

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, October 13, 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 September 8, 2026 Minutes +
 - b) Acknowledgement of Bills Paid in September+
 - c) 2026 Budget Status Report +
 - d) Q3 2026 Gifts and Grants Received +

Informational/Discussion (15 minutes)

- | | |
|--|----|
| 4. Trustee & Council Liaison Information Sharing | I+ |
| 5. Interviewing and Nominating Committee Assignments | I+ |
| 6. Director Evaluation Summary | I+ |
| 7. CLEWE Plan Update | I+ |

Decisional (10 minutes)

- | | |
|--|----|
| 8. 2027 Library Holidays/Closing Dates | A+ |
| 9. 2027 Board Meeting Date Changes | A+ |

Reports (15 minutes)

10. Director and Other Staff Reports +
11. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Library Advocacy
 - e. CLEWE Project Task Force
12. Foundation and Friends Report +

13. Public Commentary

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

14. Trustee Check-in/Topics for Future Discussion

- | | |
|-----------------|---|
| 15. Adjournment | A |
|-----------------|---|

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, September 8, 2026**

Minutes

PRESENT: Burns, Glidden, Hansen, Hodsdon, Hausman Lohmer (left meeting at 6:58 PM), O'Brien, Panciera, Quijano

ABSENT: Buckland, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Hansen called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: Consent Calendar

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

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing

Hansen shared the PEN America report on public libraries and the continuing problems faced with book challenges and limitations.

Burns mentioned a recent article in the Star Tribune related to a St. Paul library branch closing at Metro State University. Hansen provided additional information about the library and noted that it is the only public library on the east side of St. Paul. The public and university libraries serve as a refuge and place to study on this east side of the city.

AGENDA ITEM 5: Board Update – Interviewing Committee & Nominating Committee

Hansen reported that he will appoint trustees to two committees—an Interviewing Committee and a Nominating Committee—by the October Board meeting.

Three trustees (Hansen, O'Brien, and Quijano) 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.

If trustees are interested in serving on the committees, let Hansen know. Hodsdon, Burns, and Panciera volunteered to serve.

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AGENDA ITEM 6: CLEWE Plan Update

Quijano reported that the CLEWE Project met in August. There were three concepts presented for the upper-level meeting wing and two for the lower-level children's area. Feedback on the concepts was provided by staff. CDG will take these ideas back and synthesize.

Public feedback on the meeting wing and children's area will be gathered in September and early October. Trustees asked that images of the feedback sessions and bulletin boards be taken to capture the public input process.

Additional staff feedback will also be obtained in September, with two CDG/youth services meetings and one CDG/meeting wing meeting scheduled.

Panciera remarked that some of the shelving seems high and might be an accessibility concern. Troendle noted that while the core group didn't discuss this, the youth services team has been working with CDG directly on the shelving and the accessibility and functionality needed.

Hodsdon appreciated the video conferencing capabilities considered for the upper-level meeting areas. Quijano commented that this project provides an opportunity to update to a more professional space and provide additional options for remote workers. This opportunity will need to be balanced with storage and programming needs.

AGENDA ITEM 7: 130th Anniversary Planning

Hausman Lohmer provided trustees with an Advocacy Committee update on the library's 130th Anniversary planning:

- 130th Anniversary Logo, consisting of the building, an open book, and the tag "130 Years of Stories" has been created (page 42 of the board packet)
- 130 Books of Impact launched with community submissions due on October 1.
- Library Card Design contest will open on September 13, with entries accepted through October 31.
- Free, public community celebration event scheduled for Thursday, June 24, 2027, with Thursday, July 15, 2027, as the rain date.
- Stillwater Public Library Foundation fundraising gala event scheduled for Friday, October 15, 2027.
- Free for All: The Public Library documentary film screening and soft announcement of anniversary events scheduled for Thursday, November 12, 2026.

AGENDA ITEM 8: Director and & Other Staff Reports

Troendle noted that CLEWE sticker boards and surveys requesting public feedback went out on Friday.

AGENDA ITEM 9: Board Committee Reports

- a) Executive Committee: Report in packet. Hansen highlighted that he and Glidden met with the Foundation and discussed ways to coordinate on upcoming projects, including a capital

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campaign for CLEWE. The Foundation is in the early stages of capital campaign planning and would like to create a joint committee with the board to work in concert throughout the process. The committee would include the Executive Committee, the Foundation president, Elsbeth Howe, Bethany Cox, Mark Troendle, and a member of the Facilities Committee. Hansen asked the Facilities Committee to consider the request and determine who will join this group.

- b) Facilities Committee: Report in packet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Report in packet.
- e) Library Event Planning Task Force: Report in packet. Luncheon on Tuesday, September XXX.

AGENDA ITEM 10: Foundation & Friends Report

Troendle reported that 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 at the October 12th meeting to dissolve the Friends and essentially unify with the Foundation. If approved, it will be another 6-8 weeks to complete paperwork. The Friends will run the November Book Sale.

AGENDA ITEM 11: Public Commentary

None.

AGENDA 12: Director Evaluation: Annual Review

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

Meeting closed at 6:11 PM.

Motion to end closed session following the conclusion of the annual performance evaluation of the director. Glidden moved. Panciera seconded. Yes: Burns, Glidden, Hansen, Hodsdon, O'Brien, Panciera, Quijano; No: None; Absent: Hausman Lohmer.

Motion to reopen meeting. Quijano moved. Burns seconded. Yes: Burns, Glidden, Hansen, Hodsdon, O'Brien, Panciera, Quijano; No: None; Absent: Hausman Lohmer.

Meeting reopened at 7:01 PM.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 7:03 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in September 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 September 2026 bills paid																													
BACKGROUND/CONTEXT:																													
<table border="1"> <thead> <tr> <th colspan="5">September 2026 (2026 Fiscal Year)</th> </tr> <tr> <th></th> <th><i>City</i></th> <th><i>Foundation</i></th> <th><i>Other Supplemental</i></th> <th><i>Total</i></th> </tr> </thead> <tbody> <tr> <td>Operating Expenditures</td> <td>\$ 16,053.06</td> <td>\$ 17,755.89</td> <td>\$ 3,422.74</td> <td>\$ 37,231.69</td> </tr> <tr> <td>Capital Expenditures</td> <td>\$ -</td> <td>\$ 6,179.33</td> <td>\$ -</td> <td>\$ 6,179.33</td> </tr> <tr> <td>Total</td> <td>\$ 16,053.06</td> <td>\$ 23,935.22</td> <td>\$ 3,422.74</td> <td>\$ 43,411.02</td> </tr> </tbody> </table>					September 2026 (2026 Fiscal Year)						<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>	Operating Expenditures	\$ 16,053.06	\$ 17,755.89	\$ 3,422.74	\$ 37,231.69	Capital Expenditures	\$ -	\$ 6,179.33	\$ -	\$ 6,179.33	Total	\$ 16,053.06	\$ 23,935.22	\$ 3,422.74	\$ 43,411.02
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Bill Resolution: September 1, 2026 (\$28,895.71) \$13,300 was paid to SHI for a year-long Microsoft licensing agreement for the library. \$4,433 charged to fiscal year 2026 for September – December 2026, and \$8,867 charged to fiscal year 2027 for January – August 2027. \$7,240 was paid to CDG for work on the CLEWE plan. This was funded by a grant from the Foundation. \$5,841 was paid to Xcel Energy for gas and electricity. Bill Resolution: September 15, 2026 (\$23,382.98) \$6,610 was paid to CDG for work on the CLEWE plan, funded by a grant from the Foundation. \$6,179 was paid to emuamericas for terrace furniture, funded by a grant from the Foundation. \$3,259 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials. \$1,149 was paid to Empathy Studios for yearlong, online access to training videos for staff.																													
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 9/1/2026 Bill Resolution 9/15/2026 Bill Resolution																													
PREVIOUS ACTION ON ITEM:																													
REVIEWED BY COMMITTEE:																													

2026 Bill Resolutions

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Kim Glidden, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
INVOICES PAYABLE							
3798-252257	8/25/2026	41	Ace Hardware	Library Custodial Supplies	45.95	230-4231-2102-0000	Janitorial Supplies
1NVQ-LDXH-DQ6Q	8/15/2026	5115	Amazon Business	Library Custodial Supplies	67.52	230-4231-2102-0000	Janitorial Supplies
1XT4-KKP3-D4KQ	8/19/2026	5115	Amazon Business	Library Custodial Supplies	83.95	230-4231-2102-0000	Janitorial Supplies
10754688	8/14/2026	674	Cole Papers	Library Janitorial Supplies	471.61	230-4231-2102-0000	Janitorial Supplies
W26070620	8/13/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
19MR-XKQ4-63WV	8/15/2026	5115	Amazon Business	Materials - Adult Nonfiction (SPLF Stone)	14.05	232-4232-2113-0000	Materials
1LXH-KHMX-P44Y	8/26/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	70.48	232-4232-2407-0000	Programs
FS08202026	8/20/2026	5278	Karen Chan	Programs - Juv (SPLF HJA ELSA)	312.70	232-4232-2407-0000	Programs
87940495	8/15/2026	2972	Scholastic Inc	Programs - JUV Reward Books (SPLF HJA SRP)	17.97	232-4232-2407-0000	Programs
2607007	8/24/2026	675	Collaborative Design Group Inc.	CLEWE Design Plan (SPLF)	7240.00	232-4232-4099-0000	Miscellaneous Charges
19MR-XKQ4-63WV	8/15/2026	5115	Amazon Business	Materials - Adult Fiction (235 Palmer)	48.72	235-4235-2101-0000	General Supplies
19MR-XKQ4-63WV	8/15/2026	5115	Amazon Business	Materials - Adult Nonfiction (235 Prentiss)	15.94	235-4235-2101-0000	General Supplies
13	8/14/2026	5738	Steve Schroer	Programs - Adult (235)	150.00	235-4236-4099-0000	Miscellaneous Charges
16R4-VPPW-JKK7	8/18/2026	5115	Amazon Business	Programs - Teen (235 MELSA)	86.91	235-4236-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL		\$ 8,714.87		
LIBRARY CREDIT CARD							
166809	7/7/2026	4678	American Button Machines	Programs - Juv (SPLF HJA SRP)	133.74	232-4232-2407-0000	Programs
CPS18160	7/7/2026	4415	Constructive Playthings	Programs - Juv (SPLF HJA ELSA)	560.00	232-4232-2407-0000	Programs
2080386-2026-07-11-1	7/10/2026	4157	Dream Host	Website 1 Year Renewal	21.99	230-4230-3098-0000	Technology Support
4118158623	7/16/2026	4260	Etsy	Programs - Juv (SPLF HJA SRP)	122.43	232-4232-2407-0000	Programs
KSVCCWMRG2	7/3/2026	5466	Facebook.com	Library Social Media - Advocacy (SPLF)	3.47	232-4232-4099-0000	Miscellaneous Charges
GC12901	7/9/2026	6788	Gondola Romantica	Programs - Adult (235)	141.48	235-4236-4099-0000	Miscellaneous Charges
498	6/26/2026	4158	Stillwater Post Office	Library Postage (Advocacy)	35.53	232-4232-4099-0000	Miscellaneous Charges
845	7/9/2026	4158	Stillwater Post Office	Library Postage	20.96	230-4230-3102-0000	Postage
			CREDIT CARD SUBTOTAL		\$ 1,039.60		
CITY/SPECIAL BILL PAYOUTS							
51-7976594-1 9922545	08/25/26	3808	Xcel Energy	Energy	\$ 5,778.14	230-4231-3600-0000	Electricity
51-7976594-1 9922545	08/25/26	3808	Xcel Energy	Energy	\$ 63.10	230-4231-3601-0000	Natural Gas
B21588662	08/20/26	4014	SHI International Corp	Microsoft licensing - Library use (\$4,433.33 to 2026 and \$8,867.67 to 2027)	\$ 13,300.00	230-4230-3713-0000	Computer Maintenance/Licenses
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 19,141.24		
GRAND TOTAL							
					\$ 28,895.71		

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							
804	8/30/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1JHF-77MN-XNGT	8/27/2026	5115	Amazon Business	Materials - Juv (SPLF Decodables)	119.14	232-4232-2113-0000	Materials
19RT-VG1F-6WPL	8/30/2026	5115	Amazon Business	Materials - Adult Fiction (SPLF)	29.16	232-4232-2113-0000	Materials
1GWX-WPIK-DY3H	8/30/2026	5115	Amazon Business	Materials - Video (AV)	29.98	230-4230-2408-0000	Film/Video
197K-NNTW-QN4D	8/31/2026	5115	Amazon Business	Materials - Adult Nonfiction (221)	24.94	221-4221-2404-0000	Other Books
1LR6-YK3H-64XN	8/31/2026	5115	Amazon Business	Library Custodial Supplies	-67.52	230-4231-2102-0000	Janitorial Supplies
1Q3L-4CCN-P3NH	8/31/2026	5115	Amazon Business	Materials - LOT (SPLF)	43.99	232-4232-4099-0000	Miscellaneous Charges
1TYN-JK6G-NJ4P	8/31/2026	5115	Amazon Business	Programs - Teen (235 MELSA)	65.21	235-4236-4099-0000	Miscellaneous Charges
1DLR-P4L9-VVXN	9/2/2026	5115	Amazon Business	Library Supplies	95.99	230-4230-2101-0000	General Supplies
S89685	9/15/2026	6808	BookPage	Programs - Adult (235)	438.00	235-4236-4099-0000	Miscellaneous Charges
B7295403	8/14/2026	452	Brodart Co	Materials - Juv	273.87	230-4230-2400-0000	Childrens Books
B7295403	8/14/2026	452	Brodart Co	Materials - YA	11.33	230-4230-2406-0000	Teen Books - Materials
B7295403	8/14/2026	452	Brodart Co	Materials - Processing Fee	25.53	230-4230-3404-0000	Processing Fee
B7295403	8/14/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	36.00	232-4232-2113-0000	Materials
B7295403	8/14/2026	452	Brodart Co	Materials - Adult Nonfiction (Athena)	72.11	235-4235-2101-0000	General Supplies
B7296450	8/17/2026	452	Brodart Co	Materials - Juv	84.40	230-4230-2400-0000	Childrens Books
B7296450	8/17/2026	452	Brodart Co	Materials - Adult Nonfiction	20.03	230-4230-2405-0000	Adult Books - Non Fiction
B7296450	8/17/2026	452	Brodart Co	Materials - YA	22.12	230-4230-2406-0000	Teen Books - Materials
B7296450	8/17/2026	452	Brodart Co	Materials - Processing Fee	16.57	230-4230-3404-0000	Processing Fee
B7296450	8/17/2026	452	Brodart Co	Materials - Juv (SPLF)	78.21	232-4232-2113-0000	Materials
B7296450	8/17/2026	452	Brodart Co	Materials - Adult Nonfiction (Athena)	57.58	235-4235-2101-0000	General Supplies
B7300091	8/21/2026	452	Brodart Co	Materials - Adult Nonfiction (McCluer)	66.44	221-4221-2404-0000	Other Books
B7300091	8/21/2026	452	Brodart Co	Materials - Juv (Lawson)	55.67	224-4224-2404-0000	Other Books
B7300091	8/21/2026	452	Brodart Co	Materials - Juv	77.28	230-4230-2400-0000	Childrens Books
B7300091	8/21/2026	452	Brodart Co	Materials - Adult Fiction	55.08	230-4230-2401-0000	Adult Books - Fiction
B7300091	8/21/2026	452	Brodart Co	Materials - Processing Fee	23.45	230-4230-3404-0000	Processing Fee
B7300091	8/21/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	26.96	232-4232-2113-0000	Materials
B7303749	8/27/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	35.07	224-4224-2404-0000	Other Books
B7303749	8/27/2026	452	Brodart Co	Materials - Juv (Lawson)	302.88	224-4224-2404-0000	Other Books
B7303749	8/27/2026	452	Brodart Co	Materials - Processing Fee	43.78	230-4230-3404-0000	Processing Fee
B7303749	8/27/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	20.23	232-4232-2113-0000	Materials
B7303749	8/27/2026	452	Brodart Co	Materials - Adult Nonfiction (Kraemer)	17.28	235-4235-2101-0000	General Supplies
B7307142	9/2/2026	452	Brodart Co	Materials - Adult Nonfiction (McCluer)	32.94	221-4221-2404-0000	Other Books
B7307142	9/2/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	16.20	224-4224-2404-0000	Other Books
B7307142	9/2/2026	452	Brodart Co	Materials - Juv (Lawson)	206.37	224-4224-2404-0000	Other Books
B7307142	9/2/2026	452	Brodart Co	Materials - Adult Fiction	20.23	230-4230-2401-0000	Adult Books - Fiction
B7307142	9/2/2026	452	Brodart Co	Materials - Processing Fee	20.55	230-4230-3404-0000	Processing Fee
B7307142	9/2/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	32.00	232-4232-2113-0000	Materials
B7309030	9/4/2026	452	Brodart Co	Materials - Juv	13.34	230-4230-2400-0000	Childrens Books
B7309030	9/4/2026	452	Brodart Co	Materials - Adult Fiction	818.67	230-4230-2401-0000	Adult Books - Fiction
B7309030	9/4/2026	452	Brodart Co	Materials - Adult Nonfiction	389.47	230-4230-2405-0000	Adult Books - Non Fiction
B7309030	9/4/2026	452	Brodart Co	Materials - Processing Fee	287.23	230-4230-3404-0000	Processing Fee
4281684577	9/9/2026	616	Cintas Corporation	Mat Cleaning Service - Library	326.43	230-4231-4099-0000	Miscellaneous Charges
2608013	9/10/2026	675	Collaborative Design Group Inc.	CLEWE Design Plan (SPLF)	6610.00	232-4232-4099-0000	Miscellaneous Charges
281860162	9/1/2026	683	Comcast - 963209363	Library Internet/WIFI	186.85	230-4230-3098-0000	Technology Support
6580	9/1/2026	6811	COMPAS, Inc.	Programs - Juv (SPLF DR Buchman)	65.20	232-4232-2407-0000	Programs
6580	9/1/2026	6811	COMPAS, Inc.	Programs - Juv (SPLF HJA ELSA)	514.80	232-4232-2407-0000	Programs
306-02444792-3-2026	8/31/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
6.03854E+18	8/19/2026	5888	Empathy Studios LLC	Staff Training	1149.00	235-4238-4099-0000	Miscellaneous Charges
135034	7/6/2026	6777	emuamericas llc	Terrace Improvements (Capital 25-4230-017)	6179.33	120-4230-5200-0000	C/O & Improvements
9061558095	8/28/2026	1271	Grainger	Library Custodial Supplies	31.71	230-4231-2102-0000	Janitorial Supplies
9061558095	8/28/2026	1271	Grainger	Library Building Repair Supplies	110.98	230-4231-2202-0000	Building Repair Supplies
10004428180	7/17/2026	1561	Info USA Marketing Inc.	Materials - Adult Nonfiction (Lawson)	390.00	224-4224-2404-0000	Other Books
509268659	8/12/2026	2175	Midwest Tape	Materials - Video (JV)	44.98	230-4230-2408-0000	Film/Video
509268659	8/12/2026	2175	Midwest Tape	Materials - Processing Fee	7.38	230-4230-3404-0000	Processing Fee
547516	9/1/2026	5582	Playaway Products	Materials - Juv Audio Wonderbooks (SPLF)	672.17	232-4232-2113-0000	Materials
90692225	8/28/2026	6809	Schumacher Elevator Company	Library Elevator Quarterly Maintenance Contract	750.00	230-4231-3707-0000	Maintenance Agreements
8422595-2026	8/30/2026	3137	Star Tribune	Materials - Periodicals (SPLF Heuer)	836.06	232-4232-2113-0000	Materials
			INVOICES SUBTOTAL		\$ 22,357.05		
LIBRARY CREDIT CARD							
6185C9DA-0007	8/1/2026	5635	JotForm	Jotform for Website	348.00	230-4230-3098-0000	Technology Support
17541	8/18/2026	6807	The Reading League Shop	Materials - Juv (SPLF Decodables)	161.60	232-4232-2407-0000	Programs
382754235	8/12/2026	5611	Washington County Historical Society	Programs - Adult (235)	50.00	235-4236-4099-0000	Miscellaneous Charges
			CREDIT CARD SUBTOTAL		\$ 559.60		
CITY/SPECIAL BILL PAYOUTS							
9152026	09/15/26	3578	Postmaster	Library - 2 pages	\$ 466.33	230-4230-3102-0000	Postage
			SPECIAL BILL PAYOUT SUBTOTAL		\$ 466.33		
GRAND TOTAL							
					\$ 23,382.98		

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 September 30, 2026. Fund 120 – Capital Outlay The capital budget for 2026 is \$61,000 for new capital expenditures. In addition, we have \$13,734 in remaining supplemental funding from 2025. Overall, \$64,538 has been expended to date, and no additional capital expenditures are anticipated. • <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. \$15,225.50 was spent in 2026. The overage of \$1,492 will be covered by the Foundation. • Additional Information: ○ <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. The project's actual cost is \$4,048 – under the capital threshold amount. Per the guidance of City Finance, the carpet replacement will be charged to the operating budget line item for plant building repairs. Fund balance may still be used to pay for this expenditure if needed. ○ <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 \$)

Revenue

The library's city revenue for 2026 was budgeted at \$1,787,813.

- *City Levy (\$1,755,560)*
- *In-Kind Gifts (\$19,633)*: 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. \$6,579 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). \$929,351 expended to date, which is about \$11,000 under budgeted pace.

Collection: The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. \$55,872 expended to date.

Technology: The library budgeted \$70,100 for technology-related expenditures. \$37,587 expended to date.

Other: The library budgeted \$29,140 for other operating expenses. \$18,472 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is \$151,115. \$107,029 expended to date – in line with budgeted pace.

Plant Supplies & Equipment: The plant supplies budget is \$6,500. \$6,061 expended to date.

Plant Services and Charges: The plant services and charges budget is \$156,170. \$75,908 expended to date.

- *Plant Insurance (\$46,970)*: Expense will be entered by Finance in Spring of 2027.
- *Energy (\$80,000)*: \$48,098 expended.
- *Building Repairs & Maintenance Agreements (\$23,000)*: \$23,067 expended.
- *Other (\$3,500)*: \$4,119 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. These amounts are not included below.

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

- Materials: \$114

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

- Materials: \$124

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

- Donations: \$0
- Staffing: \$56,645 expended.

224 Lawson: *Expenditures include prior year funds.*

- Donations: \$10,778
- Materials: \$1,006

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: \$18,582 expended
 - Minor Equipment: \$0 expended
 - Programs: \$26,896 expended
 - Misc: \$76,475 (Newspaper Digitization, Advocacy)

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

- Donations: \$15,561 received to date
- Materials (235-4235): \$1,547 expended
- Programs (235-4236): \$3,771 expended
- Misc (235-4238): \$1,570 expended

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

- Misc: \$9,262 expended (staff training – PLA, appreciation lunch)

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 926 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	15,225.50	18,174.50	45.58%
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	64,538.50	29,861.50	
		94,400.00	64,538.50	29,861.50	
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	-3,635.48	135.48	103.87%
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	-70.00	-1,430.00	4.66%
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	-240.00	-180.00	57.14%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-1,329.08	-670.92	66.45%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	-1,183,219.18	-604,593.82	
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	308,518.02	258,417.98	54.41%
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	12,912.64	-4,867.64	160.50%
230-4230-1113-0000	Vacation Pay(E)	.00	37,733.34	-37,733.34	100.00%
230-4230-1200-0000	Part Time Salaries(E)	466,027.01	371,857.65	94,169.36	79.79%
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	53,653.85	23,818.40	69.25%
230-4230-1420-0000	FICA/Medicare(E)	79,021.69	56,085.69	22,936.00	70.97%
230-4230-1430-0000	PFML(E)	102.00	3,080.85	-2,978.85	3020.44%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1500-0000	Hospital / Medical(E)	93,552.00	81,673.56	11,878.44	87.30%
230-4230-1520-0000	Dental Insurance(E)	3,410.40	3,158.48	251.92	92.61%
230-4230-1540-0000	Life Insurance(E)	591.40	404.70	186.70	68.43%
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	2,102.88	897.12	70.09%
230-4230-2113-0000	Reference(E)	.00	.00	.00	100.00%
230-4230-2114-0000	Data Base Searching(E)	.00	.00	.00	100.00%
230-4230-2302-0000	Other Minor Equipment(E)	1,200.00	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	13,524.82	975.18	93.27%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	14,299.72	1,200.28	92.25%
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	12,402.98	-1,702.98	115.91%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	2,793.20	706.80	79.80%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	3,329.98	2,170.02	60.54%
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	7,517.94	1,982.06	79.13%
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	2,156.74	-656.74	143.78%
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	8,525.72	2,474.28	77.50%
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	26,538.75	4,461.25	85.60%
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	286.14	-86.14	143.07%
230-4230-4000-0000	Memberships and Dues(E)	500.00	500.00	.00	100.00%

Account Number	Account Title	Budget	YTD	Variance	% Budget
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	2,510.23	-851.73	151.35%
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	55,083.04	29,218.50	65.34%
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	3,214.70	-2,700.43	625.09%
230-4231-1113-0000	Vacation Pay(E)	.00	4,083.95	-4,083.95	100.00%
230-4231-1200-0000	Part Time Salaries(E)	32,578.98	19,877.92	12,701.06	61.01%
230-4231-1410-0000	PERA(E)	8,702.73	6,050.82	2,651.91	69.52%
230-4231-1420-0000	FICA/Medicare(E)	8,941.36	6,385.15	2,556.21	71.41%
230-4231-1430-0000	PFML(E)	.00	346.51	-346.51	100.00%
230-4231-1500-0000	Hospital / Medical(E)	15,484.27	11,520.40	3,963.87	74.40%
230-4231-1520-0000	Dental Insurance(E)	505.20	421.00	84.20	83.33%
230-4231-1540-0000	Life Insurance(E)	86.40	45.33	41.07	52.46%
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	3,656.12	343.88	91.40%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	960.61	539.39	64.04%
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	623.49	1,076.51	36.67%
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	33,848.02	21,151.98	61.54%
230-4231-3601-0000	Natural Gas(E)	25,000.00	14,250.19	10,749.81	57.00%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	13,930.94	-1,930.94	116.09%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	9,135.89	1,864.11	83.05%
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	2,994.28	-994.28	149.71%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
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	1,230,280.93	630,734.07	

Library Supplemental Funds Report

End.GLPeriod 926 AND [Account].AccountNumber 2200000000000000{-}2299999999999999

Account Number	Account Title	YTD
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Fund220 - MINERVA FUND**Revenue**

220-0000-3810-0210	Unrealized Gains/Losses(R)	96.47
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Total Revenue:		96.47
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Expenditure

220-4220-2404-0000	Other Books(E)	113.98
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Total Expenditure:		113.98
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Fund221 - MC-WEBSTER FUND**Revenue**

221-0000-3810-0210	Unrealized Gains/Losses(R)	38.65
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Total Revenue:		38.65
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Expenditure

221-4221-2404-0000	Other Books(E)	124.32
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Total Expenditure:		124.32
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Fund223 - PERSONNEL GRANT**Expenditure**

223-4223-1112-0000	Sick Pay(E)	470.66
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223-4223-1113-0000	Vacation Pay(E)	1,553.30
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223-4223-1200-0000	Part Time Salaries(E)	45,028.50
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223-4223-1410-0000	PERA(E)	3,469.14
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223-4223-1420-0000	FICA/Medicare(E)	3,690.28
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223-4223-1430-0000	PFML(E)	205.51
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223-4223-1500-0000	Hospital / Medical(E)	2,176.99
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223-4223-1520-0000	Dental Insurance(E)	17.33
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223-4223-1540-0000	Life Insurance(E)	33.28
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Total Expenditure:		56,644.99
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Fund224 - HELEN LAWSON FUND**Revenue**

224-0000-3810-0210	Unrealized Gains/Losses(R)	235.70
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224-0000-3820-0100	Donations(R)	-10,778.00
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Total Revenue:		-10,542.30
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Account Number	Account Title	YTD
Expenditure		
224-4224-2404-0000	Other Books(E)	1,006.19
Total Expenditure:		1,006.19

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)	18,582.03
232-4232-2407-0000	Programs(E)	26,895.80
232-4232-4099-0000	Miscellaneous Charges(E)	76,475.28
Total Expenditure:		121,953.11

Account Number	Account Title	YTD
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)	-15,561.00
Total Revenue:		-15,486.21
Expenditure		
235-4235-2101-0000	General Supplies(E)	1,546.87
235-4236-4099-0000	Miscellaneous Charges(E)	3,771.24
235-4238-4099-0000	Miscellaneous Charges(E)	1,570.42
Total Expenditure:		6,888.53
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)	9,161.01
Total Expenditure:		9,161.01

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2026 Q3 Gifts and Grants Received Report	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 3 of 2026.	
BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1 – September 30, 2026. Official acceptance of the gifts and grants received report is requested.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 9/30/26	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2026 GIFTS & GRANTS RECEIVED (January 1 - September 30, 2026) Updated 10/7/2026							
2026 GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	2/5/2026	Unrestricted Check Donation	\$10,000.00	None	230-0000-3820-0100	TBD	Approved 4/14/26.
G2	2/11/2026	Tribute (Woman's Reading Club - Singer)	\$30.00	Books	230-0000-3820-0100	Expend in 2026	Approved 4/14/26.
G3	4/10/2026	Unrestricted Check Donation	\$400.00	None	235-0000-3820-0100	TBD	Approved 7/14/26.
G4	5/6/2026	Athena Fund: Restricted Charitable Fund Distribution	\$1,461.00	Books	235-3235-3820-0100	Expend in 2027	Approved 7/14/26.
G5	5/6/2026	Unrestricted Check Donation	\$500.00	None	235-0000-3820-0100	TBD	Approved 7/14/26.
G6	6/30/2026	Unrestricted Check Donation	\$1,000.00	None	235-0000-3820-0100	TBD	Approved 7/14/26.
G7	6/30/2026	Unrestricted Check Donation	\$1,000.00	None	235-0000-3820-0100	TBD	Approved 7/14/26.
G8	8/17/2026	Distribution from Helen Lawson Library Fund	\$10,778.00	Items of public service with recognition to Helen Lawson Library Fund, such as bookplates or other means of recognition	224-0000-3820-0100	TBD	Board approval requested.
G9	9/4/2026	Unrestricted Check Donation	\$1,000.00	None	235-0000-3820-0100	TBD	Board approval requested.
G10	9/4/2026	Tribute (Nicholas George Haase)	\$40.00	Juv Books	230-0000-3820-0100	Expend in 2026	Board approval requested.
G11	9/15/2026	Unrestricted Check Donation	\$200.00	None	235-0000-3820-0100	TBD	Board approval requested.
2026 FRIENDS GIFTS							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
FRND1	2/1/2026	Friends Grant	\$15,000.00	\$10K Materials & \$5K Programs	229	Expend in 2026	Approved 4/14/26.
FRND2	5/28/2026	Friends MALF Grant	\$1,000.00	Outreach Books for Pit Stop Event	229	Expend in 2026	Approved 7/14/26.
			\$16,000.00				
2026 FOUNDATION GRANTS (This is a list of the grants awarded. SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Fund	Expenditure Plan	Requested Board Action
SPLF1	1/1/2026	SPLF 2026 Intern	\$1,000.00	Staffing	223	Expend in 2026	Approved 4/14/26.
SPLF2	1/1/2026	SPLF 2026 Sundays	\$23,000.00	Staffing	223	Expend in 2026	Approved 7/14/26.
SPLF3	1/1/2026	SPLF 2026 YS Librarian	\$47,900.00	Staffing	223	Expend in 2026	Approved 4/14/26.
SPLF4	1/1/2026	SPLF 2026 Programs	\$7,500.00	Programs	232/223	Expend in 2026	Approved 4/14/26.
SPLF5	1/1/2026	SPLF 2026 Advocacy	\$10,200.00	Advocacy	232	Expend in 2026	Approved 4/14/26.
SPLF6	1/1/2026	SPLF 2026 Materials	\$18,000.00	Materials	232	Expend in 2026	Approved 4/14/26.
SPLF7	1/1/2026	SPLF DR 2026-01 DR Johnson Newspaper Digitization	\$70,000.00	Newspaper Digitization	232	Expend in 2026	Approved 4/14/26.
SPLF8	1/1/2026	SPLF DR 2026-01 DR HJA Summer Explorers	\$19,000.00	Programs	232	Expend in 2026	Approved 4/14/26.
SPLF9	1/1/2026	SPLF DR 2026-01 DR HJA Early Lit	\$8,000.00	Programs	232	Expend in 2026	Approved 4/14/26.
SPLF10	1/1/2026	SPLF DR 2026-01 DR HJA Puppetry	\$4,000.00	Programs	232	Expend in 2026	Approved 4/14/26.
SPLF11	2/1/2026	SPLF DR 2026-02 DR Cookbooks (Gordon Tribute)	\$100.00	Materials	232	Expend in 2026	Approved 4/14/26.
SPLF12	4/1/2026	SPLF DR 2026-04 DR LGD Children's Books (Read Alongs)	\$10,649.00	Materials	232	Expend \$5324 in 2026 and \$5324 in 2027	Approved 7/14/26.
			\$219,349.00				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee & Council Liaison Information Sharing	
OWNER: Trustees & Council Liaison	PRESENTER: Trustees & Council Liaison
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council. October 2, 2026: On behalf of Glidden, Troendle shared an article from The New York Times titled “Librarians Discuss the Challenges and Triumphs of Running a Library Today.” <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: Interviewing and Nominating Committee Assignments	
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 following trustees have agreed to serve on the Interviewing and Nominating Committee: Hodson, Burns, and Panciera. Three trustees have terms ending in December. All of the trustees have applied to renew their terms. The Committee will need to meet in November to develop a slate of candidates to present to the board at the December meeting. Officer elections will occur at that meeting.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Summary	
OWNER: Hansen, President	PRESENTER: Hansen, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: At the September board meeting, the trustees conducted the annual director performance evaluation process in closed session. Library Board President, Craig Hansen, will provide a verbal summary at the October meeting in open session.	
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: The last meeting of the CLEWE core group was held on August 19, 2026. Since then, Collaborative Design Group (CDG) has continued gathering information and receiving feedback to inform the next round of concepts. As noted under Reports, the CLEWE Project Task Force also held its first meeting on September 14. From September 4 through the end of September, the CLEWE planning project survey and sticker boards were available for public and staff input. The public also had two opportunities to speak informally with CDG representatives: Tuesday, September 15, from 5:30–6:30 p.m. in the gallery, and Wednesday, October 7, from 10:15–11:45 a.m. near the Information Desk. The October 7 session coincided with the Foundation’s First Wednesday free coffee offering. Feedback gathered through the survey and sticker boards was compiled and shared with CDG on October 2. The results are included as addenda to this cover sheet.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Public input survey results and sticker board results	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

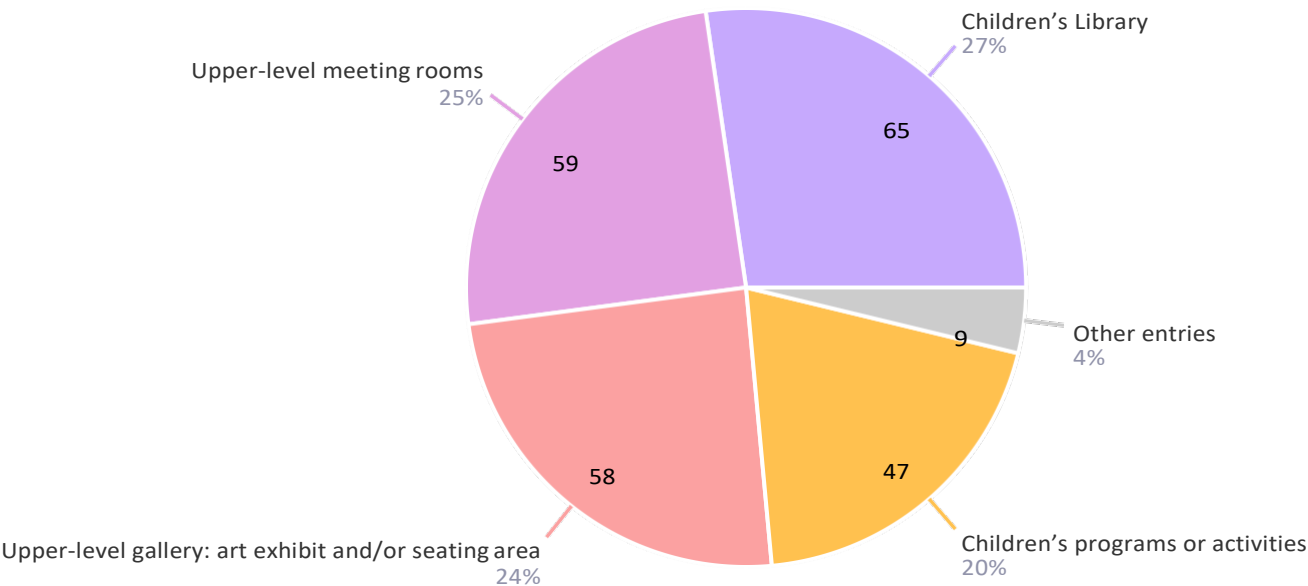
CLEWE: Patron Feedback Survey

September 2026 (91 Surveys Completed)

CLEWE: Patron Feedback Survey

1. Have you or members of your household/family visited or used these areas in the past year? (Select all that apply.)

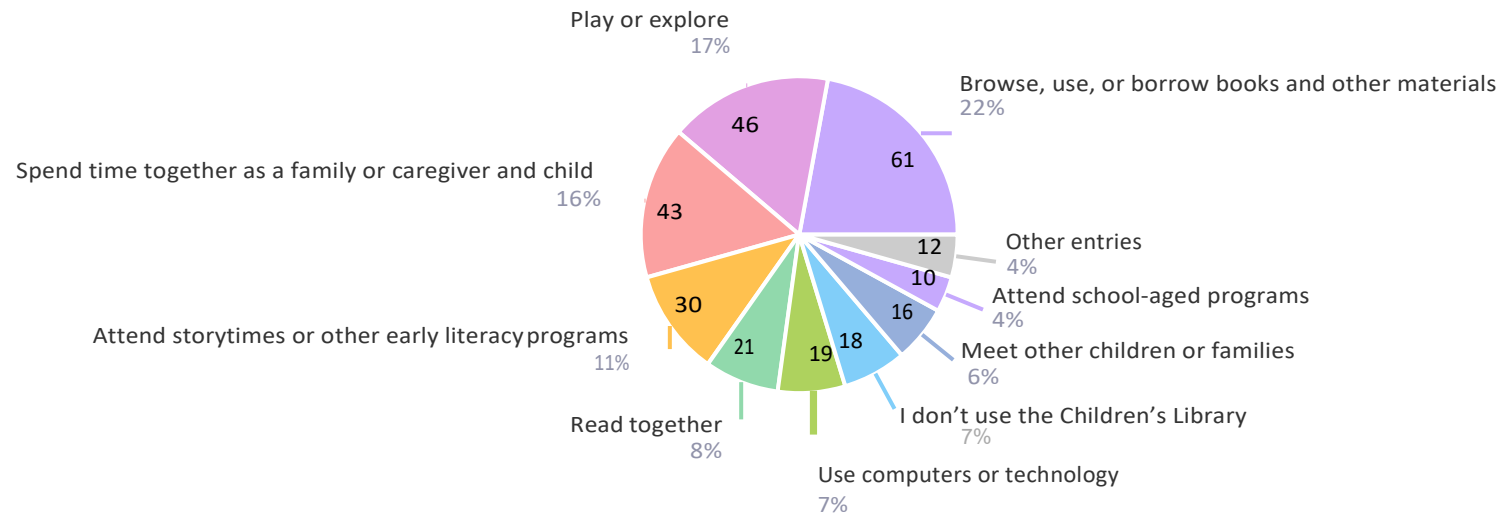
238 Answers- 1 Empty



Data	Answer	%
Children's Library	65	27%
Upper-level meeting rooms	59	25%
Upper-level gallery: art exhibit and/or seating area	58	24%
Children's programs or activities	47	20%
Other entries	9	4%

2. When you use Children's Library services, what do you most often come for? (Select all that apply.)

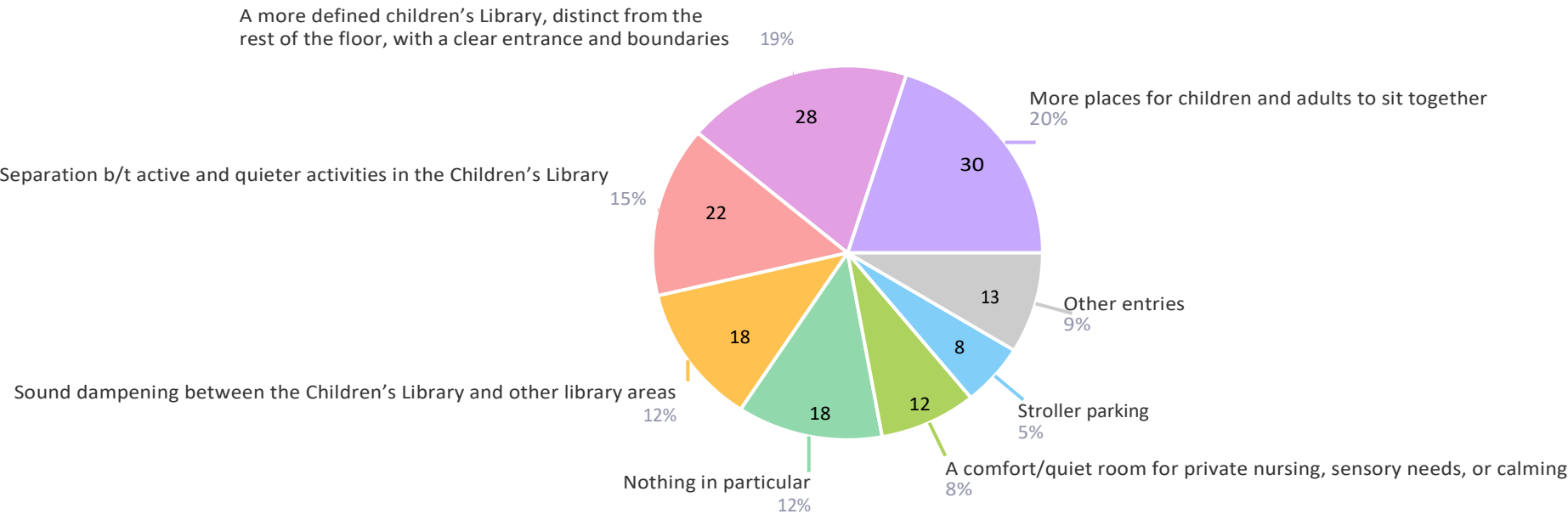
276 Answers- 4 Empty



Data	Answer	%
Browse, use, or borrow books and other materials	61	22%
Play or explore	46	17%
Spend time together as a family or caregiver and child	43	16%
Attend storytimes or other early literacy programs	30	11%
Read together	21	8%
Use computers or technology	19	7%
I don't use the Children's Library	18	7%
Meet other children or families	16	6%
Attend school-aged programs	10	4%
Other entries	12	4%

3. What could make the Children’s Library work better for you or your family? (Choose up to three.)

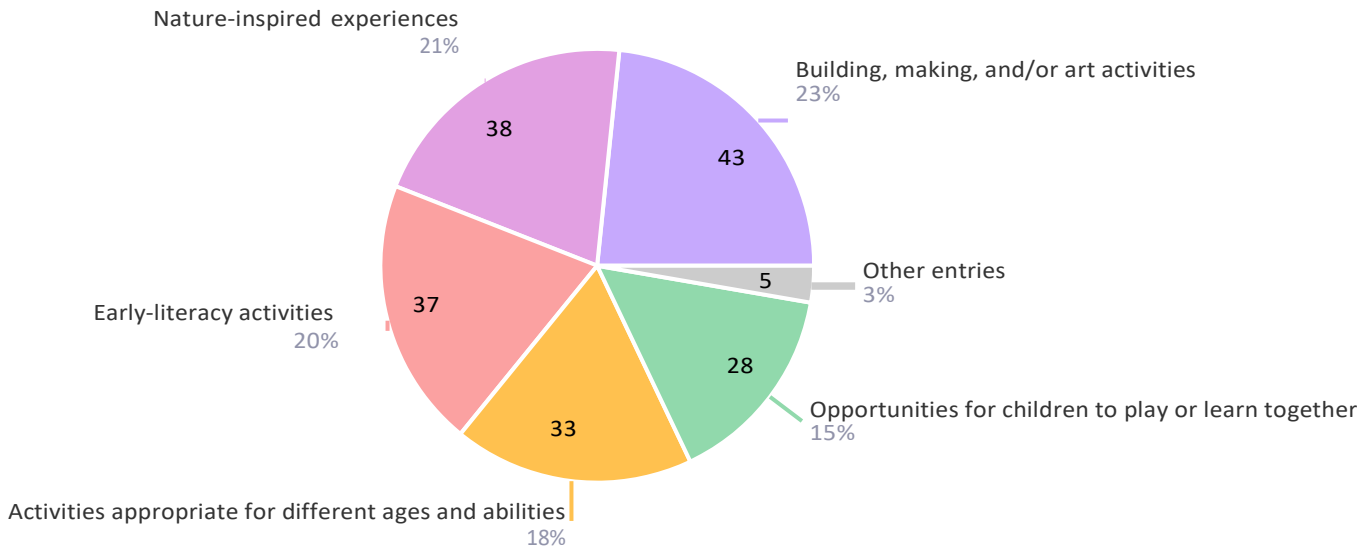
149 Answers- 13 Empty



Data	Answer	%
More places for children and adults to sit together	30	20%
A more defined Children’s Library, distinct from the rest of the floor, wit...	28	19%
Separation between active and quieter activities within the Children’s Li...	22	15%
Sound dampening between the Children’s Library and other library areas	18	12%
Nothing in particular	18	12%
A comfort/quiet room for private nursing, sensory needs, or calming	12	8%
Stroller parking	8	5%
Other entries	13	9%

4. Thinking specifically about play and discovery experiences for children, what is most important to you? (Choose up to three.)

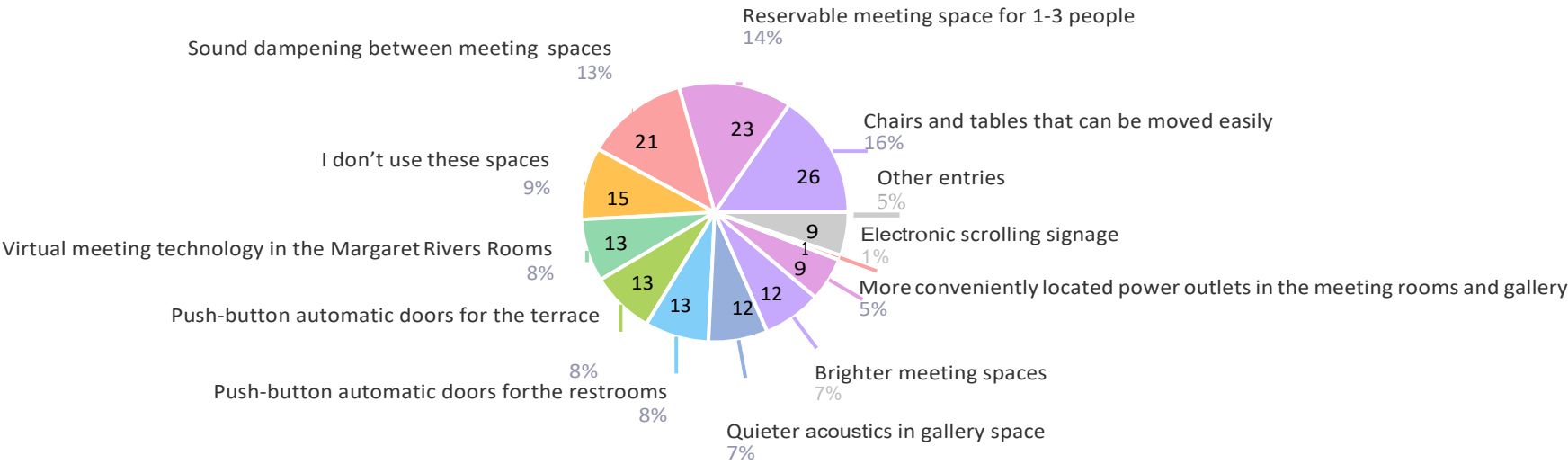
184 Answers- 17 Empty



Data	Answer	%
Building, making, and/or art activities	43	23%
Nature-inspired experiences	38	21%
Early-literacy activities	37	20%
Activities appropriate for different ages and abilities	33	18%
Opportunities for children to play or learn together	28	15%
Other entries	5	3%

5. Thinking about the library’s upper-level meeting, event, and gallery spaces, what should be most important as these spaces are improved?
(Choose up to three.)

167 Answers- 10 Empty



Data	Answer	%
Chairs and tables that can be moved easily	26	16%
Reservable meeting space for 1-3 people	23	14%
Sound dampening between meeting spaces	21	13%
I don't use these spaces	15	9%
Virtual meeting technology in the Margaret Rivers Rooms	13	8%
Push-button automatic doors for the terrace	13	8%
Push-button automatic doors for the restrooms	13	8%
Quieter acoustics in gallery space	12	7%
Brighter meeting spaces	12	7%
More conveniently located power outlets in the meeting rooms and gallery	309	5%

CLEWE: Patron Feedback Survey

6. Is there anything about the Children's Library or upper-level Event Wing that you especially value and wouldn't want to lose as these spaces are considered for improvement?

58 Answers

1	Carpeting the gallery would be a plus. Starting a permanent art collection so pieces can be on permanent display at library would help bolster the look and feel of the library—pieces could be selected and purchased from a "Library Art Show" held annually. Sculptural and 3d pieces would be ideal, for both indoor and outdoor display. The current "Science Fiction" room on the upper floor near the offices is under-used. the books should be moved and that space used as meeting room or other role
2	Children's activity and play spaces
3	Community tables upstairs where you can eat and talk area important for a conversational space. If you emphasized this as the area for conversation, it might help with loud talking elsewhere.
4	Everything is fine the way it is.
5	Grateful for the easy access to a kid sized bathroom in the children's area. My kids have really enjoyed the seasonal themed play room. I also really enjoy seeing the art displayed on our way to story time each week.
6	Great technology in conference room for virtual meetings and presentations
7	historic charm of library
8	I do not want to loose these valuable spaces. But the staff at this library are priceless. Please make sure to improve their space first.
9	I especially value the bathroom in the Children's Library that has a toilet at the appropriate height for a small child. It's very helpful for little ones who are potty training and might not make it all the way to the bathrooms on the other side of the building.
10	I like that the rooms can be adjusted for size. Sometimes our group is big and needs both and sometimes not. Making those dividers more soundproof would be helpful, although I would imagine that is hard with moveable dividers.
11	I love how large the children's area is and that there is different activities; play room, theater, doll house, and upper level play area.
12	I love the changing activities in the children's area.
13	I LOVE the dramatic play area that changes each month in the Children's Library. My kids have love it even to this day and they are 8, 10, and 13. They have loved it since they were toddlers! I notice lots of different age groups interacting in this space and the library staff do an incredible job of setting up the displays!
14	I love the recent addition of toys that are appropriate for babies! When I bring my daughter , it is nice that my little one has stuff to do! Please keep those kinds of activities. We love the discovery room too!!!
15	I love the theme room at the children's library, and how it changes every few months. I hope you continue to do that, as it feels unique when compared to the other libraries in our area. I also love the "upstairs" area in the children's library as it creates a quiet area that my son likes to retreat to to use the puzzle toys and get away from the activity of the theme room.
16	It is a beautiful space and a wonderful resource for the community
17	It would be quite helpful to value small meetings. Space is difficult to find and small spaces can lead to larger meetings.

CLEWE: Patron Feedback Survey

18	Item 1 Other: Magic room
19	Item 3: Add: ... for boundaries and SAFETY Item 4: Add "Opportunities for children to play or learn together" Item 5: Brighter meeting spaces, ADD: "or with dimmer". "Need bright enough to paint" Item 5" Acoustics, Add: "The only time there was an issue is when the younger scouts were in the large area" Item 5: Add: "If the room is going to be used as an art/craft making area, then a tile/vinyl floor non-upholstery chairs would be practical. Also a sink/counter at the end, maybe with coffee maker/small fridge available.
20	Item 4: ...literacy activities "on going Age 6 and up" More kid activities 6 and up More art events
21	Item 4: Opportunities for children to play or learn together
22	Item 5: Add "Brighter Meeting Spaces"
23	Keep the kids upper level staircase that is a make believe fire station/town. The kids love that special space.
24	Large meeting spaces upstairs
25	More conference rooms please!
26	More small group meeting spaces, that can be reserved in advance.
27	My child loves the dollhouse, puppets, and the magna tiles!
28	Our kids look forward to the play/imagination exhibits each season. Today they spent 45 minutes making and selling apple pies, etc. How wonderful!! They have loved the camping, ice cream, fishing, and arts/crafts exhibits tremendously.
29	Please keep the books top priority and the focal point. Add more books.
30	Separate play room with the wind tunnel/etc Climbing House Bathroom Picture search game
31	Spaces for imagination that let children lead with their imagination, rather than offering specific library-directed activities.
32	Thank you for offering the upper level meeting rooms. This has allowed our painting group to meet and share our artwork. We have been meeting for over two years and our group has changed and grown. We offer it to all community members. Often, people stop in to see what we are doing. The entire experience is positive.
33	The art gallery aspect is a gem - so many talented artists have displayed their work in the gallery.
34	The art installations are necessary to reflect the community. WE have so many talented people in our community and it is very calming to see this reflected on the walls. Keep the beautiful wood color out there, and the windows are wonderful. I would just change the Margaret Rivers room to add acoustics between the areas and update the flooring/paint/tech.
35	The beautiful learning/experience room that transforms each season!
36	The children's activity area with specific monthly themes is outstanding! It makes the library unique and is a favorite place to visit and explore.

CLEWE: Patron Feedback Survey

37	The children's playroom and the little nook up the stairs
38	The conference room is a little small. I wonder if people rent A&B "just in case" rather than separately. I rent both the conference room and A&B once or twice each year and they are great meeting spaces. The AV and sound systems are good and necessary. A&B are dark, but darkening shades would be critical if the room was made brighter with bigger windows. BTW, I think the library should be able to host weddings and other special events to earn extra programming funds.
39	The Discovery a room in the children's library is awesome, as are the other play spaces. We love everything about the children's area; only improvement that would be important to us would be to have some sort of barrier keeping kids from running too far off
40	The Discovery Room Storytimes
41	The Gallery is special.
42	The gallery space
43	The loft and the "tornado tube" are always popular with our kids. (The loft could benefit from a little refresh but the space in general is nifty.) The puppet stage is also beloved! (Side note: Thanks for having a kid-sized toilet!)
44	The rotating explore area is great. We love to discover new things there and the play area is so fun for our 3 year old.
45	The Stillwater library has our family's favorite children's area in all of the Twin Cities. I love how big and open it feels, while still having some little nooks to read or play. We love the discovery room and its seasonal changes. We love the book check out station being lower, at children's level. My kids love the Legos and doll house.
46	The themed rooms in the children's area are always so thoughtfully curated. Our children (ages 2 + 4) absolutely love them. Best part of the library for our family.
47	The variety of activities and play spaces is wonderful. We are continually amazed at the engaging and educational experiences the library staff builds in the room (bee hive, ice cream shop, etc) We highly value the story times the library offers. We also enjoy and appreciate the art exhibit space.
48	Upper level meeting spaces are valuable, used by community members and are needed. I would not like to lose these spaces. Thank you for providing them.

CLEWE: Patron Feedback Survey

49	Very good Children's Library! The way books and materials are displayed. The variety of materials available. The play areas where children can interact. Sitting areas where people can sit while children explore and people can read to their children. Children like to find the hidden objects and animals and sometimes partner up to help others find them. Item 4 add: "Activities appropriate for different ages and abilities." I have used children's programs and adult services: tech help, request books, computer help, read magazines and newspapers. I love the colorful additions to the garage entrance and elevator! Thanks for the grant to do those things. The staff is welcoming and helpful! The book sale is great. Thanks to all the people who volunteer their time to make that possible. It has made it possible to provide a literature-rich environment while caring for grandchildren. They are becoming lifelong readers!
50	We love that there is a children's bathroom and would love to see more things like this that make it possible for children to be active participants in different tasks.
51	We love the openness.
52	We love the rotating activities in the discovery room, the seating in the gallery and terrace
53	We love the rotating activities, puppet show area, and steps up to the reading nook.
54	We really love the rotating themes!
55	We would never want to lose the Discovery Room. We love the large selection of books and want even more books and shelving, so we wouldn't want that reduced.
56	When I use the Children's library I am often with another parent and several children; it's helpful that I can see across the whole space and know where everyone in my group is while allowing them to play with each other or others in a variety of places across the space. I love that one can be on the computer, two are putting on a puppet show and another is in the rotating play space with kids from other families.
57	Would hate to lose Miss Kim! We think the space is great and the kids enjoy the freedom. I think any noise issues are more from inattentive parents that catch up rather than watch their kids (at least from what I've seen). And some of my kids favorite things there are the simple free play and doing the scavenger hunt. I'd say keep it simple!
58	Your kids play area with the rotating seasonal things are wonderful!

CLEWE: Patron Feedback Survey

7. If you could make one improvement to the Children's Library or upper-level Event Wing, what would it be?

62 Answers

1	"Adding more toys"-per my 4-year old daughter
2	'Containment' in the children's library somehow preventing kids from running too far off
3	1. Half wall height with gate-Keeping children safe. 2. Brighter lights for painting in Margaret Rivers room.
4	a comfort/quiet room in the Children's Library for private nursing, sensory needs, and calming
5	A few more little cozy spots to snuggle up and read together would be really nice and inviting! Half the time my kids just plop on the floor to read while we are there.
6	A meeting place for homeschoolers that could accommodate messy projects for groups (for example a science project or art project).
7	A quit calming place were there is no loud noises (running, yelling children or parent or caregivers are not talking across the whole library. A space where there is no distractions.
8	A separate area for the babies/toddlers
9	Add virtual meeting and presentation technology to the west end of Margaret Rivers.
10	additional rooms available
11	As mentioned before, we miss the arts and crafts. Would love to see that brought back and not just for one day drop in or pre register events
12	Better sightlines to keep an eye on our kids when they aren't in the same part of the Children's Library as each other.
13	Better sound damping in the study rooms. Better ventilation/air exchange in the meeting rooms/ Margaret River room etc. to help with strong scents, i.e. soaps, perfumes, body sprays etc.
14	Brighten it up. The upper level is a bit dark.
15	Children's area enclosed for kids safety and for quiet throughout the library
16	Clearer boundaries of the children's library such as a half wall to contain the space better.
17	clearer physical and audible division between kids library and main library. AND have a librarian in the kids section during the busiest hours
18	-Colorful, cozy, sweet and happy space for kids! Would like to see a more defined space with maybe some separation ? -Would like more outlets on terrace for plug-in laptops (there's only one now) and I love to enjoy the weather and the amazing view from there!
19	Either have the doors to the gallery close, or be sure that the acoustics are improved to avoid the noise overflow into the reading area.
20	Everything is fine the way it is. Save taxpayers money, Everything is already to expensive.
21	Frankly, I'd rather my tax money goes to better books in the children's section (ditch the agenda books, the computer illustrated etc, stop getting rid of old favorites) than making physical changes to the building.
22	From a 6-year old-construction/building blocks. More STEM

CLEWE: Patron Feedback Survey

23	Having more "fun" seating for those early middle graders like bean bag chairs. My daughter loves grabbing a graphic novel, but has to sit next to the puppets or hear the families who are reading out loud. She does not like the "loft." Although it's quieter up there, it's not inviting. And she could sit in the teen section, but so far has not been interested as the books she still enjoys are in the children's section.
24	I already appreciate the spaces and wonderful art in this library. It is a joy to wander around and look at the paintings and interesting books on the shelves (not that I get a lot of time for wandering). I really think upgrading the materials and architecture would be wonderful for everyone. We don't all live in fine houses, so trips to beautiful public spaces are very uplifting and inspiring, I think.
25	I hate to say "more toys", but I guess I mean specifically in the "upstairs" area of the kids library it would be nice to have a few more small activities to do up there, even just a few more puzzles in a puzzle rack. Sometimes there's only one magnetic board up there so it ends up feeling empty and like wasted space, especially if the one puzzle game is already being used. I also feel as though the puppet stage area/corner could be better utilized.
26	I love the Event rooms the way they are, thank you.
27	I really like the idea of smaller meeting spaces. I work remotely and try to get out of the house regularly to have some uninterrupted time and these sort of spaces sound ideal. It would also be great to have some more zones to enjoy the terrace and the fantastic view you have of the town. I've wanted to sit out there for lunch with my kids, but have found the tables were all being used and shade very limited.
28	I think if the play area could be expanded even more, that would be wonderful.
29	I truly think it is already great and a big step up from other libraries
30	I wish the seating area for children was accessible. The little nook over in the corner is fabulous. I just wish it was accessible for my daughter whom is in a wheelchair.
31	I wish the upper level meeting space could accommodate more seating for some events
32	I would welcome people. No one has ever been there when I have booked meetings - it feels like I am "sneaking" in. All of us need to know we are valued by the library. Also, please be aware that many of us who use the library have disabilities. Thank you for the comfortable chairs to sit in. Please let us know if there are disability advocates who can help us.
33	I'm often worried my child is going to be too loud or rambunctious, since the space is kind of in the open! Some separation would be really nice
34	If we go up to the even wing, especially when my child was younger, I am very conscious of how well the sound carries along the tile floor into the rest of the adult wing of the library. I rush through there or avoid it so we aren't spreading noise all over.
35	Include art, science and history fairs where kids can display and compete in. Aim at homeschool families and the work can be displayed for the library. One of the libraries in PA we belonged to did this and it was very successful and great for the community
36	It is still difficult for an older person not yet using hearing aids to hear speakers. Maybe the person introducing a speaker could check several areas of the room and let a speaker know if they need to hold a microphone differently. Ask the audience if anyone is having trouble hearing, after the meeting has started.
37	Larger upstairs space for speakers
38	Maybe an addition of a minimal indoor playground space-especially for winter! A slide down from the loft in the children's area could be cool! Something low and good for the littles.
39	Maybe make the scavenger hunt more age appropriate...harder items to find.

CLEWE: Patron Feedback Survey

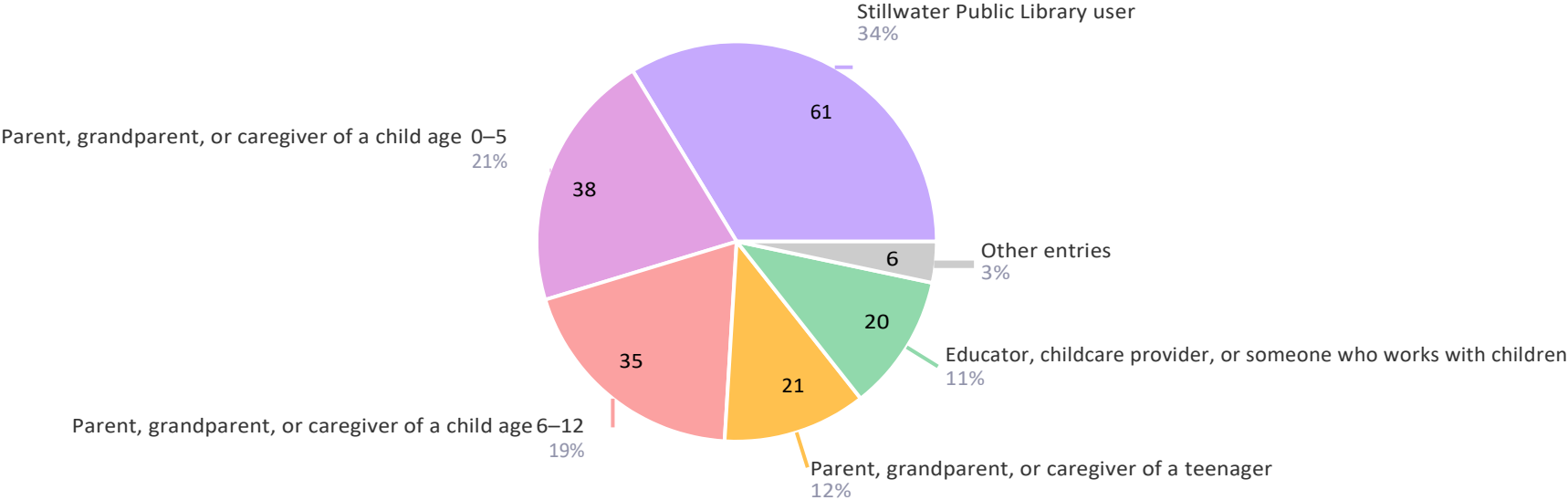
40	More reading space where the puppet area is. Add bean bag chairs, etc.
41	More reservable meeting spaces
42	More seating
43	More seating spaces for a family to read together Open tables within the Children's library space for kids to do homework or learn.
44	More shade for the terrace and more comfortable seating facing the St. Croix.
45	More stuff for kids upstairs
46	New flooring/carpet. We would love a fragrance-free soap option in the bathroom due to allergies.
47	No improvement needed
48	Not exactly specific to the topics listed above, but the wi-fi dependability needs some serious beefing-up, particularly on the top floor of the library.
49	Perhaps more comfortable seating for reading and lounging.
50	Portable signage pointing visitors to the meeting spaces from 4th St door and elevator. I like having the tables in the gallery and the kids in the children's area included in the hub-bub. I think having everything separated makes it feel isolating rather than a vibrant community space as it feels now.
51	Rather than meeting rooms for 1-3 people meeting rooms for 1-6. Our group is small but would not fit into a 3 person room. The 20 seat room is so large it makes us feel small. I feel like some may look elsewhere just because it is large. If it was a small group of 2-3 an 8 person room would not feel sterile like a 20 person room does. A 1-3 person room might look more like a study space.
52	sorry can't think of one. I only use the children's library once a year when my grand children are visiting from Houston, and thank you for that resource.
53	Sound containment areas for the children's area.
54	Terrace available for private event rental
55	Updated theme that reflects our community. Maybe we could have trees and wildlife from our region painted throughout.
56	Upper level doesn't feel like part of the library or a space anyone could use. It feels like a hallway or space I shouldn't be. Make upper level wing feel like the rest of the library. Or into a bunch of phone/meeting small rooms like Maplewood. Quieter acoustics in gallery. Cut off Children's area more with a wall to keep noise down and area more contained.
57	Vending machine
58	washing the puppets more often
59	We just love the library! Everyone there is so kind and helpful! Thanks for working to make it even better!!
60	We love this library! Please consider moving the kid computer station somewhere else. Once our 1st grader learned about the games, he had zero interest in the rest of the space -- and he loves reading and being read to. I know at least 3 other families who have shared the same experience. Our kids get so much screen time in school. I would love to have a space where it's not a problem to be solved and we can just focus on analog things.
61	We would love if the library opened earlier. Especially with small kids who love to get going early, having the library accessible especially in the winter would be life changing!!

CLEWE: Patron Feedback Survey

62	We'd love to see even one MORE breakout space available for large groups! We often have a hard time snagging the rooms we need for our group, due to lack of availability or lack of area. Also, as mentioned, we do have a hard time hearing over competing room sounds, including an especially noisy HVAC system.
----	--

8. Which best describes you? (Select all that apply.)

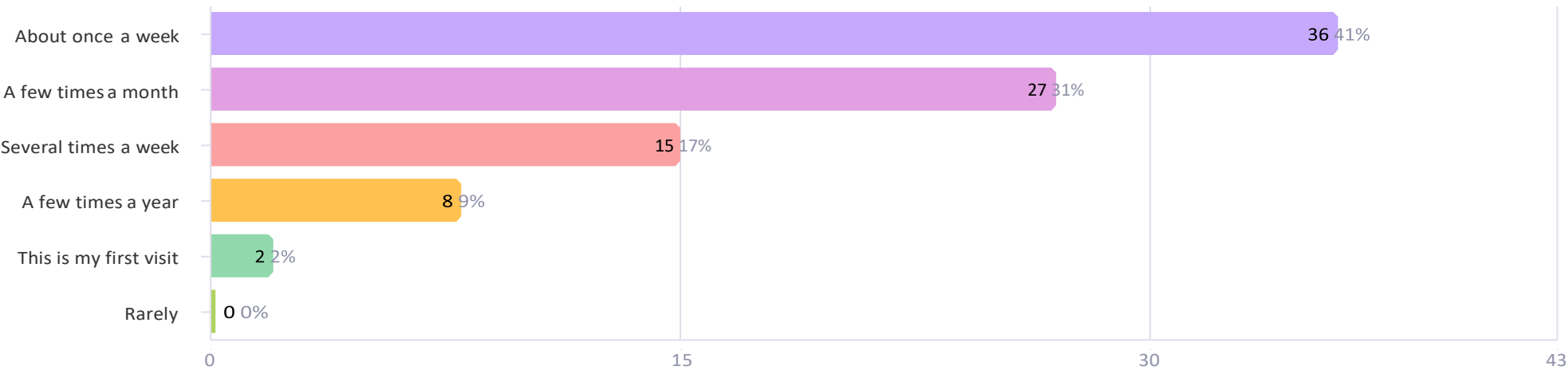
181 Answers- 2 Empty



Data	Answer	%
Stillwater Public Library user	61	34%
Parent, grandparent, or caregiver of a child age 0–5	38	21%
Parent, grandparent, or caregiver of a child age 6–12	35	19%
Parent, grandparent, or caregiver of a teenager	21	12%
Educator, childcare provider, or someone who works with children	20	11%
Other entries	6	3%

9. How often do you visit Stillwater Public Library?

88 Answers- 3 Empty



Data	Answer	%
About once a week	36	41%
A few times a month	27	31%
Several times a week	15	17%
A few times a year	8	9%
This is my first visit	2	2%
Rarely	0	0%

MEETING ROOMS & EVENT WING Stillwater Public Library

What should be most important as we improve the upper-level event wing space (Margaret Rivers Rooms, gallery, restrooms)?
Place up to 3 stickers next to the things you value most.

 **Reservable space for 1-3 people**
Creating a new, reservable meeting room for 1-3 people.

 **Chairs and tables that can be moved easily**

 **Virtual meeting technology**
Ability to use one or both Margaret Rivers Rooms for hybrid video conferencing.

 **Sound dampening between meeting spaces**
Reduce sound transfer between rooms so activities don't interfere with each other.

 **Brighter meeting spaces**

 **Electronic scrolling signage**

 **Quieter acoustics in gallery space**

 **More conveniently located power outlets**

 **Push-button automatic doors for terrace**

 **Push-button automatic doors for restrooms**

Something missing?
Please write your comments on the adjacent notepad.

Notepad Comments:

- Please allow for outdoor space to be open again to events, parties, wedding celebrations like it used to be. It is a beautiful space. It needs to be utilized again. (2 stickers)
- Cafe
- I hope you keep a gallery space for art. (3 stickers)
- More opaque shade in conference room. (1 sticker)
- More ventilation in elevator well at street level. Very musty.
- Please do not use scented soap in restrooms.
- Support a local business/small business and bring back coffee or Boba. (4 stickers)
- Yes to a cafe.
- More study rooms please with no reservation required.
- More computer/phone charging ports please. (1 sticker)
- No scented candles or soaps please. (5 stickers)
- Block noise from children's area so others can think and read. (8 stickers)
- More greenery on terrace and some kind of play space out there. Response: Please no! Play space on rooftop seems awfully dangerous. (4 stickers)
- Restrooms are antique. (1 sticker)
- Larger room for Friends Book Sale.
- T-coil for meeting room.
- Add small cafe - it would turn a profit.
- No - People don't clean up after themselves. (3 stickers)
- More space to set books when checking out.
- More meeting rooms.
- Open for event rental.

Data	Sticker	%
Reservable space for 1-3 people	21	14%
Chairs and tables that can be moved easily	14	9%
Virtual meeting technology	3	2%
Sound dampening between meeting spaces	24	16%
Brighter meeting spaces	7	5%
Electronic scrolling signage	2	1%
Quieter acoustics in gallery space	16	11%
More conveniently located power outlets	14	9%
Push-button automatic doors for terrace	18	12%
Push-button automatic doors for restrooms	32	21%

CHILDREN'S LIBRARY

Stillwater Public Library



What matters most to you about the Children's Library?



Place up to 3 stickers next to the things you value most.



Books and other materials
Access to a variety of materials and formats for children.



Imaginative play
Opportunities for pretend play and open-ended exploration.



Hands-on discovery
Activities that encourage children to explore, experiment, build, and make.



Practical spaces for children and caregivers
Seating and furnishings for children and the adults with them.



Easy supervision and movement
A layout that helps caregivers see children and makes the area easy to navigate.



Inclusive and accessible experiences
Spaces and activities that work well for children of different ages and abilities.



Adding a comfort/quiet room
A comfort/quiet room for private nursing, sensory needs, or calming.



Creating a more defined Children's Library
A distinct space from the rest of the floor with a clear entrance and boundaries.



Adding stroller parking



Adding sound dampening between the Children's Library and other library areas

Something missing?
Please write your comments on the adjacent notepad.

Notepad Comments:

- Water bottle filling station on lower level.
- Space and activities for kids 7 & up and classes for 6-10 in winter.
- Covered bike parking.
- Lucky day books.
- Fast-circulating high demand books.
- Buy more new best-sellers.
- Seed garden exchange.
- Art classes (like before) - hope to bring back.
- Game area.
- Kids craft/sewing area or classes.
- Add cushions to the loft reading area.
- Move computers and games away from books.
- Add phone booths so study areas are not misused for this.
- Better lighting in kids area - warmer lights or any natural light would improve this area.

Data	Sticker	%
Books and other materials	44	22%
Imaginative play	54	27%
Hands-on discovery	35	18%
Practical spaces for children and caregivers	19	9.5%
Easy supervision and movement	8	4%
Inclusive and accessible experiences	6	3%
Adding a comfort/quiet room	6	3%
Creating a more defined Children's Library	6	3%
Adding stroller parking	2	1%
Adding sound dampening between the Children's Library and other library areas	19	9.5%

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2027 Library Holidays/Closing Dates																													
OWNER: Troendle, Director	PRESENTER: Troendle, Director																												
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:																												
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of recommended holiday and staff training closing schedule for 2027.																													
BACKGROUND/CONTEXT: The director recommends the 2027 closing schedule below for Stillwater Public Library. The schedule includes standard holiday closures and a partial-day closure for staff training. <table border="0"> <tr> <td>New Year's Day</td> <td>Friday, January 1, 2027</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>Monday, January 18, 2027</td> </tr> <tr> <td>Presidents' Day</td> <td>Monday, February 15, 2027</td> </tr> <tr> <td>Easter</td> <td>Sunday, March 28, 2027</td> </tr> <tr> <td>Memorial Day</td> <td>Monday, May 31, 2027</td> </tr> <tr> <td>Juneteenth</td> <td>Saturday, June 19, 2027</td> </tr> <tr> <td>Independence Day</td> <td>Monday, July 5, 2027 (observed, since July 4 is a Sunday)</td> </tr> <tr> <td>Labor Day</td> <td>Monday, September 6, 2027</td> </tr> <tr> <td>Staff Training</td> <td>Monday, October 11, 2027 (closed until 2 PM; open from 2-8 PM)</td> </tr> <tr> <td>Veterans Day</td> <td>Thursday, November 11, 2027</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Thursday, November 25, 2027</td> </tr> <tr> <td>Christmas Eve</td> <td>Friday, December 24, 2027</td> </tr> <tr> <td>Christmas Day</td> <td>Saturday, December 25, 2027</td> </tr> <tr> <td>New Year's Eve Day</td> <td>Friday, December 31, 2027</td> </tr> </table> The library will also be closed on Sundays in the summer from May 30 - September 5, 2027. Minnesota Statute § 645.44, subd. 5 (Holiday) says "...when New Year's Day, January 1; or Juneteenth, June 19; or Independence Day, July 4; or Veterans Day, November 11; or Christmas Day, December 25; falls on Sunday, the following day shall be a holiday..."		New Year's Day	Friday, January 1, 2027	Martin Luther King Jr. Day	Monday, January 18, 2027	Presidents' Day	Monday, February 15, 2027	Easter	Sunday, March 28, 2027	Memorial Day	Monday, May 31, 2027	Juneteenth	Saturday, June 19, 2027	Independence Day	Monday, July 5, 2027 (observed, since July 4 is a Sunday)	Labor Day	Monday, September 6, 2027	Staff Training	Monday, October 11, 2027 (closed until 2 PM; open from 2-8 PM)	Veterans Day	Thursday, November 11, 2027	Thanksgiving Day	Thursday, November 25, 2027	Christmas Eve	Friday, December 24, 2027	Christmas Day	Saturday, December 25, 2027	New Year's Eve Day	Friday, December 31, 2027
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ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																													
PREVIOUS ACTION ON ITEM:																													
REVIEWED BY COMMITTEE?:																													

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2027 Board Meeting Date Changes	
OWNER: Hansen, President	PRESENTER: Hansen, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Determine board meeting date for August 2027	
BACKGROUND/CONTEXT: Board of Trustees meetings are generally held on the second Tuesday of the month at 5:30 PM. In 2027, the August meeting date falls on Tuesday, August 10, a primary election day. Under state statute 204C.03, public meetings are prohibited on election day between 6:00 and 8:00 PM. The board will need to consider an alternate date for the August meeting. The City Clerk has asked the library to provide a proposed date for inclusion in the 2027 City meeting calendar being prepared. If the board has an opportunity to present an update at the first City Council meeting in August (Wednesday, August 4), and a practice run-through is desired, the options are limited to Monday, August 2, or Tuesday, August 3. Please note that Night to Unite will take place on August 3. Finally, the board may choose to cancel the August meeting at its July meeting if it is determined that no action is necessary.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from Library Director, Mark Troendle

Major Accomplishments

- In collaboration with staff, finalized and launched the CLEWE public input process, including the project survey and sticker boards. Also coordinated with Collaborative Design Group (CDG) to schedule two informal public tabling sessions to provide additional opportunities for community feedback.
- Submitted the 2026 Hugh J. Andersen Foundation post-grant report in collaboration with the Library Foundation's Executive Director, library staff, and the Bayport Public Library Director. The report documented outcomes from Foundation-supported Youth Services initiatives and fulfilled the grant's reporting requirements.
- Participated in the first meeting of the joint Library Board–Foundation CLEWE Project Task Force.
- Attended the Library Foundation's board governance training and a separate strategic planning meeting.
- Completed the terrace furniture project with the arrival of the children's picnic table on September 28 and the EMU tables and chairs on October 1.
- With assistance from the Facilities Committee, finalized the selection of replacement carpet for the rotunda and confirmed installation for Veterans Day, when the library will be closed, to minimize disruption to the public.
- Attended an appreciation breakfast recognizing Library trustees, Friends and Foundation board members, staff, and volunteers.
- Began another two-year term as a member of the St. Croix Valley Optimist Club Board, continuing the library's connection with a local civic organization focused on youth and community service.
- Business & Communications Manager Keri Goeltl developed a two-page insert for the fall issue of the City's quarterly print newsletter. The insert was also shared with Stillwater Township for posting on its website to reach township residents.
- Four *Library Corner* articles were published in September.

Heads-Up

- The Friends of Stillwater Public Library Board voted on September 14 to move forward with the proposed dissolution of the Friends and unification with the Library Foundation. A membership vote is scheduled for October 12. If approved, planning will continue for the transition and the incorporation of the Friends' activities into the Foundation.
- On October 12, the library will be closed to the public until 2:00 p.m. to accommodate staff training, including CPR/AED instruction, a Code Adam review, and planning information related to the CLEWE project and the library's 130th anniversary.

Near-Term Focus

- Preparing for the October 21 CLEWE core group meeting, when CDG will present more fully developed design concepts informed by staff, core group, and public feedback.

- Continuing work related to the proposed Friends/Foundation unification following the October 12 membership vote, including assisting with any necessary transition planning and communications.
- Collaborating with Keri and a vendor on the development of content for a new library history wall, including planning for the relocation of the existing bulletin board and periodical display bins to accommodate the installation.
- Continuing preparations for the library's 130th anniversary in 2027, including collaborating with Keri and a vendor on the design and production of historical banners celebrating the library's history.
- Preparing to fill an upcoming part-time Reference Librarian vacancy following the current employee's acceptance of a full-time position elsewhere.
- Continuing participation on the Library Foundation's Strategic Approach Team as the Foundation's strategic planning process progresses. The next major milestone is an all-day retreat at Bayport Public Library on October 20.

Art and Music

- **Henna:** 6 participants learned how to apply henna designs during a class on Thursday, September 3 that was taught by Swetha Avula of Acrylic Arts Studio.
- **Superior: a 50-year photographic Journey:** On Wednesday, September 9, 59 participants joined photographer Craig Blacklock to hear and see the stories, challenges, and changing landscapes from behind his lens, capturing Lake Superior's raw power and quiet moments over five-decades.
- **Reception for Lauren O'Connell:** On Thursday, September 17, 33 people attended a reception to celebrate artist Lauren O'Connell. Her show, Clothes to Quilts, is displayed in the library gallery September-October 2026.

Book Clubs & Literature

- **Mystery Book Club:** 9 participants discussed mystery books set in the British Isles on Wednesday, September 16. [Find Mystery Book Club book lists on our website.](#)
- **Why Read Poetry? A poetry study with Lee Kisling:** 10 attendees joined poet Lee Kisling on Monday, September 21 to read aloud and discuss modern poems that are not widely known.
- **Authors on the Road to Publication:** On Tuesday, September 29, 47 attendees heard from local authors Jennifer Bowen ([The Book of Kin](#)), Andrew DeYoung ([Stay Away from Him](#)), Loretta Ellsworth ([The Jilted Countess](#)), and Anika Fajardo ([The Many Mothers of Dolores Moore](#)). The authors shared their unique path to publication and the experiences that shaped their books in a discussion moderated by library associate Karen Karason. Valley Bookseller offered books for sale. This special event was funded by the Stillwater Public Library Foundation.

Lifelong Learning

- **Tech Help:** A total of 8 attended Tech Help sessions in September. Appointments are offered weekly on Tuesday evenings and Friday afternoons.
- **Medicare Counseling:** 3 attended sessions with a Medicare counselor on Monday, September 8. One-one-one Medicare counseling is offered at the library on the first Monday of the month by the Metropolitan Area Agency on Aging (MAAA). This organization was formerly known as Trellis.
- **A Nation of Immigrants:** 5 attended and learned more about how to explore immigration history on Thursday, September 10.
- **World War II, through a Child's Eye:** On Tuesday, September 15, 58 people heard the story of Tilly Maddux's childhood during the Nazi invasion of Holland. Tilly shared her memories of the occupation of the city of Roermond as her father practiced medicine and her family struggled to conceal their Jewish nanny from German forces.
- **We Can Do It! A Science-Based, Hopeful Approach to Stopping Climate Change:** 30 attended this event on Friday, September 18 that was offered as part of Sustainable Stillwater's Climate Action Week programming.

Book Displays & Outreach:

- **Lower Level Entry Display:** Books about boats.

- **Lower Level Round Table Display:** Books that ALMOST won the National Book Award.
- **The Sci-Fi/Fantasy Display:** A [Noun] of [noun] (and [noun]) title structure (i.e. “A Bowl of Mac and Cheese”).
- **The Lodge Outreach Visit:** 9 people received large print materials at The Lodge on Monday, September 14.

St. Croix Collection:

- **Monthly Visits:** 14 SCC users were recorded in September, including 4 residents and 10 visitors.
- **Research Topics and sources:** Runk photos, library east proper, church records, newspapers, hanging files, yearbooks, Sanborn maps, Wardens House/prison, City Directories
- **Genealogy Research Appointment:** Two research appointments were filled during the month of September.

Superior: a 50-year photographic Journey, September 9

Craig Blacklock describes a Lake Superior experience.



WWII through a Child's Eyes, September 15

Tilly Maddux shows a photograph of herself and her brother following the liberation of Holland.



Authors on the Road to Publication, September 29

Karen Karason moderates the author panel: from left, Jennifer Bowen, Andrew DeYoung, Loretta Ellsworth, Anika Fajardo, Karen Karason.



September Programs and Activities

Early Literacy (0-5)

- Five 10:30 AM Preschool Storytimes (461)
 - Bus (102)
 - Shapes (102)
 - Farms (115)
 - Apples (75)
 - Story Soup (67)
- Five 11:30 AM Preschool Storytimes (175)
 - Bus (31)
 - Shapes (46)
 - Farms (20)
 - Apples (36)
 - Story Soup (42)
- Four Baby/Toddler Storytimes and Playtime (176)
 - Bus (48)
 - Shapes (43)
 - Farms (45)
 - Apples (40)
- One Second Saturday Family Storytime: Shapes (20)

School-aged (6-12)

- Family Building Challenges (32)
- Two Chess Club sessions (22)
- LEGO Club (35)

Children's Drop-in Activities

- Scavenger Hunt: Farm (506)
- Apple Discovery Room

Teen

- Gnome Homes (12)

Outreach

- New Heights – Elementary and Middle School alternating Tuesdays
- Daycare Provider Storytime: LADC (29); Kind Roots (17) (46)

Upcoming

- Oct. 3, 1 pm, Author Margi Preus: Mystery Writing and THE SHREW DETECTIVE

- Oct. 9, Entries Due: Youth Mystery Writing Contest
- Oct. 14, 3:45 pm, Collage Art for Tweens & Teens
- Oct. 15, 2 pm, Wet Felted Bugs with Parcel Arts
- Oct. 22, 6 pm, Mystery Youth Writing Contest and Rebecca Ansari Author Visit
- Oct. 27, 4 pm, Creepy Clay Crafting for Tweens & Teens
- Nov. 10, 3:30 pm, Introduction to Ballet with St. Croix Ballet- The Nutcracker
- Nov. 12, 2-5 pm, Owl Art Kit Pickup - Owl in Oil Pastels
- Nov. 18, 3:45 pm, Mini Ink Bleed Art for Tweens & Teens

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
DESCRIPTION: Committee: Facilities Meeting Dates & Time: Thursday, September 10, 5:30 PM Location: Virtual meeting (Zoom) Present: Buckland, Burns, Troendle Absent: Quijano Agenda Item 1: Rotation of Committee Chair Per the committee charter, there is an opportunity to rotate the chair every six months. Both Hannah and Stan recommended that Jon continue as chair, noting that he is doing a great job and that the continuity would be helpful as the CLEWE project moves forward. In a follow-up after the meeting, Jon agreed to continue as chair. Agenda Item 2: Selecting a Facilities Committee Representative for the Joint Library/Foundation CLEWE Task Force The task force would benefit from representation from the Facilities Committee. Stan and Hannah recommended Jon serve as the committee's representative. Hannah indicated that later next year, she can reassess her availability and may be able to attend some meetings, which could help reduce the time commitment for Jon. Agenda Item 3: Terrace Furniture Update Mark received the invoice from Emu Americas today, and the remaining terrace furniture order was submitted. Agenda Item 4: Rotunda Carpet The committee liked the newest carpet sample and was comfortable moving forward. Several border options were discussed, with a preference to proceed with the lowest-cost option. The plan is to install the carpet on Veterans Day, when the library is closed, to minimize inconvenience to the public. In a follow-up after the meeting, Mark again reviewed the border options with a company that has been consulting on the project. It has been difficult to find a similar, or even suitable, green in a commercial-grade carpet with the appropriate pile height. If the border were removed entirely, the carpet between the mosaic tile areas would require a center seam running the length of the space. The recommended option was to leave the existing green border in place, since it remains in good condition, and replace only the floral carpet within it. This would allow the replacement carpet to remain a single piece, without the need for a center seam, and is also the least expensive option. If the border needs replacement in the future, better matching options may be available at that time, and a new border could be seamed in.	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: CLEWE Project Task Force	
OWNER: CLEWE Project Task Force	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: CLEWE Project Task Force Meeting Date & Time: Monday, September 14, 2026, 2:00 PM Location: Conference Room, Stillwater Public Library Present: Craig Hansen, Kim Glidden, Jon Quijano, Drew Arnold, Jeneane Flipp, Elsbeth Howe, Bethany Cox, Mark Troendle Following introductions, Kim shared a draft timeline titled <i>Milestones for Coordination of CLEWE Project</i> for discussion. Fundraising Planning and Consultant Selection Elsbeth shared that the Library Foundation anticipates hiring a fundraising consultant in 2027 to assess the community's capacity to support a capital campaign for the Children's Library and Event Wing (CLEWE) project. The Foundation would coordinate the consultant selection process, with the completed CLEWE plan and estimated project costs informing the request for proposals. Members discussed the importance of determining a realistic fundraising goal and assessing the Foundation's capacity to raise the necessary funds. While the Foundation has established supporters and strong community partnerships, the overall fundraising potential remains uncertain. The discussion also touched on the importance of securing a substantial portion (at least 60%) of the fundraising goal in commitments before publicly launching the campaign. Elsbeth also shared that the Foundation is pursuing grant funding to send four representatives to a public library fundraising conference in Madison, Wisconsin, in June 2027. Community Engagement and Campaign Strategy Members discussed the library's 2006 expansion project, including fundraising efforts and potential community connections that could be helpful for the CLEWE project. The group emphasized the importance of maintaining open communication and beginning to build relationships with potential supporters. Members noted that the library has an established reputation in the community and that improvements to the children's area could provide a compelling case for philanthropic support. There was also discussion about how best to communicate the results of the CLEWE planning process to the community. CDG can provide plans and supporting information, but the library and Foundation will need to develop messaging that effectively communicates the project's value and community impact.	

Members discussed donor recognition and stewardship, including the potential appeal of naming opportunities as part of a capital campaign. Mark referenced the library's existing Naming Rights and Donor Recognition Policy, which was adopted in anticipation of future fundraising opportunities.

Project Timeline and Next Steps

The group discussed the importance of receiving cost estimates and other information from CDG to help inform the Foundation's fundraising planning and strategy. Members also considered what additional guidance or expertise may be needed to translate the completed CLEWE plan into a successful fundraising campaign.

The completed CLEWE plan will be presented to the Library Board for acceptance. The anticipated completion date was discussed, with March 2027 considered a reasonable planning assumption, although the plan could be ready earlier. April was identified as the latest anticipated timeframe.

The task force agreed to reconvene in January 2027, when additional information from CDG is expected to be available.

Next Meeting: January 2027; exact date to be determined.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Friends of the Stillwater Public Library



May 11, 2026 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

Attendees:

Gemma Lockrem, Janet Skeie, Jan Kilkelly, Tracy Salvati, Mark Troendle, Mark Stapleton, Beth Nelson, Lyndon Lockrem

Agenda

Friends of the Stillwater Public Library Agenda Monday, May 11, 2026 at 6:30 pm Conference Room

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

Meeting called to order by Janet Skeie

- Tracy distributed the minutes from Monday, April 13, 2026 for review
 - Minutes approved

Treasurer's reports - Jan Kilkelly

4/1/2026 – 4/30/2026

Opening Balance: \$62,700.90

Total Receipts: \$9,649.00

Total Disbursements: \$177.95

Ending Balance: \$72,171.95

Membership report Gemma Lockrem

~ 103 members

Topics:

BOOKSALE Totals

Annual Spring Book Sale 2026: \$6,659.00

Donations: \$342.00

BOOKSALE Dates

Fall 2026: Book collection on Saturday, November 14, 2026, 10:30-3:00pm

- Book sale November 18-21, 2026

- **2027 Spring Book Sale - collection drive on April 17, followed by sale dates of April 21–24.**
- **2027 Fall Book Sale - collection drive on November 13, with sale dates of November 17–20.**
 - These dates were chosen to best align with the library's calendar and minimize disruption to existing programs and events.

UPDATE on GRANT APPLICATION: MALF has awarded FRIENDS \$1,000 Grant

Money will be used to purchase books for PIT Stop Resource Event.

Location: 1st Presbyterian Church in Stillwater.

Previous meeting MALF Grant application was discussed:

- *The library is proposing that FRIENDS apply for the Minnesota Association of Library Friends Good Neighbor Grant in the amount of \$1,000 in support of the PIT Stop Resource Event. The event, held following Washington County's Point-in-Time count, serves 300+ individuals, including many families, by providing centralized access to essential services.*

Mark Troendle update: Library Director's Report

- The Library will be closed Sunday, May 24, and Monday, May 25, for Memorial Day weekend. Summer Sunday closures begin that weekend and continue through Labor Day weekend.
- May is National Historic Preservation Month, and the library has several programs on this theme, including:
 - The Music of Route 66 will be the topic of a MacPhail Center for Music talk on Monday, May 18, at 6:30 in Margaret Rivers A&B. Registration is required, and seats are still available.
 - Photographer and author Jay Grammond explores overlooked landmarks, hidden history, and forgotten places throughout the Twin Cities metro as part of his ongoing Detour Minnesota project. That program is Tuesday, May 19, 6:30-7:30 in the Margaret Rivers Room. Registration required and seats remain.
 - Learn how to research the history of Stillwater homes and buildings with Matt Thueson. The program introduces key local history resources, including land records, newspapers, photos, and building permits. Thursday, May 21 at 6:30 in the Margaret Rivers Room. No registration required.

****2026 FRIENDS of the Stillwater Library meeting schedule****

No meetings in January, February 9, March 9, April 13, May 11, No meetings in June, July or August, September 14, October 12, November 9.

Meeting Adjourned at 6:55 pm

Next meeting will be Monday, September 14, 2026

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