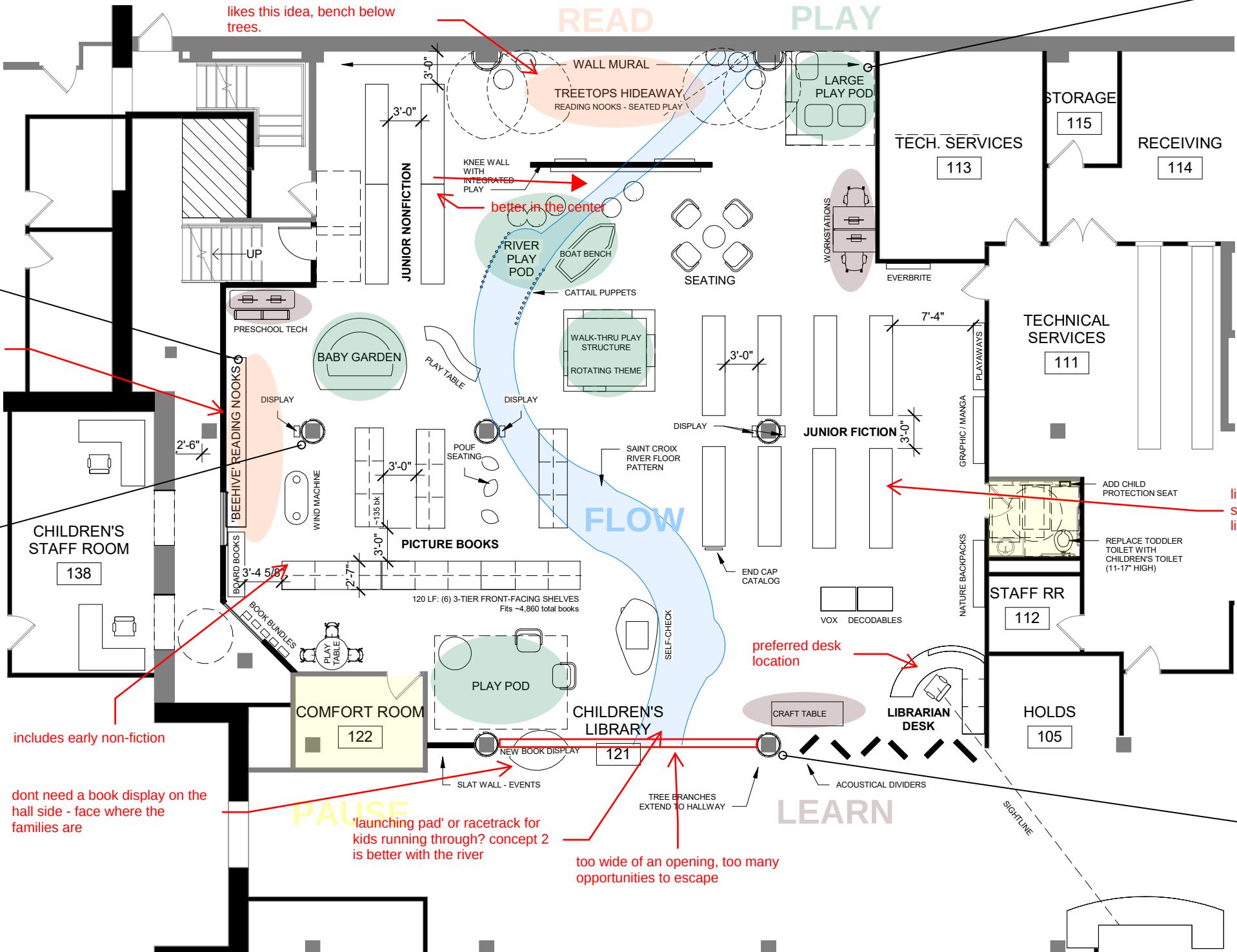
Acousti-Seal® continuously hinged panel system provide effortless setup with fully-automated electrical operation and state-of-the-art safety systems. Our unitized steel construction, operable top and bottom seals, and custom finish options leave Modernfold's continuously-hinged operable walls and partitions the leader in the industry.

CHILDREN'S LIBRARY - CONCEPT 1: STILLWATER'S LANDSCAPES

STILLWATER'S LANDSCAPES - SAINT CROIX RIVER - SONGBIRDS - WETLANDS - RAIN GARDENS - NATIVE SPECIES - HISTORY - REALISM



CHILDREN'S LIBRARY - CONCEPT 1: STILLWATER'S LANDSCAPES



CHILDREN'S LIBRARY - CONCEPT 2: STYLIZED IN THE FOREST

NATURAL FORMS - HISTORIC CONTEMPORARY - PLAYFUL - LIGHT & AIRY - GEOMETRY - DYNAMIC ABSTRACT - EXPLORATION

preferred option. easier to maintain (less 'textures' to clean, sim o childrens museum style. needs to be durable and maintainabe

shain to weigh in on materiality and cleanability



CHILDREN'S LIBRARY - CONCEPT 2: STYLIZED IN THE FOREST

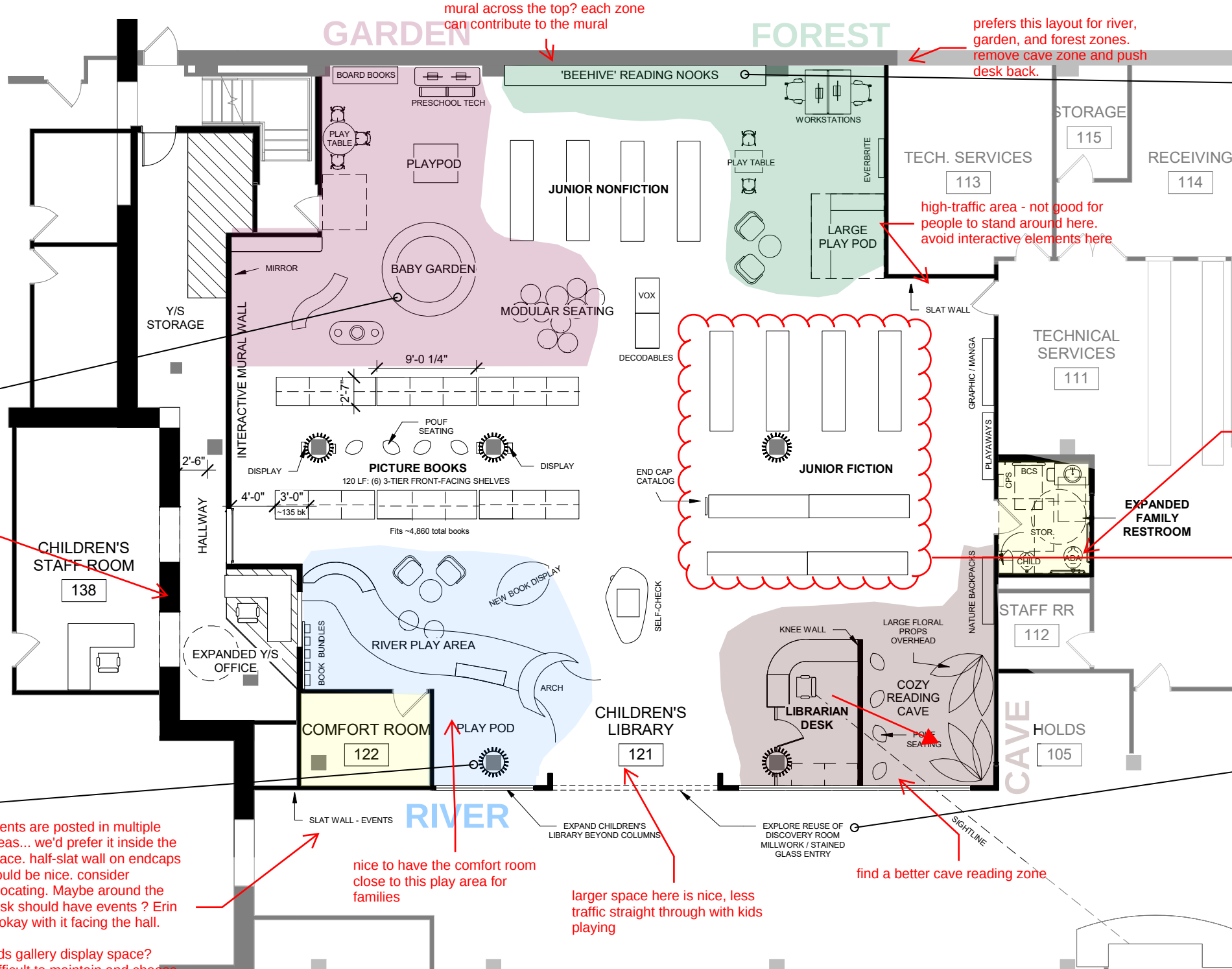


preferred option. view into library is super nice. prefers door in this location to the back stair.



events are posted in multiple areas... we'd prefer it inside the space. half-slat wall on endcaps would be nice. consider relocating. Maybe around the desk should have events? Erin is okay with it facing the hall.

Kids gallery display space? Difficult to maintain and choose art, Lego case?



larger family restroom makes a lot of sense.. would an adult use it without children? this has happened before. Especially its the only RR on this level. They do have accessible restrooms elsewhere.



CHILDREN'S LIBRARY - FURNITURE INSPIRATION



CHILDREN'S LIBRARY - DISPLAY & SHELVING INSPIRATION



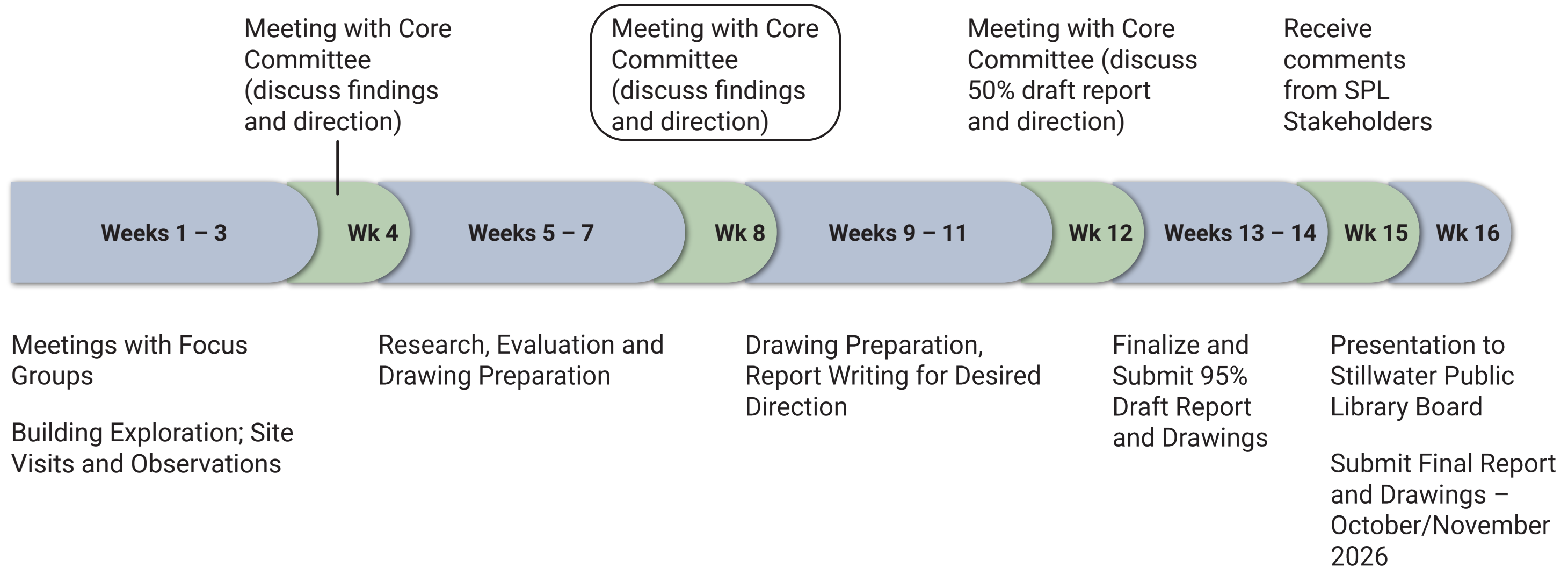
End Panels

TRC often designs shelving design options including end panels, which are completely custom — a school design, or an architectural motif pulled from a feature in the story — or cutouts selected from TRC's Outfit™ portfolio. Colorful flooring can be created using any laminate or wood finish inside the cutout, along with a selection from our rich palette of paint finishes.

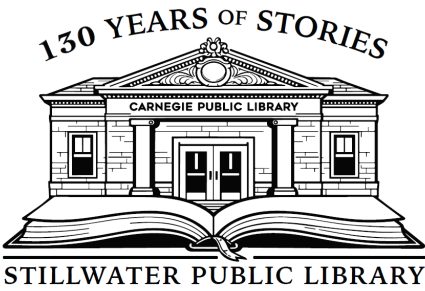


QUESTIONS AND DISCUSSION

PROJECT STATUS:



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 130th Anniversary Planning Update	
OWNER: Library Advocacy Committee	PRESENTER: Hausman Lohmer, Chair
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: Planning is underway for Stillwater Public Library's 130th Anniversary celebration in 2027, with the anniversary committee and library staff making progress on several key initiatives. 130th Anniversary Logo The committee has created a 130th Anniversary logo featuring the library's historic Fourth Street exterior, with an open book leading to the library doorway. The accompanying tagline, 130 Years of Stories, reflects the library's rich history while alluding both to the stories found in books and the many community and patron stories connected to the library over the years. The graphic has been reviewed by a professional graphic designer to ensure it will reproduce successfully across a variety of print and promotional materials.  130 YEARS OF STORIES CARNEGIE PUBLIC LIBRARY STILLWATER PUBLIC LIBRARY 130 Books of Impact Committee members have been reaching out to organizations and groups across the community to participate in 130 Books of Impact, a community-curated list of 130 books that reflect the many perspectives, experiences, and values that make Stillwater and the surrounding community vibrant. Community groups are invited to recommend books that reflect their mission or have made an impact on their organization or members. Submissions are due October 1, with the completed list anticipated for release in early 2027. Library Card Design Contest A contest to design a commemorative library card in honor of the 130th Anniversary will launch on September 13. The contest will be open to participants of all ages, with entries due October 31. Winning design(s) will be selected in November, with the library card expected to be available in early 2027.	

Celebration Events

A tentative date has been reserved for the 130th Community Celebration: Thursday, June 24, 2027, with Thursday, July 15, 2027, identified as a rain date.

The event is envisioned as a free community celebration beginning with historical costumed tours of the library, an ice cream social, and possible historic games on the library lawn. The evening would conclude with a concert on the library terrace featuring the St. Croix Jazz Orchestra, a 17-piece regional big band whose members live or work throughout the St. Croix Valley.

The Stillwater Public Library Foundation is also planning a fundraising Gala at the library on the evening of Friday, October 15, 2027.

In addition to these two flagship events, library staff members are planning programming throughout 2027 that connects with the theme of the library's 130th Anniversary. The goal is to provide an early preview of the preliminary anniversary calendar at a special screening of the PBS documentary *Free For All: The Public Library* on Thursday, November 12, 2026. Following the documentary, Elsbeth Howe and Mark Troendle will host a conversation about the challenges and opportunities facing public libraries and the future of library services in our community and beyond.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Major Accomplishments

- The library's 2027 operating budget request and five-year CIP were submitted to the Finance Department following the July Board meeting.
- On July 27, met with the City Administrator, Finance Director, and Administrative Services Director, along with Finance Committee Chair and Treasurer Kim Glidden, to review and discuss the library's funding requests. Kim also presented an informative library community update to the City Council on August 5 that was very well received.
- Attended the August 17 City Council meeting, at which the City Administrator presented his proposed 2027 budget. The proposed budget included the Library Board's requested funding level for 2027, and it currently appears the library's final allocation will align with that request.
- A grant request was submitted to the Hugh J. Andersen Foundation seeking support for three 2027 Youth Services initiatives: Summer Explorers, Nurturing Early Literacy and School-Age Experiential Learning, and Puppetry for Young Audiences. This is a collaborative effort between the library and the Library Foundation.
- Participated in the August 19 CLEWE planning meeting and edited the draft meeting minutes before they were finalized. Following the meeting, collaborated with staff to finalize the public survey and sticker/participation board content, identify opportunities for in-person public input, and coordinate proposed tabling dates with CDG.
- Supported the Foundation's August 27 fundraising breakfast as one of several presenters and spoke individually with a number of supporters.
- Completed offboarding paperwork for a seasonal employee who assisted Youth Services with summer reading program setup and takedown.
- Five *Library Corner* articles were published in July, and four in August.
- The August issue of ShelfLife was published July 31, and the September issue on August 25. The September issue also linked to the library's Fall ShelfLife Catalog featuring programs from September through December.

Heads-Up

- In August, met twice with representatives of the Library Foundation and Friends of Stillwater Public Library to discuss the proposed dissolution of the Friends and potential unification with the Foundation. The Friends subsequently sent a letter to members outlining the proposal and inviting them to a September 14 meeting, at which the Friends Board will decide whether to move the proposal forward for a full membership vote in October.

Near-Term Focus

- Continuing the CLEWE planning project, including launching public input opportunities in September through surveys, sticker/participation boards, and in-person conversations with CDG.
- Evaluating rotunda carpet options with the goal of completing replacement later this year. We're waiting on at least one more sample before making a decision.
- Ongoing follow-up regarding the terrace furniture order.
- Continuing participation on the Library Foundation's Strategic Approach Team as the Foundation's strategic planning process progresses.

Art and Music

- **Movie Night with Steve Schroer:** On Thursday, July 2, 19 people attended a screening of the classic film DOA. Steve Schroer provided commentary and context before the screening. Attendee comment: “Love our library & its programs!!!!”
- **Summer Concerts on the Library Terrace funded by the Stillwater Public Library Foundation:**
 - **Valley Concert Winds:** On Thursday, July 9, 222 people attended a concert by the Valley Concert Winds on the library terrace.
 - **The Minnesota State Band:** On Thursday, July 23, 135 people attended a concert by the Minnesota State Band on the library terrace.
- **Valley Friendship Club Artist Reception:** On Tuesday, July 21, 97 people attended a reception in honor of the Valley Friendship Club artists whose work was displayed in the gallery July-August.
- **Exploring the Arts: Public Morality and the Production Code:** On Thursday, August 6, 25 people attended a presentation by Steve Schroer about Public Morality and the Production Code. The Production Code was commonly known as the Hays Code and governed Hollywood cinema for more than 30 years from 1934-1968. Attendee comment: “Steve did an excellent job.”
- **Enchanting Tales of Nyckelharpa & Näcken:** On Monday, August 24, 39 attendees learned about the rich folklore woven into Nordic Folk Music, including legends of the Näcken, a shapeshifting spirit with the power to enchant musicians and their instruments. Once enchanted, their music held the extraordinary ability to make chairs dance and stop waterfalls. Musicians themselves could cast spells at one another, necessitating protective measures like a trollpåse hidden in their instrument. Discover the intriguing magic chart crafted by a Swedish musician in the mid-1800s, which connected musical keys with colors, seasons, and emotions. His fiddle and music book immigrated to Minnesota with his son in the late 1800s. This was funded by the Minnesota Arts and Cultural Heritage Fund. Attendee comments:
 - “The presenter was wonderful, informative, entertaining, the audience was in her spell. Just superb presentation and music.”
 - “Loved it. Can't wait to be back in October for the Halloween follow-up program. Thank you!”
 - “What an interesting instrument it is...you have great activities.”
 - “The speaker was very engaging and was well prepared! I enjoyed attending. Thank you!”
 - “Love everything I’ve experienced in the library events.”
- **Ruby's Hidden Jam:** On Thursday, August 27, 21 people attended an acoustic jam session on the library terrace. Attendees participated in a group performance and/or watched other attendees perform. Instruments brought by attendees included a keyboard and guitars.

Book Clubs & Literature

- **Shelf Indulgence Book Club:** On Monday, July 13, 6 participants discussed [Betty by Tiffany McDaniel](#), which was the new Book Club Kit that Shelf Indulgence 2025 members voted to add to the library collection. There was no meeting in August. The next meeting is October 19 to discuss [The Curious Incident of the Dog in the Night-Time by Mark Haddon](#). Attendee comments:

- “Karen is wonderful! She came prepared with a presentation on the book *Betty* which included more information and facts about the book and author. This led the group into a wonderful and worthwhile discussion.”
- **Mystery Book Club:** On Wednesday, July 15, 7 participants discussed mysteries featuring protagonists who are 65+, and on Wednesday, August 19, 12 participants discussed mystery books that have been translated into English. [Find Mystery Book Club book lists on our website.](#)
- **Ladies' Magazines in the Time of Jane Austen:** On Tuesday, July 21, 17 people attended a presentation by Candice Hern about Regency Era periodicals. This was funded by the Minnesota Arts and Cultural Heritage Fund. Attendee comments:
 - “Candice is a great speaker and it's such fun to see her collections and have her share. So much fun!!”
 - “The presenter was amazing! I would definitely come for another presentation from Candice Hern!”
- **Literature Lovers Night Out:** On Wednesday, July 29, 64 people attended a conversation between New York Times bestselling author Laurie Frankel ([Enormous Wings](#)) and Pamela Klinger-Horn of [LITERATURE LOVERS' NIGHT OUT™](#) and [Valley Bookseller](#). Valley Bookseller offered books for sale. Attendee comments:
 - “It was a great evening - thank you for bringing one of my very favorite authors to Stillwater! Laurie is such an incredible author and person! :)”
 - “The author was so entertaining, relatable and personable.”
 - “I attended with my book club besties and we enjoyed it! Appreciated the thoughtful questions that were asked of the author! Loved the opportunity to meet an author that we enjoy and get insight into her writing! Thank you! It was delightful and informative.”
 - “I love hearing authors discuss their books and their writing process. It always enhances the reading experience to have background information on the story behind the book. Plus, it's fascinating to hear the author's take on the story- inspiration behind the story, details that were left out of the published edition, edits, etc.”
 - “I really enjoyed this author talk, Laurie was delightful and Pamela was an excellent host. Thanks for putting this on.”
 - “Frankel was a delight! I loved that she does not shy away from hard topics and questions. She has a great sense of humor that comes across in her books as well.”

Lifelong Learning

- **Tech Help:** A total of 5 people attended Tech Help sessions in July. A total of 8 people attended Tech Help sessions in August. Tech Help sessions are offered weekly on Tuesday evenings and Friday afternoons. Tech Help topics in July and August included: how to effectively use AI in general and on ChatGPT specifically, how to access online accounts, email password recovery, email navigation, photo uploads and downloads, copying DVDs, using PDFs, using social media marketplaces, and navigating iPhones. Attendee comments:
 - “The session was extremely helpful and all my questions were answered. Thank you!”
- **Electronic Medical Records Pioneer:** On Wednesday, July 15, 12 people attended a presentation by Dr. Paul Spilseth about his career and experience as an electronic medical records pioneer, from paper records on index cards, to computerized records. The event culminated with a discussion of newly developed AI assisted medical records and note taking.

- **Fix-It Clinic:** On Saturday, July 18, 43 people attended the Washington County Fix-It Clinic with 58 items they were hoping to have fixed. Some of the items that were fixed included lamps, stained glass, a sander, a food processor, a metal table, a sewing machine, a fan, blinds, a coffee maker, a portable vacuum, plant holder, a Keurig, a pair of shorts that needed mending, a slow cooker, a battery saw, a coat zipper, DVD players, a pinball machine, and robot vacuums. By weight, a total 516 lbs. were brought to the clinic and 303 lbs. (58%) were salvaged and diverted from the trash.
- **Medicare Counseling:** On Monday, July 6, 1 person attended a counseling session, and on Monday, August 3, 3 people attend counseling sessions. 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).
- **Heart Mountain: History and Architecture:** On Thursday, August 20, 24 people attended Architect Allen Rapacz's presentation about the [Heart Mountain Interpretive Center](#) in Park County, Wyoming, a memorial he helped designed to honor the Japanese-American internees held at the camp during World War II.

Book Displays & Outreach:

- **Lower Level Entry Display:** The July display included books celebrating America's 250th and the August display was Dog (and other pets) Days of August.
- **Lower Level Round Table Display:** In July, the display was Summer Garden Explorers Reading Program information with popular fiction featured. In August, the display included books by Minnesota Authors.
- **The Sci-Fi/Fantasy Display:** The July display featured Metafantasy, including books about books and libraries. The August display featured Knights.
- **The Lodge Outreach Visit:** In July, 11 residents borrowed materials at The Lodge and 1 person registered for a library card. In August, 6 residents borrowed materials and 1 registered for a library card.

St. Croix Collection:

- **Monthly Visits:** 30 SCC users were recorded in July, including 15 residents and 15 visitors. 19 SCC users were recorded in August, including 10 residents and 9 visitors.
- **Research Topics and sources:** Marriage records, yearbooks, Marine on St. Croix, microfilm, Runk collection, vertical files, logging, Croixwood history, Native American history, Joseph Brown, house history, genealogy, Hasting Sibley, city directories, Sanborn maps.
- **Genealogy Research Appointments:** Two appointments were filled in July and two were filled in August. Attendee comments:
 - "Please keep this program, it is very useful."
 - "Wonderful program, I learned so much, genealogist was very knowledgeable and shared great resources."

Heard around the library: A small child lost a very special rock somewhere in the children's area on a Tuesday evening in late August. The missing rock was a blue sodalite named Pepsi. Library staff aided in the search but did not find Pepsi and that night the child left the library in tears. Library staff recorded the mother's contact information in case Pepsi was found and asked colleagues working the following Wednesday morning to continue the search. Children's Librarian Ms. Kim discovered Pepsi hiding in the discovery room early that morning! The child and Pepsi the blue sodalite rock were reunited as soon as possible.

Photos from Literature Lover's Night Out, July 29



Photo submitted by Beth England



Photo submitted by Stacie Jensen

Photos from the Fix-It Clinic, July 18



July Programs and Activities

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

- Wendy's Wiggle, Jiggle & Jam (168)
- Brodini Comedy Magic Show (270)
- The Bazillions (113)
- Dazzling Dave, Yo-Yo Master (190)
- Hunter Marionettes (145)

Summer Second Saturday

- Brodini Comedy Magic Show (79)

Early Literacy (0-5)

- Two Summer Storytimes: Insects (85)
- Puppet Show – Preschool Outreach (27)



Brodini gifted a tiny magic bag to Baby Bear!

School-aged (6-12)

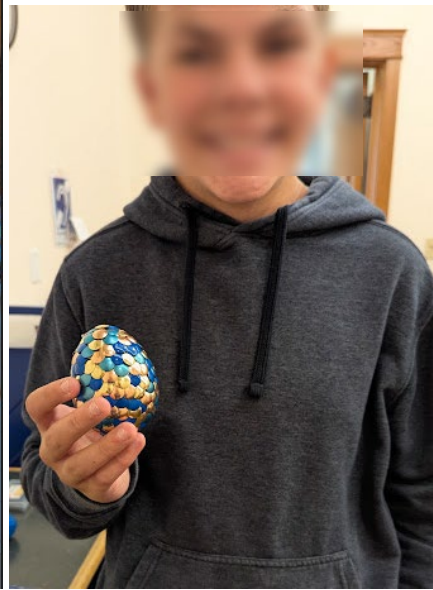
- Gnome Gardens (23)
- MN Pollinators with MN DNR (10)
- Two Silly Millies clay sessions: Butterfly Bath (43)
- Two Chess Club sessions (37)
- LEGO Club (27)

Children's Activities (all ages)

- Scavenger Hunt: Garden (600)
- Pollinators Discovery Room Feedback:
 - *"This is my favorite theme and I'm so impressed with all the learning opportunities, quality of materials and all of the themed toys. Especially the homemade ones!"*
 - *"The pollinator discovery room was amazing! I love all the different hands on activities that are available for the kids."*

Teen Programs and Activities – Popular Craft Camps lead by Elsa J, a teen program helper

- Teen Craft Camp – Dragon Eggs (19)
 - *"I thought the Dragon Eggs were the coolest thing ever! Thanks!"*



Looking ahead...

- Storytime Returns Wednesday, September 2!!
- Gnome Home Craft (teens) - Wednesday, September 9, 3:30 pm
- Artist Trading Cards (teens) – Thursday, September 17, 4:00 pm
- Family Building Challenges – Saturday, September 19, 2:00 pm
- Author Margi Preus: Mystery Writing and THE SHREW DETECTIVE – Saturday, October 3, 1:00 pm
- Entries Due: Youth Mystery Writing Contest – Friday, October 9, 5:00 pm
- Collage Art (teens) – Wednesday, October 14, 3:30 pm
- Wet Felted Bugs with Parcel Arts (ages 6-12) – Thursday, October 15, 2:00 pm
- Mystery Youth Writing Contest & Rebecca Ansari Author Visit (ages 8-12) – Thursday, October 22, 6 pm
- Creepy Clay Crafting (for teens) – Tuesday, October 27, 4:00 pm

Report from Youth Services Supervisor, Angie Petrie

August Programs and Activities – As summer wound down in August and with kids returning to school, it was time to switch gears to preparing for a new season of storytimes and afterschool programs.

Summer Reading (by the numbers)

- Youth print registrations (620)
- Youth virtual (Beanstack) registrations (115)
- Teen print registration (32)
- Teen virtual (Beanstack) registrations (18)
- Books given away (1139)
- Gold Star completions (63)
- Youth Read Write Draw forms submitted (356)
- Teen Read Write Draw forms submitted (281)

Youth Programs

- Wednesday Puppet Show – "The Poetry of Puppetry" (127)
- Saturday Puppet Show and Popsicles – "The Poetry of Puppetry" (65)
- Two Chess Club sessions – 8/4 (n/a); 8/18 (12)

Children's Activities (all ages)

- Scavenger Hunt: Summer (744)
- Pollinators Discovery Room – Feedback received in August:
 - *The pollinator discovery room was amazing! I love all the different hands on activities that are available for the kids.*
 - *We have been loving the pollination theme this summer. I am amazed at all of the hand made details in the room and the thought that went into executing such an amazing play space/experience for kids. We go out of our way to come here to play.*
 - *We just moved to Stillwater at the end of July and this was our first time at the library and it was amazing! We have never had a hands on interactive learning experience like this at any of our other libraries. I have lived just across the border in Wisconsin almost my whole life and never would have thought Stillwater was hiding such amazing things 🌻🌻*
 - *Such a creative space, all the tiny details are so amazing. It is easy and explicit in ways to use the items and learn. It's also a very creative way to use the items in your own way. It encouraged such great pretend play, social skills, and real life experiences through play.*
 - *Quote from a kid playing, 'This is incredible.'*
 - *We love coming to this library and playing in the discovery room! We come here often and my kids always look forward to visiting. Thank you for all the hard work that is put into the discovery room and encouraging play and learning for our kids!*
 - *The props are all so amazing!!! I love the pollen and my kids loved it all!! They couldn't even choose a favorite!*
 - *The Discovery room was yet again so creative and engaging! The children always love to see what will be in the room.*

Looking ahead...

- Storytime Returns Wednesday, September 2!!
- Gnome Home Craft (teens) – Wednesday, September 9, 3:30 pm

- Artist Trading Cards (teens) – Thursday, September 17, 4:00 pm
- Family Building Challenges – Saturday, September 19, 2:00 pm
- Author Margi Preus: Mystery Writing and THE SHREW DETECTIVE – Saturday, October 3, 1:00 pm
- Entries Due: Youth Mystery Writing Contest – Friday, October 9, 5:00 pm
- Collage Art (teens) – Wednesday, October 14, 3:30 pm
- Wet Felted Bugs with Parcel Arts (ages 6-12) – Thursday, October 15, 2:00 pm
- Mystery Youth Writing Contest & Rebecca Ansari Author Visit (ages 8-12) – Thursday, October 22, 6 pm
- Creepy Clay Crafting (for teens) – Tuesday, October 27, 4:00 pm

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Hansen, President
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: Executive Meeting Date & Time: Wednesday, August 26, 2026, 4:45 PM Location: Conference Room, Stillwater Public Library Present: Kim Glidden, Craig Hansen, Bevin O'Brien, Mark Troendle Agenda Item 1: Meeting Update - Craig shared information from a meeting held the previous day, August 25, with Kim, Elsbeth Howe, Bethany Cox, Mark, and himself. That meeting covered the following topics: a CLEWE capital campaign, Light a Spark, and the 130th anniversary gala later next year. - Capital campaign: It was discussed that it would be helpful to create a joint Foundation/Library Board group to develop milestones. The group would consist of Craig, Kim, one Facilities Committee member, and Mark from the library, along with Drew Arnold (Foundation President), Jeneane Flipp (Foundation Treasurer), Elsbeth Howe, and Bethany Cox from the Foundation. - Light a Spark: No decision has yet been made about whether it will continue in the future. 130th anniversary gala: The gala is being planned for October 15, 2027. - Direct contact with the Foundation was viewed positively. Agenda Item 2: SMART Goals for Mark - Reviewed position description: no changes recommended. - Three goals were developed and will be shared as part of the annual review. All three 2027 SMART goals are related to the CLEWE Plan, with the understanding that the target dates are contingent upon activities conducted by the Foundation and other partners. Agenda Item 3: Discussion of Additions to Agenda for 9/8/26 Board Meeting - Nominating Committee for officers as an informational item, with officer elections in December. - CLEWE update - Expanded Advocacy Committee update on 130th anniversary planning Next Meeting: TBD	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Hausman Lohmer, Chair
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
DESCRIPTION: Committee: Advocacy Meeting Date & Time: Tuesday, July 21, 2026, 4:30 PM Location: Conference Room, Stillwater Public Library Present: Drew Arnold, Laurie Burns, Rick Hodsdon, Ashley Hausman Lohmer, Bevin O'Brien, Elsbeth Howe Absent: Keri Goeltl Agenda Item 1: Updates from Trustees, Friends, Foundation, Staff • Friends not meeting over the summer • Library Foundation updates: ○ July 28: Townie Tuesday from 5-9 PM at Lift Bridge ○ Strategic planning underway ○ Suggestion that Foundation and Library screen "The Librarians"--it was determined that might not match Foundation mission; determined to screen "Free For All" instead on November 12 Agenda Item 2: Project Updates • Summer Tuesdays was cancelled on 7/14 (heat), next one 7/28 • Night to Unite at Washington Park on 8/4 from 5-8 PM, 2 library staff + Bevin Agenda Item 3: 130th Anniversary Planning • Theme, Logos, Branding: Desire to swap "Stillwater Public Library" and "130 years of Stories" location. Check with graphic designer regarding level of detail w/printability (eg. bricks on building). • 130 Books: ○ Reviewed organizations to personally contact and requested that the library help cast a broader net to reach a broad and diverse group of organizations. Recommend adding a general "all call" to social media, Shelf Life, Library Corner in Gazette to encourage participation. Could also consider a suggestion box in the library. ○ Prefer that library staff vet book lists received for project and provide a recommended list of 130 for Committee review and approval. • Library Stories: No additional items from committee for banners. Next Meeting: TBD	
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: August 13, 2026, 1 PM Location: Stillwater Public Library Present: Kim Glidden, Larry Panciera, Kaytee Estall, Susie Danielson Absent: None 1. Invitation with RSVP - Kaytee - Target date for distribution and RSVP - Requested RSVP by Thursday, September 3 - Kaytee to provide Keri the updated flyer. - Keri will distribute as soon as it's available. - Feedback on any dietary restrictions included in RSVP? None 2. Final count for Food & Refreshments to Lake Elmo Inn - Susie - Susie needs to provide Lake Elmo Inn a final count by September 11 - Susie will purchase clam-shell take out boxes through Amazon 3. Activity Preparations - Kaytee, Larry - Materials needed - Printouts for Game, pencils / pens, Boards, Clips, Collection Tray / Box - Kaytee finalizing the game sheet on Canva - We have all materials needed from last year - Kim to provide box to collect completed game sheets 4. Centerpieces - Kim - Final count for number of centerpieces - Kim to prepare 20 centerpieces - Susie to ask the Friends for free book coupons for Friends Corner - Give-away - centerpieces and coupons 5. Other preparations - Tables, no tablecloths - Set-up - Terrace and Margaret Rivers Room, Tables for Food + Check-in - Nametags - Kim to find / purchase nametags - White board with Event schedule 11:30 Check-In 11:30 - 12:00 Mingle & Trivia Game 12:00 - 1:00 Luncheon 1:00 - 1:15 Short Speech, Video and Thank You	

Agenda Item Cover Sheet

BOARD MEETING DATE:
September 8, 2026
Agenda Item: 9e

- | |
|--|
| <ul style="list-style-type: none">• Speaker(s)<ul style="list-style-type: none">○ Kim to finalize - Ted Kozlowski / Mark / Craig• Food for Employees during the remainder of the day<ul style="list-style-type: none">○ Will take left-over containers to break room with clam-shell boxes for employees to use |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: |
| PREVIOUS ACTION ON ITEM: |
| REVIEWED BY COMMITTEE?: |



Board Meeting Minutes

Friday, June 26, 2026, 8:30am
Stillwater Public Library Conference Room

Members Present: Drew, Erin, Jeneane, Ingrid, Ryan, Lori, Sarah, Summer, Cindy, Mark

Members Virtual: Sandie, Roger, Shawn, Kevin

Members Absent: Chris

Staff Present: Elsbeth

1. **Call to Order:** Drew called the meeting to order at 8:32 a.m.
2. **Adoption of Agenda:**
 - **Motion to approve the agenda by Summer and seconded by Lori. Motion carried.**
3. **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. Motion carried.**
4. **Updates**
 - a. **Board:** Summer updates the board about Townie Tuesday on July 28th and River Market Round-up in August. Tabling dates are August 5, 13, and 28th (Ingrid and Erin will table)..
 - b. **Staff:** Elsbeth let the board know that Bethany could not attend today's meeting.

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540

www.stillwaterlibraryfoundation.org

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



- c. **Library Director:** Mark lets the board know that the vendor selected for the children's wing and meeting room design planning is Collaborative Design Group. He also shares that the library is a United Way Stuff the Bus drop-off location until July 23rd. Cindy asked about strategies to minimize disruption during construction in the children's library and Mark shared that he had experience with this and there are several options to keep the area accessible.

5. Reports

- a. **President's Report:** Drew let the board know that his primary focus has been on strategic planning and that the board's Executive Committee will start meeting quarterly.
- b. **Treasurer & Finance Committee Report:** Jeneane provided the financial report. The board reviewed the balance sheet which shows a strong financial position (\$4.5M in assets) and the budget to actual report. Jeneane noted that the Foundation's bookkeeping firm, Three Rivers Consulting, continues to provide excellent service and quality financial reports. A brief discussion about unrealized market gains and losses was held. Elsbeth let the board know that the Foundation received our full grant request of \$45,000 from the Fred C. and Katherine B. Andersen Foundation for the library's design planning and that to-date we have raised 78% of the annual fundraising goal.
- **Motion to approve the Treasurer's report by Summer, seconded by Sarah. Motion carried.**
- c. **Development Committee Report:** Summer let the board know that a name for the legacy society was selected by the committee: The 1897 Circle. Mark asked about honoring Jean and John DeCurtins bequest within the 1897 Circle and Lori and other board members supported the idea.

6. Old Business:

- a. **Friends Dissolution:** Elsbeth is meeting with the Friends officers monthly this summer. The Friends dissolution timeline involves an officer vote in September and a general membership vote in October.

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540

www.stillwaterlibraryfoundation.org

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



- b. **Strategic Planning Update:** The foundation hired Propel Nonprofits for approximately 18,000 dollars, supported by a 15,000 dollar grant from the St. Croix Valley Foundation, to guide a strategic planning process aimed at clarifying board roles and organizational direction, with the process expected to extend through the end of the year. Drew shared a presentation of the strategic planning timeline, meetings, and upcoming work.

7. New Business:

- a. **Breakfast Fundraiser, August 27, 7:30 a.m.:** Elsbeth discussed the new "Everyone Belongs at the Library" breakfast fundraiser, describing it as a free event to be held on Thursday, August 27. The event will feature a short program, catering from Lake Elmo Inn, and a capacity of 10 tables of eight guests, totaling 80 spots. Elsbeth requests that board members serve as table captains to invite guests to the fundraiser and confirms that a PDF invitation will be provided to assist with this outreach. Regarding the invitation process, the group discusses the challenge of identifying guests, reaching a consensus that the goal should be to invite individuals with a genuine interest in the library or the community, rather than prioritizing only large donors. To avoid duplicating invitations, members are asked to track their contacts.
- b. **Donor Video:** The board watched the newly completed donor video from the Advocacy Committee's story project. Board members had positive comments about the video.

8. Other/Topics for Future Discussion:

- a. Kevin highlights that remote attendees have difficulty hearing the meeting due to the microphone's inability to capture audio when multiple people speak at once.

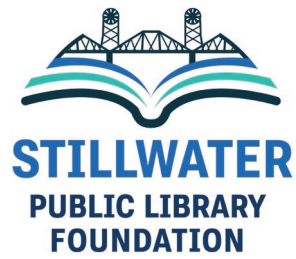
- **Motion to adjourn by Jeneane, seconded by Ingrid. Motion carried.**

9. Adjourn: 9:57 a.m.

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540

www.stillwaterlibraryfoundation.org

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



2026 Board Meeting Dates:

- August 28
- October 30
- December 4

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization, EIN 26-1103540

www.stillwaterlibraryfoundation.org

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation: Annual Review (Closed Session)	
OWNER: Hansen, President	PRESENTER: Hansen, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The September meeting will include the annual director performance evaluation process. In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session. • Library Director position description • Annual Review Form completed by Director Troendle • Goal Development Worksheet completed by Director Troendle The trustees are to prepare for a discussion using the topics outlined in the Annual Review Form. This discussion will take place in a recorded closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. The closed session will conclude with a brief discussion among the trustees only. <u>Request to Hold a Closed Meeting:</u> Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board's authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation. <u>Request to Reopen Meeting:</u> Motion to reopen meeting following the conclusion of the annual performance evaluation of the director.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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