STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, November 10, 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 October 13, 2026 Minutes +
   b) Acknowledgement of Bills Paid in October+
   c) 2026 Budget Status Report +

Informational/Discussion (15 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. CLEWE Plan Update I+

Decisional (0 minutes)

Reports (15 minutes)

6. Director and Other Staff Reports +
7. Board Committee Reports +
   a. Executive
   b. Facilities
   c. Finance
   d. Library Advocacy
   e. CLEWE Project Task Force
8. Foundation and Friends Report +

9. Public Commentary
   For in-person commentary, please refer to the Public Comment Policy for rules and procedures, including time limits.

10. Trustee Check-in/Topics for Future Discussion

11. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, November 9, 2026.
A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2026 Calendar, 2026 Roster

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, October 13, 2026

Minutes

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

ABSENT: Panciera, Quijano

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order
Hansen called meeting to order at 5:30 PM.

AGENDA ITEM 2: Adoption of Agenda
Motion to adopt agenda. Burns moved. Hausman Lohmer seconded. Yes: Burns, Buckland, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien. No: None.

AGENDA ITEM 3: Consent Calendar
Motion to adopt consent calendar. Glidden moved. Burns seconded. Yes: *Burns, Buckland, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien. No: None.*

AGENDA ITEM 4: Trustee & Council Liaison Information Sharing
Trustees discussed the recent Star Tribune article on eighty books banned last year in a school library in Minnesota.

Collins reported that the City Council set the levy. They are exploring renovating the Lily Lake Ice Arena. City Council has also been having public hearings for street assessments.

AGENDA ITEM 5: Interviewing Committee & Nominating Committee
Hansen reported that three trustees (Hansen, Quijano, O'Brien) have their terms expiring in December, and all three have reapplied. The current officers' terms expire at the end of December (Hansen, O'Brien, and Glidden). All current officers are interested in continuing to serve.

The Nominating Committee of Hodson, Burns, and Panciera are charged with bringing forward a slate of officers for board consideration at the December meeting.

AGENDA ITEM 6: Director Evaluation Summary
Hansen reviewed the director evaluation process conducted at the September meeting. A summary was submitted to the city. Mark received many favorable comments and received the highest rating from the board. Objectives were set, with Mark's input, for next year. The process is completed and information has been turned into the city.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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AGENDA ITEM 7: CLEWE Plan Update
Burns read the materials. There were 100-200 comments, which may make it hard to prioritize. He noted that some themes emerged, such as the importance of the children's area restroom, as well as noise from the children's area and the meeting room wings. Burns highlighted the pie chart for survey question 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.

Troendle's overall impression is that people are generally pleased with the spaces we have, particularly the children's library, and want improvements on what we do well. There is appreciation for the Discovery Room, imaginative play, and the variety of experience for children. They'd also like more comfortable seating, better separation between the active and quieter spaces, and clearer boundaries when it comes to supervising children. Upstairs the feedback was focused on practical improvements. Examples included accessibility, such as power-operated doors, acoustics, flexible furnishings, and the ability to have smaller meeting spaces. While it's not a scientific survey, there are themes that will be helpful for CDG as they develop design options. We have a strong foundation on which to build, and we're focused on making the spaces more functional.

Hansen commented on the request for more small meeting spaces and the noise in the gallery area and how it can be challenging for open door meetings. Troendle noted that the design plans are exploring adding small rooms in the former coffee shop area. He also reported that they are exploring acoustical treatments for the wall or ceiling in the gallery area. In addition, there may be ways to dampen the sound between Margaret Rivers A&B in the header area above the accordion divider.

Hausman Lohmer expressed agreement related to the comments about relocating the kid computer station so that it was less of distraction and focus for children.

Troendle reported that the core CLEWE group meets on October 21 at 5:30 PM in MR B. CDG has met multiple times with the YS staff, with the meeting room staff, and assessing the survey public data. They are using this information to help shape and revised the proposals.

AGENDA ITEM 8: 2027 Library Holiday & Closing Dates
Troendle reviewed the holiday closings presented in the board packet.

Motion to approve the recommended holiday and staff training closing schedule for 2027. Glidden moved. Hausman Lohmer seconded. Yes: Burns, Buckland, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien. No: None.

AGENDA ITEM 9: 2027 Board Meeting Date Changes
Hansen proposed changing the August board meeting to Monday, August 2, as the regularly scheduled board meeting is on an election date. Hansen noted that the board may choose to cancel the August meeting at its July meeting if it is determined that no action is necessary.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Margaret Rivers A
Tuesday, October 13, 2026

Minutes

Motion to approve Monday, August 2, 2027, as the date of Board of Trustees August meeting. Hausman Lohmer moved. O'Brien seconded. Yes: Burns, Buckland, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien. No: None.

AGENDA ITEM 10: Director and & Other Staff Reports
Troendle discussed the staff training on Monday. Staff received CPR/AED, reviewed Code Adam procedures, and discussed the CLEWE project and 130th Anniversary plans.

Troendle reported that the rotunda carpet installation scheduled for November 11, 2026, has been delayed. A new date hasn't been scheduled yet.

AGENDA ITEM 11: Board Committee Reports

a) Executive Committee: Did not meet.
b) Facilities Committee: Did not meet.
c) Finance Committee: Did not meet.
d) Library Advocacy: Meet tomorrow.
e) Library Event Planning Task Force: Glidden reported that the event was well attended. There didn't seem to be a measurable difference in attendance between a breakfast and lunch event. From a logistics standpoint, it might be easier to do a breakfast event.
f) CLEWE Project Task Force: Report in packet.

AGENDA ITEM 12: Foundation & Friends Report
Troendle reported that the Friends met last night. There were 29 Friends members in attendance and the members voted unanimously to dissolve. As part of the dissolution and transition process, the Friends funds, less the legal fees, will transfer to the Foundation.

The Friends will not meet in November and traditionally don't meet in December. The last official activity is the November Book Sale. An email will be sent to Friends members with an update. Friends Co-chair Janet Skeie will become a Foundation board member and help guide the book sales.

AGENDA ITEM 13: Public Commentary
None.

AGENDA 14: Trustee Check-In/Topics for Future Discussion
None.

AGENDA ITEM 15: Adjournment
Motion to adjourn meeting. Glidden moved. Burns seconded. Yes: Burns, Buckland, Glidden, Hansen, Hodsdon, Hausman Lohmer, O'Brien. No: None.

Meeting adjourned at 6:05 PM.

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
November 10, 2026
Agenda Item: 3b

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:
Acknowledgment of Bills Paid in October 2026

OWNER:	PRESENTER:
Goeltl, Business & Communications Manager	Troendle, Director
REQUESTED AGENDA TYPE (A, I, D):	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
A	

IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:
Approval of October 2026 bills paid

BACKGROUND/CONTEXT:

October 2026 (2026 Fiscal Year)				
	City	*Foundation*	*Other Supplemental*	*Total*
Operating Expenditures	$ 19,037.40	$ 6,164.29	$ 6,190.98	$ 31,392.67
Capital Expenditures	$ -	$ -	$ -	$ -
Total	**$ 19,037.40**	**$ 6,164.29**	**$ 6,190.98**	**$ 31,392.67**

Bill Resolution: October 6, 2026 ($17,106.45)

- $5,300 was paid to Xcel Energy for gas and electricity.
- $1,821 was paid to Larry's Floor Coverings as a down payment for the rotunda carpet replacement.
- $1,370 was paid to Lake Elmo Inn for the Appreciation Luncheon, funded by supplemental gifts.
- $1,340 was paid to Corval Constructors for plumbing repairs in the ML restroom.
- $1,023 was paid to SOS Office Furniture for task chairs.

Bill Resolution: October 20, 2026 ($14,286.22)

- $8,237 was paid to Brodart for adult fiction, adult nonfiction, teen, and children's materials.
- $1,291 was paid to Midwest Tape for audio/video materials.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
10/6/2026 Bill Resolution
10/20/2026 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							
806	9/30/2026	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
1C3Y-H3TC-DLT9	9/14/2026	5115	Amazon Business	Library Custodial Supplies	74.36	230-4231-2102-0000	Janitorial Supplies
1D9T-6JJD-CYL1	9/22/2026	5115	Amazon Business	Library Supplies	54.30	230-4230-2101-0000	General Supplies
1N9F-HNLJ-C3CL	9/22/2026	5115	Amazon Business	Library Supplies	82.49	230-4230-2101-0000	General Supplies
16P7-CJWR-R6HF	9/28/2026	5115	Amazon Business	Materials - Adult Nonfiction (Lawson)	23.98	224-4224-2404-0000	Other Books
16P7-CJWR-R6HF	9/28/2026	5115	Amazon Business	Materials - Adult Fiction (Friends)	17.99	229-4229-2113-0000	Materials
16P7-CJWR-R6HF	9/28/2026	5115	Amazon Business	Library Supplies	27.54	230-4230-2101-0000	General Supplies
1PLP-X31P-1MJJ	9/29/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	199.88	232-4232-2407-0000	Programs
1PRG-QWVK-61FY	9/30/2026	5115	Amazon Business	Programs - Juv (SPLF HJA ELSA)	55.96	232-4232-2407-0000	Programs
20260630-DEY	6/30/2026	6822	Andrew DeYoung	Programs - Adult (SPLF)	542.05	232-4232-2407-0000	Programs
20260507-FAJ	5/7/2026	6824	Anika Fajardo	Programs - Adult (SPLF)	558.00	232-4232-2407-0000	Programs
20260919-KOE	9/19/2026	5089	Christian M Koegel	Cataloging/Processing	220.00	230-4230-3404-0000	Processing Fee
907957	9/18/2026	3994	Corval Constructors	Library ML Bathroom Water Leak Repairs	1340.10	230-4231-3703-0000	Building Repair Charges
1.61206E+11	9/17/2026	782	Cub Foods	Library Programs - Adult (235)	83.26	235-4236-4099-0000	Miscellaneous Charges
306-02444792-3-20260	9/30/2026	783	Culligan of Stillwater	Water	64.40	230-4230-4099-0000	Miscellaneous Charges
01JB	5/12/2026	6823	Jennifer Bowen	Programs - Adult (SPLF)	534.56	232-4232-2407-0000	Programs
5464866	9/21/2026	1958	Loffler Companies	Library Printer/Copier	1122.13	230-4230-3707-0000	Maintenance Agreements
20260629-ELL	6/29/2026	6825	Loretta Ellsworth	Programs - Adult (SPLF)	508.99	232-4232-2407-0000	Programs
20260629-ELL	6/29/2026	6825	Loretta Ellsworth	Programs - Adult (235)	37.41	235-4236-4099-0000	Miscellaneous Charges
W26080618	9/16/2026	2217	Office of MN IT Services	Library POTS Lines	89.07	230-4231-3101-0000	Telephone
3898530	7/29/2026	209	Per Mar Security Services	Library Monitoring Service	285.18	230-4231-3707-0000	Maintenance Agreements
46199	9/21/2026	5097	SOS Office Furniture	Office Task Chairs	1023.40	230-4230-2302-0000	Other Minor Equipment
STL-200118-2026	9/29/2026	3202	Stillwater Gazette	Materials - Periodicals (SPLF)	231.20	232-4232-2113-0000	Materials
213204429	9/11/2026	3922	Uline Inc	Library Custodial Supplies	1008.81	230-4231-2102-0000	Janitorial Supplies
			INVOICES SUBTOTAL		**$ 8,565.06**		
LIBRARY CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL		$ -		
CITY/SPECIAL BILL PAYOUTS							
E27154-2	9/15/2026	6258	Lake Elmo Inn	Appreciation Luncheon (9/23 Manual)	1370.40	236-4236-4099-0000	Wick - Miscellaneous
327	9/18/2026	6816	Larry's Floor Coverings	Carpet Replacement UL Rotunda (9/23 Manual)	1821.74	230-4231-3703-0000	Building Repair Charges
73261	7/7/2026	2124	Menards	Library Custodial Supplies (9/23 Manual)	49.07	230-4231-2102-0000	Janitorial Supplies
51-7976594-1 9966967	9/25/2026	3808	Xcel Energy	Energy	5237.08	230-4231-3600-0000	Electricity
51-7976594-1 9966967	9/25/2026	3808	Xcel Energy	Energy	63.10	230-4231-3601-0000	Natural Gas
			SPECIAL BILL PAYOUT SUBTOTAL		**$ 8,541.39**		
			GRAND TOTAL		**$ 17,106.45**		

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							
3798-252803	10/14/2026	41	Ace Hardware	Library Custodial Supplies	15.18	230-4231-2102-0000	Janitorial Supplies
1YL4-RT63-Y7X9	10/4/2026	5115	Amazon Business	Library Supplies	195.96	230-4230-2101-0000	General Supplies
16N7-JGYT-CKRV	10/8/2026	5115	Amazon Business	Materials - Adult Fiction (Friends)	86.88	229-4229-2113-0000	Materials
16N7-JGYT-CKRV	10/8/2026	5115	Amazon Business	Library Supplies	27.97	230-4230-2101-0000	General Supplies
1NXP-7FYH-TT3D	10/13/2026	5115	Amazon Business	Library Supplies	48.60	230-4230-2101-0000	General Supplies
10883	10/9/2026	6845	Big Red Dog Studios, LLC	Library - Advocacy (SPLF 130th)	150.00	232-4232-4099-0000	Miscellaneous Charges
B7311058	9/9/2026	452	Brodart Co	Materials - Adult Fiction	-31.15	230-4230-2401-0000	Adult Books - Fiction
B7313169	9/11/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	23.79	224-4224-2404-0000	Other Books
B7313169	9/11/2026	452	Brodart Co	Materials - Juv (Lawson)	186.06	224-4224-2404-0000	Other Books
B7313169	9/11/2026	452	Brodart Co	Materials - Juv	9.17	230-4230-2400-0000	Childrens Books
B7313169	9/11/2026	452	Brodart Co	Materials - Processing Fee	22.79	230-4230-3404-0000	Processing Fee
B7313169	9/11/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	46.42	232-4232-2113-0000	Materials
B7313169	9/11/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	34.68	232-4232-2113-0000	Materials
B7314241	9/14/2026	452	Brodart Co	Materials - Adult Nonfiction (McCluer)	113.39	221-4221-2404-0000	Other Books
B7314241	9/14/2026	452	Brodart Co	Materials - Adult Fiction (OGG)	223.12	227-4227-2404-0000	Other Books
B7314241	9/14/2026	452	Brodart Co	Materials - Juv	18.93	230-4230-2400-0000	Childrens Books
B7314241	9/14/2026	452	Brodart Co	Materials - Processing Fee	96.65	230-4230-3404-0000	Processing Fee
B7314241	9/14/2026	452	Brodart Co	Materials - Adult (SPLF Bahr)	48.60	232-4232-2113-0000	Materials
B7314241	9/14/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	16.20	232-4232-2113-0000	Materials
B7314241	9/14/2026	452	Brodart Co	Materials - Adult Nonfiction (Athena)	17.28	235-4235-2101-0000	Gen Supp - Lib Don-Materials
B7315285	9/15/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	11.90	224-4224-2404-0000	Other Books
B7315285	9/15/2026	452	Brodart Co	Materials - Juv (Lawson)	207.01	224-4224-2404-0000	Other Books
B7315285	9/15/2026	452	Brodart Co	Materials - Processing Fee	18.36	230-4230-3404-0000	Processing Fee
B7315285	9/15/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	16.90	232-4232-2113-0000	Materials
B7318005	9/18/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	16.20	224-4224-2404-0000	Other Books
B7318005	9/18/2026	452	Brodart Co	Materials - Juv (Lawson)	219.42	224-4224-2404-0000	Other Books
B7318005	9/18/2026	452	Brodart Co	Materials - Processing Fee	22.82	230-4230-3404-0000	Processing Fee
B7318005	9/18/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	69.39	232-4232-2113-0000	Materials
B7318005	9/18/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	13.34	232-4232-2113-0000	Materials
B7318005	9/18/2026	452	Brodart Co	Materials - Adult Nonfiction (Kraemer)	25.81	235-4235-2101-0000	Gen Supp - Lib Don-Materials
B7319322	9/21/2026	452	Brodart Co	Materials - Juv (Lawson)	340.05	224-4224-2404-0000	Other Books
B7319322	9/21/2026	452	Brodart Co	Materials - Processing Fee	11.27	230-4230-3404-0000	Processing Fee
B7319322	9/21/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	33.82	232-4232-2113-0000	Materials
B7321818	9/24/2026	452	Brodart Co	Materials - Adult Nonfiction (McCluer)	832.67	221-4221-2404-0000	Other Books
B7321818	9/24/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	35.10	224-4224-2404-0000	Other Books
B7321818	9/24/2026	452	Brodart Co	Materials - Adult Fiction (OGG)	89.18	227-4227-2404-0000	Other Books
B7321818	9/24/2026	452	Brodart Co	Materials - Processing Fee	292.67	230-4230-3404-0000	Processing Fee
B7321818	9/24/2026	452	Brodart Co	Materials - Adult (SPLF Bahr	278.09	232-4232-2113-0000	Materials
B7321818	9/24/2026	452	Brodart Co	Materials - Adult (SPLF Schaeffer	65.34	232-4232-2113-0000	Materials
B7321818	9/24/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	17.28	232-4232-2113-0000	Materials
B7321818	9/24/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	48.87	232-4232-2113-0000	Materials
B7321818	9/24/2026	452	Brodart Co	Materials - Adult Nonfiction (Athena)	36.18	235-4235-2101-0000	Gen Supp - Lib Don-Materials
B7324880	9/29/2026	452	Brodart Co	Materials - Processing Fee	-11.25	230-4230-3404-0000	Processing Fee
B7326978	10/1/2026	452	Brodart Co	Materials - Processing Fee	-63.75	230-4230-3404-0000	Processing Fee
B7328337	10/2/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	73.85	224-4224-2404-0000	Other Books
B7328337	10/2/2026	452	Brodart Co	Materials - Juv (Lawson)	188.37	224-4224-2404-0000	Other Books
B7328337	10/2/2026	452	Brodart Co	Materials - Adult Fiction (Friends)	169.76	229-4229-2113-0000	Materials
B7328337	10/2/2026	452	Brodart Co	Materials - YA	11.33	230-4230-2406-0000	Teen Books - Materials
B7328337	10/2/2026	452	Brodart Co	Materials - Processing Fee	31.18	230-4230-3404-0000	Processing Fee
B7328337	10/2/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	82.00	232-4232-2113-0000	Materials
B7328337	10/2/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	13.31	232-4232-2113-0000	Materials
B7330853	10/6/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	8.92	224-4224-2404-0000	Other Books
B7330853	10/6/2026	452	Brodart Co	Materials - Juv (Lawson)	135.45	224-4224-2404-0000	Other Books
B7330853	10/6/2026	452	Brodart Co	Materials - Adult Fiction (Friends)	102.84	229-4229-2113-0000	Materials
B7330853	10/6/2026	452	Brodart Co	Materials - Juv	15.12	230-4230-2400-0000	Childrens Books
B7330853	10/6/2026	452	Brodart Co	Materials - Processing Fee	10.42	230-4230-3404-0000	Processing Fee
B7331847	10/7/2026	452	Brodart Co	Materials - Adult Nonfiction (McCluer)	16.20	221-4221-2404-0000	Other Books
B7331847	10/7/2026	452	Brodart Co	Materials - Juv (Lawson)	270.85	224-4224-2404-0000	Other Books
B7331847	10/7/2026	452	Brodart Co	Materials - Adult Fiction (Friends)	15.66	229-4229-2113-0000	Materials
B7331847	10/7/2026	452	Brodart Co	Materials - Processing Fee	13.19	230-4230-3404-0000	Processing Fee
B7331847	10/7/2026	452	Brodart Co	Materials - Juv (SPLF Heuer Book Bundles)	11.56	232-4232-2113-0000	Materials
B7334851	10/12/2026	452	Brodart Co	Materials - Adult Nonfiction (Lawson)	59.67	224-4224-2404-0000	Other Books
B7334851	10/12/2026	452	Brodart Co	Materials - Adult Fiction (Friends)	14.58	229-4229-2113-0000	Materials
B7334851	10/12/2026	452	Brodart Co	Materials - Juv	312.09	230-4230-2400-0000	Childrens Books
B7334851	10/12/2026	452	Brodart Co	Materials - Adult Fiction	1318.95	230-4230-2401-0000	Adult Books - Fiction
B7334851	10/12/2026	452	Brodart Co	Materials - Adult Nonfiction	621.13	230-4230-2405-0000	Adult Books - Non Fiction
B7334851	10/12/2026	452	Brodart Co	Materials - Processing Fee	570.44	230-4230-3404-0000	Processing Fee
B7334851	10/12/2026	452	Brodart Co	Materials - Adult (SPLF Bahr	15.12	232-4232-2113-0000	Materials
B7334851	10/12/2026	452	Brodart Co	Materials - Adult Fiction (SPLF)	137.14	232-4232-2113-0000	Materials
B7334851	10/12/2026	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	18.36	232-4232-2113-0000	Materials
B7334851	10/12/2026	452	Brodart Co	Materials - Adult Fiction (Palmer)	18.90	235-4235-2101-0000	Gen Supp - Lib Don-Materials
B7334851	10/12/2026	452	Brodart Co	Materials - Adult Nonfiction (Athena)	17.81	235-4235-2101-0000	Gen Supp - Lib Don-Materials
B7335970	10/13/2026	452	Brodart Co	Materials - Juv (Lawson)	433.82	224-4224-2404-0000	Other Books
B7335970	10/13/2026	452	Brodart Co	Materials - Adult Fiction (Friends)	20.23	229-4229-2113-0000	Materials
B7335970	10/13/2026	452	Brodart Co	Materials - YA	23.20	230-4230-2406-0000	Teen Books - Materials

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B7335970	10/13/2026	452	Brodart Co	Materials - Processing Fee	33.09	230-4230-3404-0000	Processing Fee
4284668885	10/6/2026	616	Cintas Corporation	Mat Cleaning Service - Library	510.43	230-4231-4099-0000	Miscellaneous Charges
284607342	10/1/2026	683	Comcast - 963209363	Library Internet/WiFi	186.85	230-4230-3098-0000	Technology Support
7866479	10/7/2026	855	Demco Inc.	Materials - Processing	457.43	230-4230-3404-0000	Processing Fee
107	10/6/2026	6202	Janet Poff	Programs - Adult (235 MELSA)	394.00	235-4236-4099-0000	Misc Chgs - Lib Don-Programs
107	10/6/2026	6202	Janet Poff	Programs - Adult (235)	166.00	235-4236-4099-0000	Misc Chgs - Lib Don-Programs
20261014-PRE	10/14/2026	6843	Margaret T Preus	Programs - Juv (SPLF HJA ELSA)	250.00	232-4232-2407-0000	Programs
509426254	9/16/2026	2175	Midwest Tape	Materials - Video (JV)	26.99	230-4230-2408-0000	Film/Video
509426254	9/16/2026	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
509522256	10/6/2026	2175	Midwest Tape	Materials - Audio (AM)	129.05	230-4230-2402-0000	Audio
509522256	10/6/2026	2175	Midwest Tape	Materials - Processing Fee	36.90	230-4230-3404-0000	Processing Fee
509522258	10/6/2026	2175	Midwest Tape	Materials - Video (SAV)	405.57	230-4230-2408-0000	Film/Video
509522258	10/6/2026	2175	Midwest Tape	Materials - Processing Fee	44.02	230-4230-3404-0000	Processing Fee
509558262	10/14/2026	2175	Midwest Tape	Materials - Audio (AM)	370.83	230-4230-2402-0000	Audio
509558262	10/14/2026	2175	Midwest Tape	Materials - Processing Fee	99.63	230-4230-3404-0000	Processing Fee
509558264	10/14/2026	2175	Midwest Tape	Materials - Video (SAV)	154.44	230-4230-2408-0000	Film/Video
509558264	10/14/2026	2175	Midwest Tape	Materials - Processing Fee	20.34	230-4230-3404-0000	Processing Fee
436	10/15/2026	6057	Parcel Arts LLC	Programs - Juv (SPLF HJA ELSA)	180.00	232-4232-2407-0000	Programs
551328	10/5/2026	5582	Playaway Products	Materials - Juv Audio Wonderbooks (SPLF)	730.35	232-4232-2113-0000	Materials
			INVOICES SUBTOTAL		**$ 12,928.25**		
LIBRARY CREDIT CARD							
1941-6258	8/28/2026	6839	Kinema Inc	Programs - Adult (SPLF Advocacy)	199.00	232-4232-2407-0000	Programs
1054180886	9/9/2026	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	103.99	232-4232-2407-0000	Programs
1054698001	9/11/2026	3882	Lakeshore Learning Materials	Programs - Juv (SPLF HJA ELSA)	144.00	232-4232-2407-0000	Programs
892001	8/28/2026	6543	Name Badge	Trustee Name Badges (SPLF Advocacy)	39.96	232-4232-4099-0000	Miscellaneous Charges
481316557-001	9/3/2026	2518	Office Max	Library CLEWE Project	109.72	232-4232-4099-0000	Miscellaneous Charges
366 09032026	9/4/2026	4158	Stillwater Post Office	Materials - Processing	14.10	230-4230-3404-0000	Processing Fee
4754	8/31/2026	6838	US Capitol Historic Society	Programs - Adult (235)	86.99	235-4236-4099-0000	Misc Chgs - Lib Don-Programs
			CREDIT CARD SUBTOTAL		**$ 697.76**		
CITY/SPECIAL BILL PAYOUTS							
32507	09/30/26	1423	Heritage Printing Inc.	Newsletter Printing	$ 660.21	232-4232-4099-0000	Miscellaneous Charges
			SPECIAL BILL PAYOUT SUBTOTAL		**$ 660.21**		
			GRAND TOTAL		**$ 14,286.22**		

Key: Blue = Foundation Funds; Green = Other Gift Funds; Pink = Prepaid Expense for Next Year; Orange = Capital Expense

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
November 10, 2026
Agenda Item: 3c

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 October 31, 2026.

Fund 120 – Capital Outlay

The capital budget for 2026 is $61,000 for new capital expenditures. In addition, we have $13,734 in remaining supplemental funding from 2025. Overall, $64,538 has been expended to date, and no additional capital expenditures are anticipated.

- *SelfChecks ($51,100):* $51,100 in fund balance was allocated for the purchase of 4 new selfChecks. $49,313 was expended.
- *Terrace Enhancements (*$13,734): $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:
    - *UL Carpeting ($10,000):* $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.
    - *Printer/Copier ($0):* $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.
    - *ADA Enhancements ($0*): $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.
    - *Budget Status Report Corrections:* 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. $7,312 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). $1,027,436 expended to date, which is about $17,000 under budgeted pace.

Collection: The library budgeted $60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. $59,258 expended to date.

Technology: The library budgeted $70,100 for technology-related expenditures. $37,955 expended to date.

Other: The library budgeted $29,140 for other operating expenses. $21,118 expended to date.

Plant Expenditures

Plant Personnel: The plant personnel budget is $151,115. $118,484 expended to date, which is about $4,000 under budget.

Plant Supplies & Equipment: The plant supplies budget is $6,500. $7,160 expended to date, which is $660 over budget.

Plant Services and Charges: The plant services and charges budget is $156,170. $82,651 expended to date.

- *Plant Insurance ($46,970):* Expense will be entered by Finance in Spring of 2027.
- *Energy ($80,000):* $53,398 expended.
- *Building Repairs & Maintenance Agreements ($23,000):* $24,692 expended, with a charge of $10,321 for fire panel repairs to be paid in November.
- *Other ($3,500):* $4,629 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 are updated by Finance at year-end. 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: $1,087

223 Personnel Grant: This account holds expenditures for grant-funded staff hours for Sundays, the YS librarian position, and programming subs.
- Donations: $0
- Staffing: $63,626 expended.

224 Lawson: *Expenditures include prior year funds.*
- Donations: $10,778
- Materials: $3,241

227 Government Gifts: *Expenditures include prior year funds.*
- Donations: $0
- Materials: $594

229 Friends: *Expenditures include prior year funds.*
- Donations: $16,000 donation received
- Materials: $931 expended
- Programs: $1,861 expended
- Misc: $1,000 expended

232 Foundation: *Expenditures include prior year funds.*
- Donations: $146,051 in reimbursements received
- Expenditures: $128,117 in expenditures
    - Materials: $20,510 expended
    - Minor Equipment: $0 expended
    - Programs: $30,172 expended
    - Misc: $77,435 (Newspaper Digitization, Advocacy)

235 Library Donations: *Expenditures include prior year funds.*
- Donations: $15,761 received to date
- Materials (235-4235): $1,663 expended
- Programs (235-4236): $4,539 expended
- Misc (235-4238): $1,570 expended

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

- Misc: $9,161 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 1026 AND [Account].AccountNumber 120423000000000{-}120423199999999{,}230000000000000{-}230999999999999 AND [R

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**	
Fund120 - CAPITAL OUTLAY		**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	-4,215.33	715.33	120.43%
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	-95.00	-1,405.00	6.33%
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	-300.00	-120.00	71.42%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-1,397.08	-602.92	69.85%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	-400.00	-100.00	80.00%
230-0000-3880-0300	Cash Short/Over(R)	.00	-10.99	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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
230-4230-1113-0100	Dental Premiums Employees(R)	.00	.00	.00	100.00%
230-4230-1200-0200	Dental Premiums Cobra(R)	.00	.00	.00	100.00%
230-4230-3900-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4230-5300-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-4231-1200-0100	Donations(R)	.00	.00	.00	100.00%
230-4231-1410-0305	Donations - Library Equipment(R)	.00	.00	.00	100.00%
230-4231-1420-0310	Donations - Library Materials(R)	.00	.00	.00	100.00%
230-4231-1500-0315	Donations - Library Miscellane(R)	.00	.00	.00	100.00%
230-4231-1520-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4231-1540-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-4231-3601-0245	Transfer In - Park Dedication(R)	.00	.00	.00	100.00%
230-4231-4099-0100	Interfund Revenue(R)	.00	.00	.00	100.00%
Total Revenue:		**-1,787,813.00**	**-1,183,952.03**	**-603,860.97**	
Expenditure					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
230-4230-1000-0000	Full Time Salaries(E)	566,936.00	338,681.98	228,254.02	59.73%
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	16,302.30	-8,257.30	202.63%
230-4230-1113-0000	Vacation Pay(E)	.00	41,508.25	-41,508.25	100.00%
230-4230-1200-0000	Part Time Salaries(E)	466,027.01	412,221.94	53,805.07	88.45%
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	59,328.54	18,143.71	76.58%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1420-0000	FICA/Medicare(E)	79,021.69	62,047.02	16,974.67	78.51%
230-4230-1430-0000	PFML(E)	102.00	3,388.11	-3,286.11	3321.67%
230-4230-1500-0000	Hospital / Medical(E)	93,552.00	89,760.82	3,791.18	95.94%
230-4230-1520-0000	Dental Insurance(E)	3,410.40	3,472.91	-62.51	101.83%
230-4230-1540-0000	Life Insurance(E)	591.40	451.90	139.50	76.41%
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	2,539.74	460.26	84.65%
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	1,134.12	65.88	94.51%
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	13,880.13	619.87	95.72%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	15,587.52	-87.52	100.56%
230-4230-2402-0000	Audio(E)	1,900.00	1,421.01	478.99	74.79%
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	13,024.11	-2,324.11	121.72%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	2,827.73	672.27	80.79%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	3,916.98	1,583.02	71.21%
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	8,084.79	1,415.21	85.10%
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	10,469.71	530.29	95.17%
230-4230-3500-0000	General Insurance(E)	4,045.00	-833.40	4,878.40	-20.60%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	3,332.37	-332.37	111.07%
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	297.08	-97.08	148.54%
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	2,574.63	-916.13	155.23%
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	61,424.18	22,877.36	72.86%
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	3,385.46	-2,871.19	658.30%
230-4231-1113-0000	Vacation Pay(E)	.00	4,679.67	-4,679.67	100.00%
230-4231-1200-0000	Part Time Salaries(E)	32,578.98	21,617.37	10,961.61	66.35%
230-4231-1410-0000	PERA(E)	8,702.73	6,713.70	1,989.03	77.14%
230-4231-1420-0000	FICA/Medicare(E)	8,941.36	7,072.78	1,868.58	79.10%
230-4231-1430-0000	PFML(E)	.00	381.73	-381.73	100.00%
230-4231-1500-0000	Hospital / Medical(E)	15,484.27	12,694.94	2,789.33	81.98%
230-4231-1520-0000	Dental Insurance(E)	505.20	463.10	42.10	91.66%
230-4231-1540-0000	Life Insurance(E)	86.40	50.73	35.67	58.71%
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	4,754.47	-754.47	118.86%
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	712.56	987.44	41.91%
230-4231-3500-0000	General Insurance(E)	46,970.00	-781.32	47,751.32	-1.66%
230-4231-3600-0000	Electricity(E)	55,000.00	39,085.10	15,914.90	71.06%
230-4231-3601-0000	Natural Gas(E)	25,000.00	14,313.29	10,686.71	57.25%
230-4231-3703-0000	Building Repair Charges(E)	12,000.00	15,271.04	-3,271.04	127.25%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	9,421.07	1,578.93	85.64%
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	3,504.71	-1,504.71	175.23%
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%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
Total Expenditure:		**1,861,015.00**	**1,355,383.57**	**505,631.43**	
Fund230 - LIBRARY FUND		**73,202.00**	**171,431.54**	**-98,229.54**	

CITY OF STILLWATER

Library Supplemental Funds Report

End.GLPeriod 1026 AND [Account].AccountNumber 220000000000000{-}22999999999999

Account Number	Account Title	YTD
Fund220 - MINERVA FUND		
Revenue		
220-0000-3810-0210	Unrealized Gains/Losses(R)	96.47
Total Revenue:		**96.47**
Expenditure		
220-4220-2404-0000	Other Books(E)	113.98
Total Expenditure:		**113.98**
Fund221 - MC-WEBSTER FUND		
Revenue		
221-0000-3810-0210	Unrealized Gains/Losses(R)	38.65
Total Revenue:		**38.65**
Expenditure		
221-4221-2404-0000	Other Books(E)	1,086.58
Total Expenditure:		**1,086.58**
Fund223 - PERSONNEL GRANT		
Expenditure		
223-4223-1112-0000	Sick Pay(E)	470.66
223-4223-1113-0000	Vacation Pay(E)	1,714.92
223-4223-1200-0000	Part Time Salaries(E)	50,639.15
223-4223-1410-0000	PERA(E)	3,891.40
223-4223-1420-0000	FICA/Medicare(E)	4,141.52
223-4223-1430-0000	PFML(E)	228.62
223-4223-1500-0000	Hospital / Medical(E)	2,481.74
223-4223-1520-0000	Dental Insurance(E)	20.48
223-4223-1540-0000	Life Insurance(E)	37.54
Total Expenditure:		**63,626.03**
Fund224 - HELEN LAWSON FUND		
Revenue		
224-0000-3810-0210	Unrealized Gains/Losses(R)	235.70
224-0000-3820-0100	Donations(R)	-10,778.00
Total Revenue:		**-10,542.30**

Expenditure		
224-4224-2404-0000	Other Books(E)	3,240.63
Total Expenditure:		**3,240.63**

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)	594.09
Total Expenditure:		**594.09**

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)	930.97
229-4229-2407-0000	Programs(E)	1,861.13
229-4229-4099-0000	Miscellaneous Charges(E)	999.93
Total Expenditure:		**3,792.03**

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)	20,510.00
232-4232-2407-0000	Programs(E)	30,172.23
232-4232-4099-0000	Miscellaneous Charges(E)	77,435.17
Total Expenditure:		**128,117.40**

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)	-15,661.00
235-3235-3820-0100	Donations-Library Materials(R)	-100.00
Total Revenue:		**-15,686.21**
Expenditure		
235-4235-2101-0000	Gen Supp - Lib Don-Materials(E)	1,662.85
235-4236-4099-0000	Misc Chgs - Lib Don-Programs(E)	4,538.90
235-4238-4099-0000	Misc Chg-Lib Don-Miscellaneous(E)	1,570.42
Total Expenditure:		**7,772.17**

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**

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
November 10, 2026
Agenda Item: 4

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 14, 2026: On behalf of Burns, Troendle shared an article from The Star Tribune titled "One small Minn. school banned 80 books last year."

October 19, 2026: On behalf of Burns, Troendle shared an article from The Star Tribune titled "Despite a ban on book bans, many get pulled off shelves."

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.

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.

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
November 10, 2026
Agenda Item: 5

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: Attached are the minutes and presentation slides from the October 21 Children's Library and Event Wing Enhancement (CLEWE) project meeting. Collaborative Design Group (CDG) presented updated conceptual floor plans and renderings for the Children's Library and upper-level meeting spaces. Discussion focused on public engagement results, feedback on the proposed designs, and options for addressing heaving floor tiles. CDG will incorporate feedback into the draft report, with a 90% report review scheduled for November 23. Cost estimates will be developed as part of the next phase and incorporated into the final report.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: October 21, 2026, CLEWE project meeting minutes and presentation slides	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Project Meeting Minutes

COLLABORATIVE DesignGroup, inc.

ARCHITECTURE ENGINEERING INTERIORS PLANNING

Project Name:	Stillwater Public Library CLEWE	Project No:	26038.00
Prepared By:	Taylor McMahon	Meeting Date:	10/21/2026
Re:	Meeting Minutes	Meeting No.:	4

Distribution: Project Stakeholders

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

*Attended meeting

Schedule	
Date	*Milestone*
11/23/2026	Project Meeting 5 – 90% Report Page Turn - Margaret Rivers A at 5:00pm
11/30/2026	Stakeholder Comments DUE to Design Team

Meeting Minutes

1. Public Engagements Results & Discussion

a. Group discussed the importance of addressing prominent public comments in the report, even if it will not be included in the design package. This is both to acknowledge the public opinion and to provide context for future board members referencing the report.

b. The board would like to include push button access to the terrace doors in the report. Preference would be to keep the existing doors and retrofit with new hardware if possible.

c. Overall consensus was that people are pleased with the SPL and would like to see improvements to elements that are already working well. People value the historic character of the library.

d. The comfort room sticker feedback was lower than expected, but the board still finds it valuable. The surveys may not have reached its primary user group.
e. The demand for virtual meeting tech was also low – May be due to general burnout with virtual meetings and the fact that the library is a third place for people to meet in person. It is projected that if the option was available, more people would have interest in using it.
f. There was a lot of feedback on electrical outlets. May be desirable to include USB ports as well.
g. Floor outlets: There continues to be major concern with adding floor outlets to the MRR with its secondary use as a children's Storytime room. Are there any exceptions to the NEC Meeting Spaces rule? Design team will confer with engineers. Potential for switched floor outlets that can be turned off during children's events? In addition to discrete outlet box covers.
h. Would be helpful to include a percentage of the floor area that is being impacted with this study on the Upper Level in the report.

2. Upper-Level Meeting Spaces:

a. CDG Presented the floor plan and 3D renderings of the upper level spaces.
b. Floor Plan:
    i. Discussed the potential to expand the Study Room further into the hallway to offer a more flexible room size (1-4 people).
    ii. Noted that MRR A needs to seat 20 people around the table in the report.
    iii. Interest in including vision glass in the Conference Room 230 door, but removing the note for a vision panel in the secondary MRR B Door near the elevator. This is to encourage people to use the main entrance of MRR B for meetings.
    iv. Discussed the desire to move all presentation equipment (HDMI port, Sound bar, etc) to the presentation wall in MRR B. Discussed potential for hardwired lectern, but modularity seems important.
    v. Each MRR side will need a thin table for presenters to place their items.
    vi. AED may need to be relocated in the gallery space.
c. Renderings
    i. MRR A: Table is reading as one long table – show separation. Also seat 20 people.
        1. Include projector size on the plans.
    ii. Gallery
        1. Discussed maintenance concerns related to the proposed ceiling-mounted grid with decorative plants and suspended acoustical clouds, particularly access to ceiling tiles and HVAC systems above, as well as potential dust accumulation and cleaning.
        2. Acoustical wallcovering seems like a good idea for durability and sound mitigation.
        3. Board would prefer to look at simpler acoustic options in the seating area – consider high-NRC ceiling tiles or specialty lay-in acoustic tile.
        4. Additional lighting is required in the gallery area – the space is rather dark.
    iii. Storage
        1. Gate height does not need to be super high – little concern with security.
d. Operable Wall
    i. Recommendation is to keep existing wall and track and look into refinishing the panels.
    ii. Sourcing a new wall (material-only) is estimated at $60-80k. The wall is in great condition.
    iii. Report will recommend adding a header above the existing soffit.

3. Children's Library:

a. CDG Presented the floor plans and 3D renderings of the Children's Library.
b. Floor Plan:
    i. Discussed the reasoning behind having an alternate layout. Y/S prefers the 1st plan in terms of circulation space and library layout, but is interested in pricing out the option to expand the footprint into the hallway as well.
    ii. Discussed that most items on the plan would be modular and could be rearranged over time.

iii. Discussed sightlines in the picture book area – these shelves are slightly shorter. Y/S expects these shelves to be on wheels so they could be turned if needed.
iv. Display case in the hallway is a good use of underutilized space.
v. There would still be seating in front of the half wall, as there is now.
vi. Ceiling features: Maintenance will still be of concern, but acoustic and design intent are important in the children's library space. Library would be interested in seeing a public installation of acoustical baffles.

c. Renderings:
    i. Entry:
        1. Preference is to not have openings on the 'leaf' side panels. Kids may throw toys or books through. Consider plexiglass inserts.
    ii. Pollinator Wall and Baby Garden:
        1. Not interested in the biophilic plantings – maintenance and cleanability concern.

4. **Heaving Tile Discussion:**
    a. Discussed four options for tile replacement based on available funding and SPL priority.
    b. The board discussed the preference to replace all the tile at once, if funding and schedule allows. This would be more efficient and cost-efficient with inflation.
    c. Interest in receiving pricing for each scenario to help the Board make an informed decision.
    d. Noted that the heaving tile areas have been known to move; it would be difficult to determine the 'best' quadrant to replace first in Scenario 2.
    e. Tile Attic Stock quantity is unknown. There is some available. SPL to review stock and provide approximate quantity for report record purposes.
    f. All lighting fixtures in the library have been retrofitted with LED fixtures as a part of the library's energy management strategies.

5. **Next Steps:**
    a. CDG and the engineering team will begin compiling the report with the presented plans and graphics.
    b. Meeting #5 will be a 90% Report Page-Turn meeting, scheduled for November 23rd at 5pm in MRR A.
        i. Cost estimates will begin at the 90% level and will be implemented into the final report.

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

STILLWATER PUBLIC LIBRARY



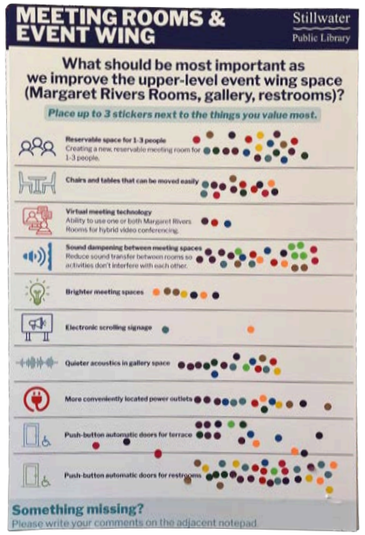
AGENDA - 10.21.26

1. Public Engagement Results & Discussion
2. Upper Level Meeting Spaces
   - Conceptual Floor Plan
   - Concept Renderings
   - Operable Wall Options
3. Children's Library
   - Conceptual Floor Plan
   - Alternate Floor Plan
   - Concept Renderings
4. Heaving Tile Replacement Scenarios
5. Schedule, Report Planning & Fundraising Discussion

PUBLIC ENGAGEMENT RESULTS & DISCUSSION

Stillwater Public Library

CLEWE: Patron Feedback Sticker Board for Meeting Rooms & Event Wing
September 2026 (151 Stickers)



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 opague 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%

Stillwater Public Library

CLEWE: Patron Feedback Sticker Board for Children's Library
September 2026 (199 Stickers)

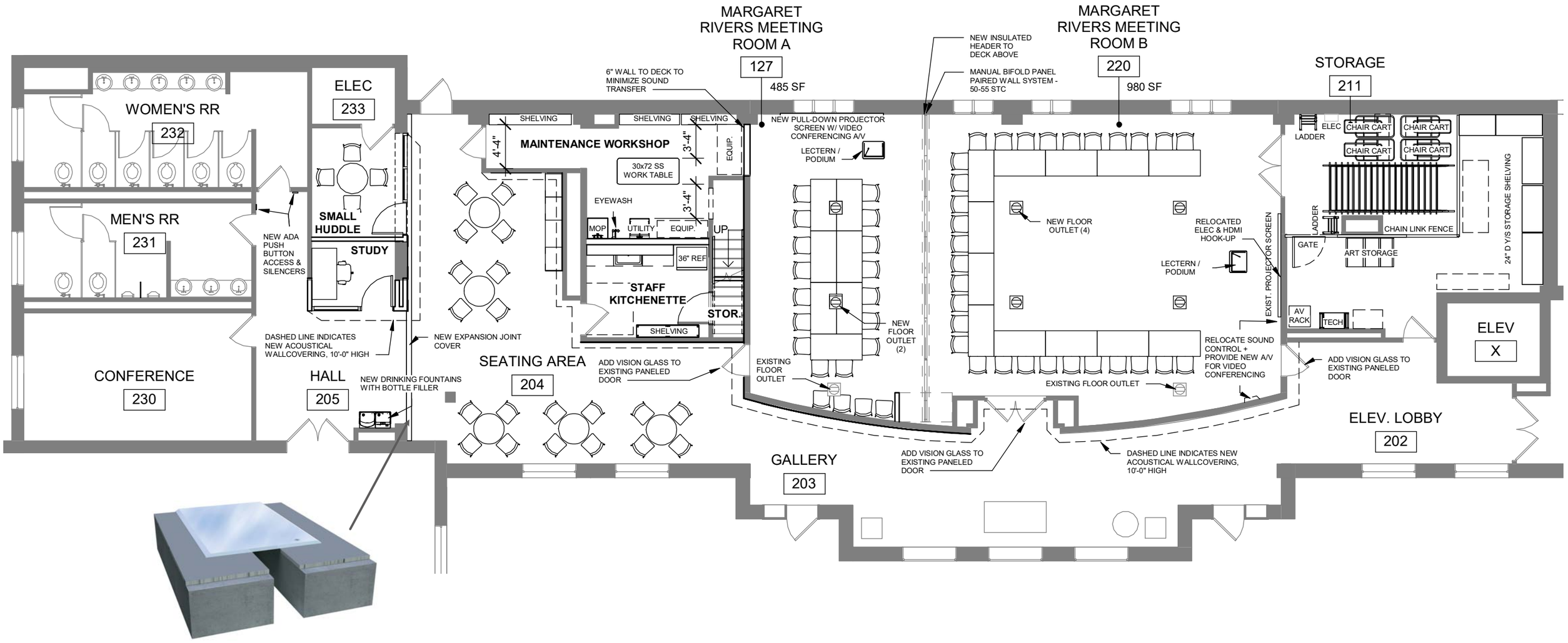


Notepad Comments:

- 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%

UPPER LEVEL - CONCEPTUAL FLOOR PLAN



New Expansion Joint Cover

UPPER LEVEL - MARGARET RIVERS ROOM - B SIDE

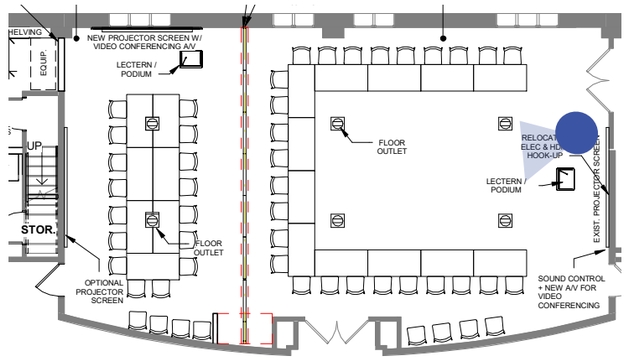




Optional Vinyl Wallcovering



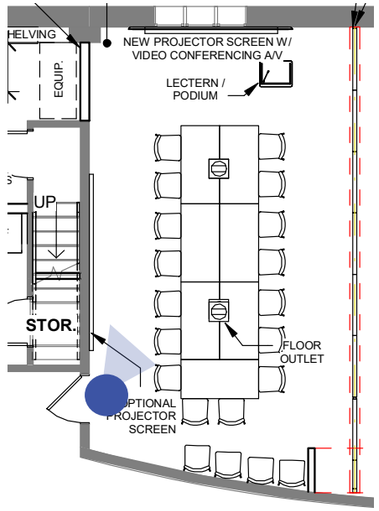
Nesting Tables



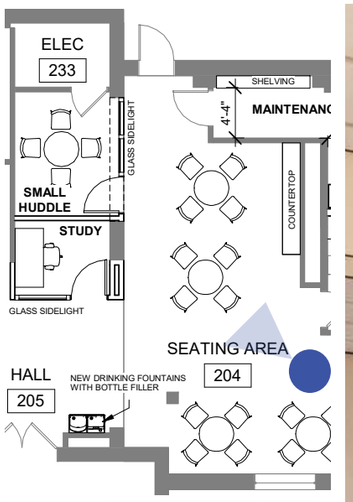
UPPER LEVEL - MARGARET RIVERS ROOM - A SIDE



View with Projector Rolled Up



UPPER LEVEL - GALLERY: NEW STUDY ROOMS (OPTION 1)



ACOUSTICAL SOLUTIONS:



Acoustical Clouds (Origami)

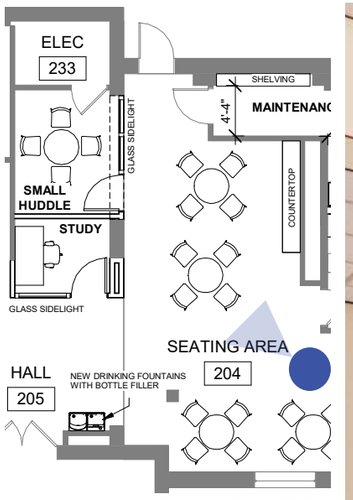


Acoustical Clouds (Organic)

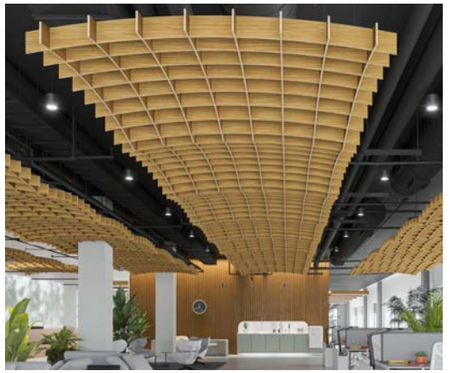


Acoustical Wallcovering (Gallery Walls)

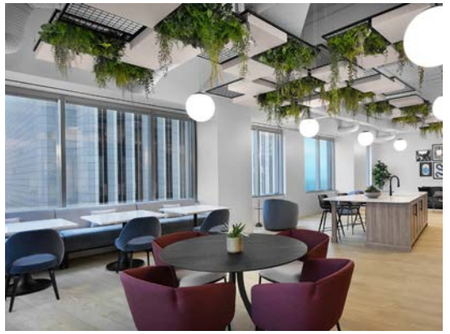
UPPER LEVEL - GALLERY: NEW STUDY ROOMS (OPTION 2)



ACOUSTICAL SOLUTIONS:



Acoustical Clouds (Soft Grid Dome)



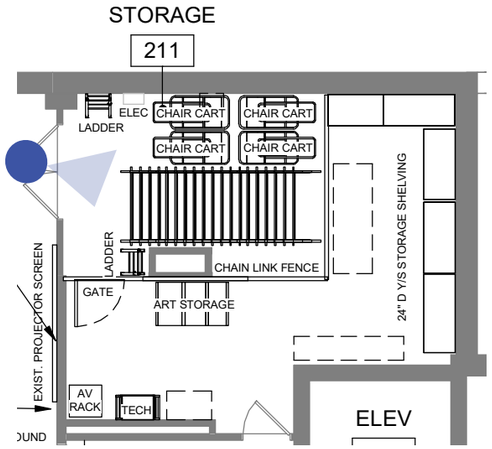
Acoustical Clouds (Biophilic Modular)



Acoustical Wallcovering (Gallery Walls)

UPPER LEVEL - STORAGE ROOM





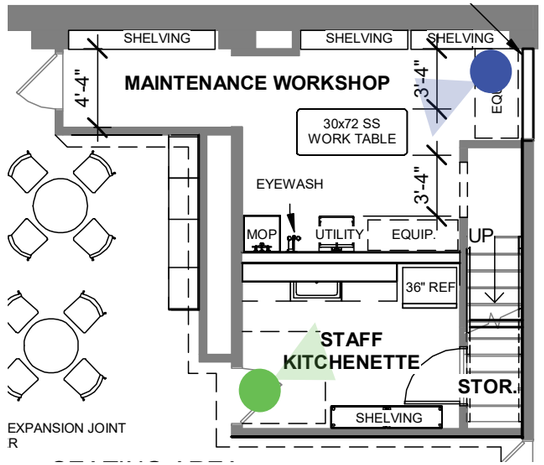
UPPER LEVEL - MAINTENANCE WORKSHOP + STAFF KITCHENETTE

MAINTENANCE WORKSHOP





STAFF KITCHENETTE



UPPER LEVEL - OPERABLE WALL OPTIONS



OPERABLE WALL ON-SITE REVIEW WITH PRODUCT REPRESENTATIVE:

- The wall track and system were deemed to be in excellent condition for it's age.
- Reviewed proper operational strategies and observed improvement in sound barrier when the seals are dropped on each bi-fold panel.
- Insulated header is recommended above the ceiling soffit to reduce sound transfer further.
- Representative recommends keeping the existing wall, and scheduling biannual servicing as required.
- The option to replace the panels with an updated finish can be explored if desired.

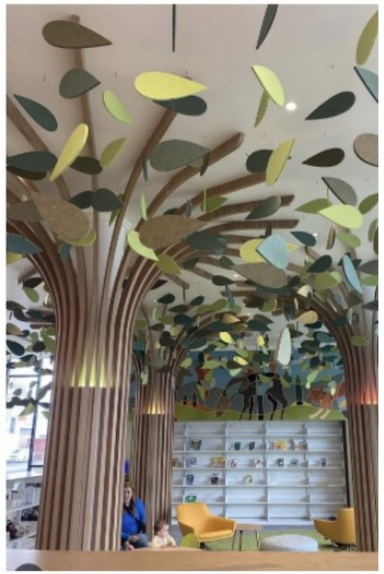


CEILING SPACE ABOVE OPERABLE WALL



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

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

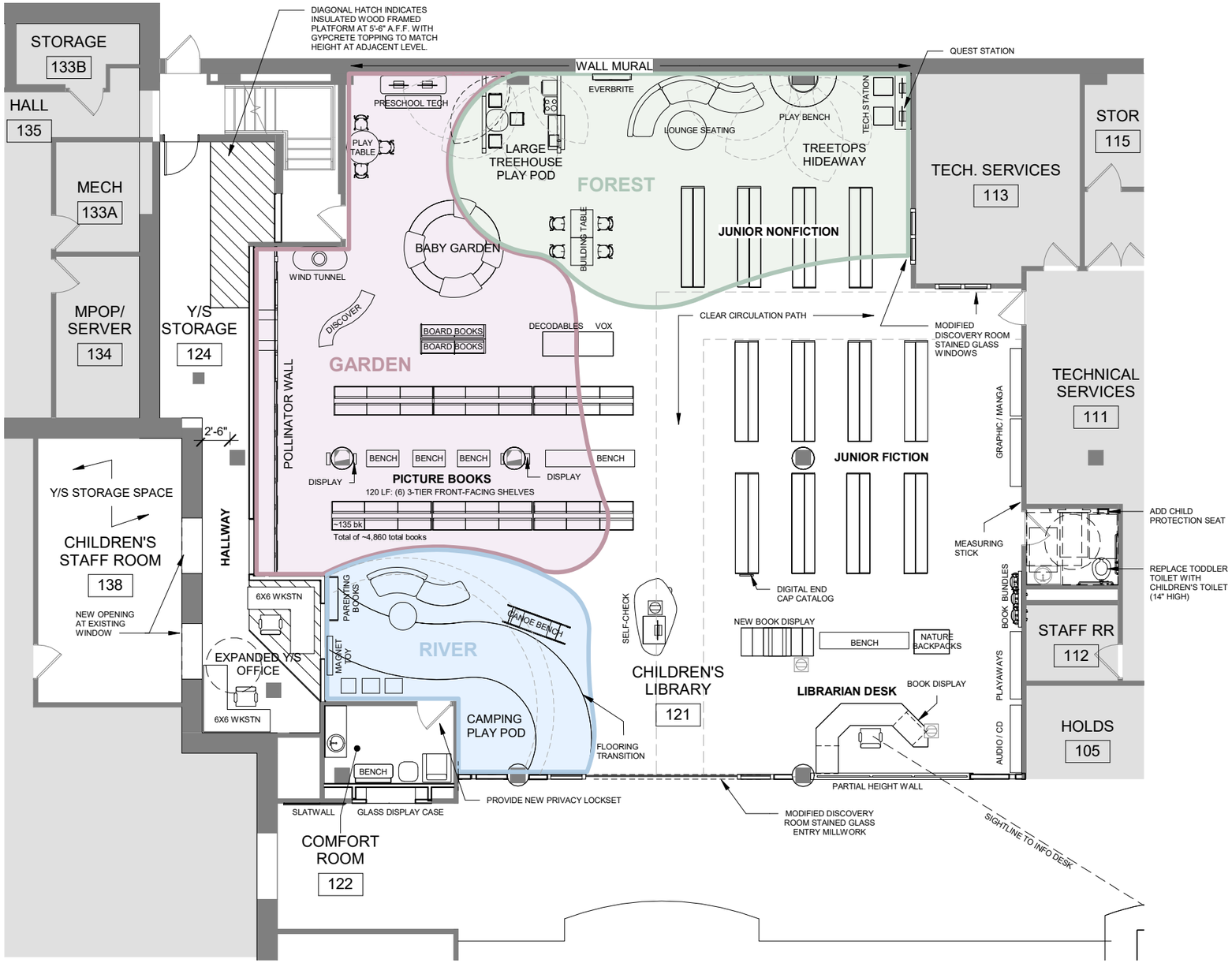





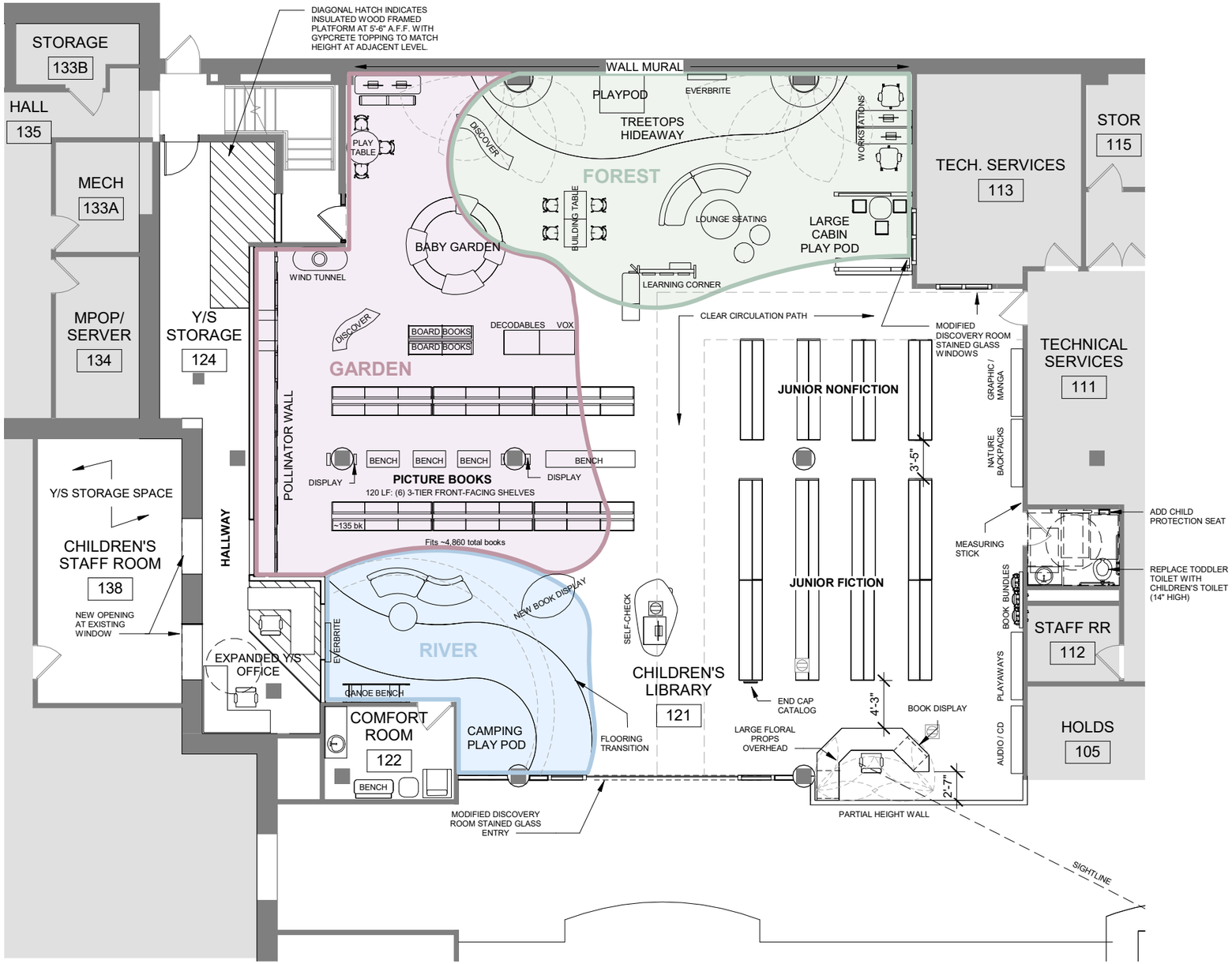




CHILDREN'S LIBRARY - CONCEPTUAL FLOOR PLAN



CHILDREN'S LIBRARY - ALTERNATE CONCEPTUAL FLOOR PLAN



CHILDREN'S LIBRARY - ENTRANCE FROM HALLWAY









CHILDREN'S LIBRARY - ENTRY AND RIVER AREA











CHILDREN'S LIBRARY - POLLINATOR WALL AND BABY GARDEN





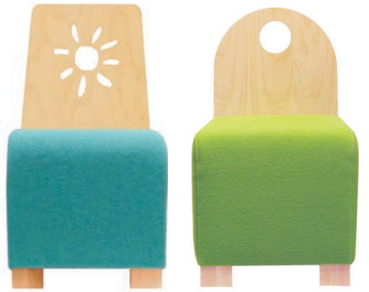




CHILDREN'S LIBRARY - TWEEN LOUNGE & TREETOPS HIDEAWAY









TILE FLOORING REPLACEMENT STRATEGIES

Baseline Retrofit Strategy:

1. Cut in new control joints – appropriate size, spacing, completeness. Fill with soft joint sealant.
2. Re-set existing loose tiles – salvaged tiles or from attic stock.
3. Monitor tiles on a semi-annual basis, or as appropriate.

Scenario One – Incidental Replacement:

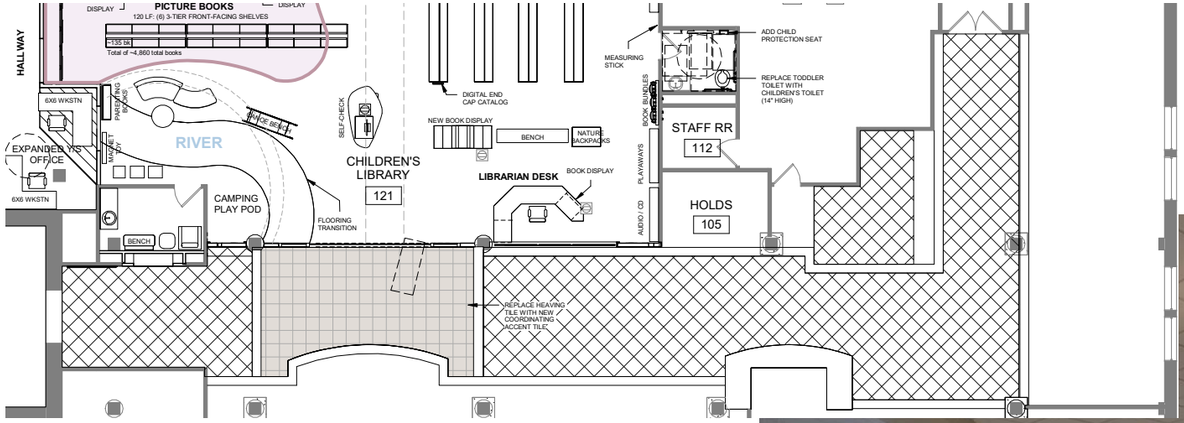
1. Baseline Retrofit items.
2. Monitor and reset tiles on a semi-annual basis, or as needed for pedestrian safety.
3. Attic stock will likely run short over time – design change(s) possible / likely.

Scenario Two – Quadrant / Area Replacement:

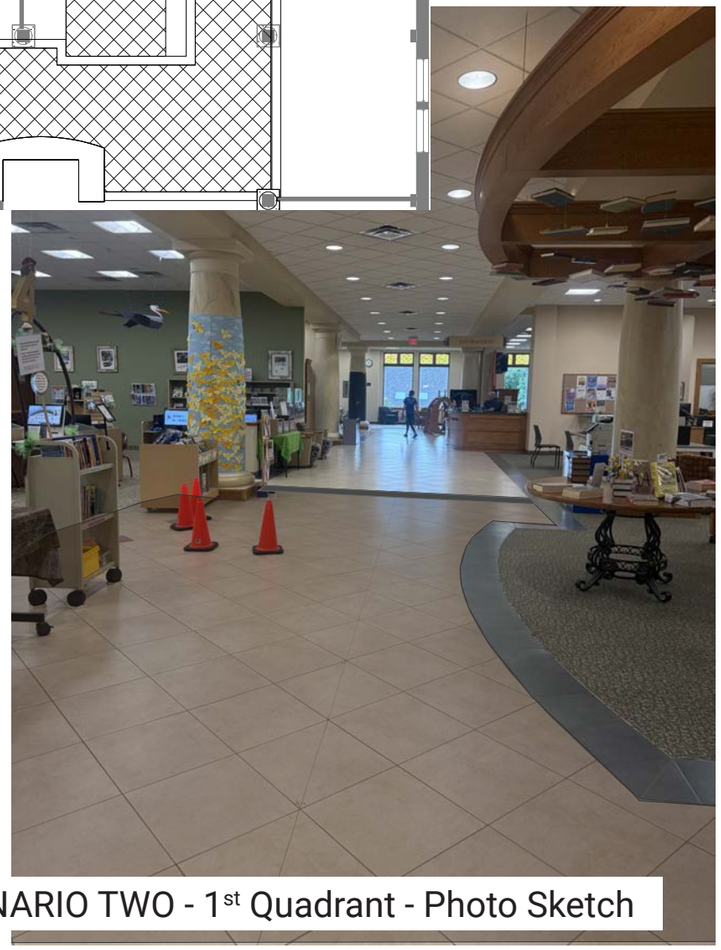
1. Baseline Retrofit items.
2. Take up tile by area or quadrant – rolling basis annually / as funding permits. Replace with new tile with appropriate control joints.
3. Monitor and reset remaining original tiles on a semi-annual basis, or as needed for pedestrian safety.

Scenario Three – Wholesale Replacement:

1. Baseline Retrofit items N/A.
2. Remove and replace all tile. New work to address proper control and expansion joint need. Design changes certain.

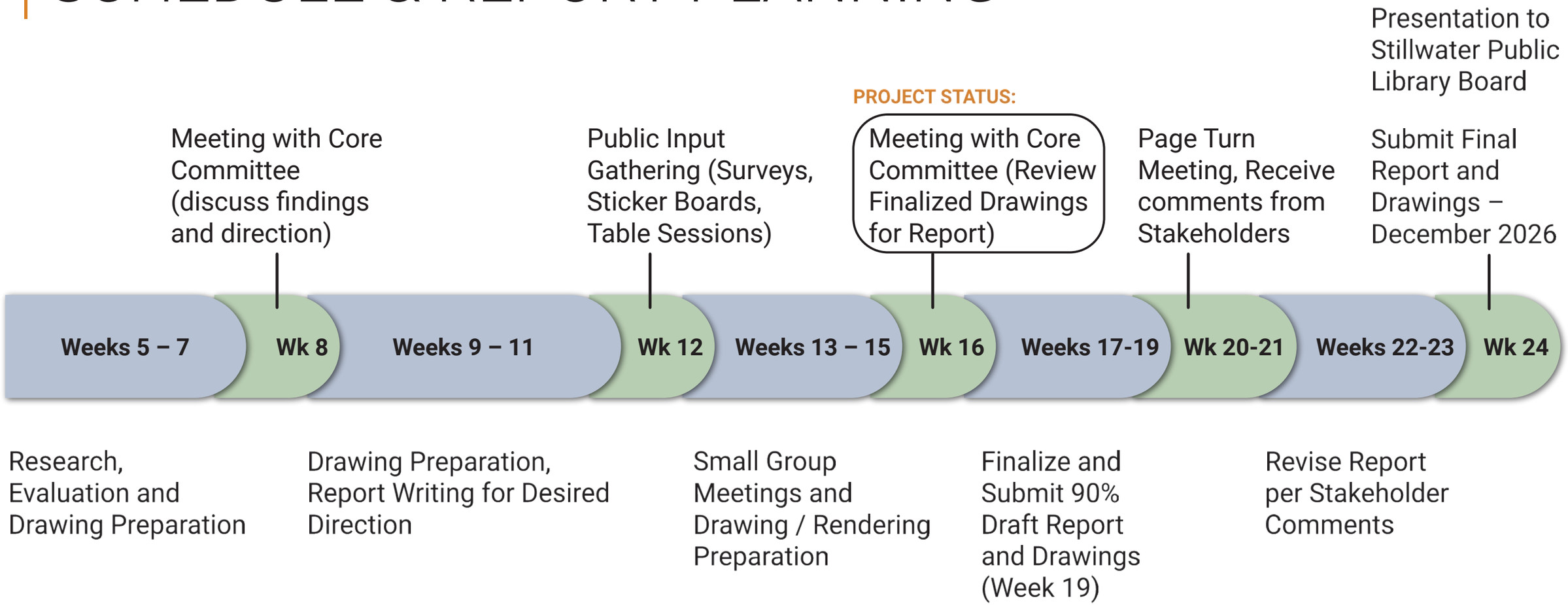


SCENARIO TWO - 1st Quadrant Diagram



SCENARIO TWO - 1st Quadrant - Photo Sketch

SCHEDULE & REPORT PLANNING



Report from Library Director, Mark Troendle

Major Accomplishments

- Participated in the October 21 Children's Library and Event Wing Enhancement (CLEWE) core group meeting, at which Collaborative Design Group (CDG) continued the design planning process informed by staff and community input. Reviewed and provided feedback on the meeting minutes.
- Attended the Library Foundation's all-day strategic planning retreat at Bayport Public Library on October 20. Discussions focused on the Foundation's mission, priorities, future funding capacity, relationship with the library, and future opportunities, including unifying with the Friends and support for the CLEWE project.
- Delivered a presentation titled "Shared Spaces: The Library and the Civic Imagination" to the Friday Study Club on October 8. The presentation, also offered as a public library program, explored the history and evolving role of public libraries in their communities.
- Staff training was offered on October 12, when the library opened late to accommodate CPR/AED training, a Code Adam review, and planning and discussion related to the library's 130th anniversary in 2027.
- Worked with Information Services Supervisor Sarah Rosten and Human Resources to complete the hiring process for an upcoming part-time Library Associate vacancy in Information Services. Circulation Assistant Connor Luna, who has a master's degree in Library and Information Science, was selected for the position and began her new Associate role on November 3. Subsequently worked with Human Resources and Circulation Services Lead Kaytee Estall to begin recruitment for Connor's vacated Assistant position, starting with an internal posting for union-represented employees and moving to an external posting after the internal process closed without eligible applicants.
- Completed the separation process for a temporary employee hired to assist with event preparations.
- The library's fire alarm monitoring panel experienced a malfunction and needed to be replaced sooner than anticipated. A technician determined that the existing panel could not be repaired, and a replacement panel was installed.
- Business & Communications Manager Keri Goeltl provided a library tour for members of the Friends of the Prior Lake Library on October 8.
- I provided tours for the City's new Human Resources Manager on October 9 and a group from FamilyMeans on November 3. The FamilyMeans visit included an extended discussion and tour lasting nearly two hours.
- Five *Library Corner* articles were published in October.
- Keri designed the November–December issue of *ShelfLife*, which was published on October 30.

Heads-Up

- The Friends of Stillwater Public Library membership voted unanimously on October 12 to dissolve and move forward with unification with the Library Foundation. Twenty-nine members attended the meeting. The next steps involve legal and administrative work. For example, a notice to

creditors will be published in the Stillwater Gazette once a week for four weeks, beginning November 6. A notice of intent to dissolve must also be filed with the Minnesota Secretary of State. The dissolution process is expected to continue into at least early February 2027.

- Library Associate Alexandre Adrian accepted a full-time position with the Dakota County Law Library. We are pleased that he will continue working at Stillwater Public Library as an on-call substitute Library Associate.
- The library and Library Foundation are preparing for a November 12 screening of Free for All: The Public Library, a PBS documentary exploring the history and enduring importance of public libraries. The event will provide an opportunity for community members to view the film and reflect on the role of public libraries.
- Replacement of the worn rotunda carpet is scheduled for December 31, 2026, when the library will be closed to the public.

Near-Term Focus

- Continuing to assist with the CLEWE planning process as the project moves toward more fully developed conceptual designs and recommendations.
- Completing recruitment and hiring for the part-time Library Assistant vacancy created by Connor's move to Information Services.
- Working on the hiring process for temporary winter event prep help.
- Staff are continuing preparations for the library's 130th anniversary in 2027, including development of historical pull-up banners, reviewing library card design entries, and reviewing nearly 400 titles for the 130 Books of Impact list (some titles were submitted more than once), as well as developing other materials, activities, and programs.
- Continuing participation in the Library Foundation's strategic planning process and supporting the transition of the Friends into the Foundation.
- Staff are working on preparing a new display wall near the Information Desk to highlight our Library of Things collection.
- Working with Keri and the vendor on the library history wall, including finalizing content and coordinating the necessary space adjustments for installation. In preparation for the installation, Maintenance Worker Shain Henry relocated the bulletin board from the parking ramp level to a wall near the Information Desk, providing a more central location for visitors and making postings easier for staff to manage. The magazine and newspaper display bins on the parking ramp level will also need to be relocated to the same area as the bulletin board, a more involved process that will be addressed separately.

Report from Information Services Supervisor, Sarah Rosten

October Programs and Activities

Art and Music

- **Needle Felted Pumpkins with Parcel Arts:** 15 participants learned how to create a festive needle felted pumpkin using a special needle and loose wool roving on Friday, October 16. This program was funded by the Minnesota Arts and Cultural Heritage Fund.
- **Lullabies and Nightmares: Nordic Songs and Stories:** 33 people attended this event on Monday, October 26. Nordic Lullabies and Nightmares invites you to step into a world where traditional music carries both light and shadows. Experience traditional songs from Sweden, Iceland, and other Nordic countries, both sung and played on the nyckelharpa, a centuries-old Nordic instrument. These melodies move between light and shadow, and some have been passed down as folktales that try to inspire sleep, comfort, and a wee bit of Nordic angst and existential dread. This program was funded by the Minnesota Arts and Cultural Heritage Fund.
- **Halloween Movie with Steve Schroer: The Last Man on Earth:** 15 people attended this special Halloween movie screening on Saturday, October 31, where they enjoyed popcorn and learned about the making of the film from Steve Schroer.

Book Clubs & Literature

- **Mystery Book Club:** 9 participants discussed mystery books set in Wisconsin on Wednesday, October 21**.** Find Mystery Book Club book lists on our website.
- **Shelf Indulgence Book Club**: 9 participants discussed *The Curious Incident of the Dog in the Night-Time* by Mark Haddon on Monday, October 19. The next meeting is Monday, November 9 when the group will discuss Eleanor Oliphant is Complete Fine by Gail Honeyman.
- **Words from the Valley Poetry Reading:** 9 people attended this event on Monday, October 5. Hosted and curated by poet Joshua Davies in tandem with Cracked Walnut Writing Collective, this event features readings from established poets throughout the region: Desdamona, MC Hyland, and Julie Martin.

Lifelong Learning

- **Tech Help:** A total of 7 attended Tech Help sessions in October. Appointments are offered weekly on Tuesdays and Fridays. Attendee comments:

  "I plan to use this service again! It's great to be able to ask a few simple tech questions with someone in-the-know!"

- **Finding the Women in your Family Tree**: 6 attended and learned more about how to explore Women's history on Thursday, October 1.
- **Medicare Counseling:** 3 attended sessions with a Medicare counselor on Monday, October 5. 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.
- **Steen Metz: A Holocaust Survivor Shares His Story:** 53 people attended this virtual event on Tuesday, October 6.

- **Revolutionary Crucible: The Battles of Trenton and Princeton:** 6 attended this event on Wednesday, October 14, and heard from Cale Graeber about the Revolutionary War battles of Trenton and Princeton.
- **Changes to Medicare 2027 with Minnesota Aging Pathways**: 47 attended this class on Friday, October 23, to learn about the basics of Medicare and what's new for 2027.
- **Intro to Stillwater Historic Building Research:** 6 people attended this program presented by Stillwater's Heritage Preservation Commission Chair Matt Thueson on Wednesday, October 28.

Book Displays & Outreach:

- **Lower Level Entry Display**: Family History.
- **Lower Level Round Table Display:** Monstrously Fun Books.
- **The Sci-Fi/Fantasy Display:** Books about vampires.
- **The Lodge Outreach Visit**: 8 people received large print materials at The Lodge on Monday, October 12.

St. Croix Collection:

- **Monthly Visits:** 18 SCC users were recorded in October, including 8 residents and 10 visitors.
- **Research Topics and sources:** Old Stillwater homes, Minnesota in the Civil and Indian Wars, photos from the 1800s, neighborhood history, fire records, family genealogy, microfilm, yearbooks, Gazette, Runk photos, neighborhood and house information, cemetery information.
- **Genealogy Research Appointment:** Two research appointments were filled during the month of October.

Report from Youth Services Supervisor, Angie Petrie

October Programs and Activities

Early Literacy (0-5)

- Four 10:30 AM Preschool Storytimes (413)
    - Bats (89)
    - Moon/Night (110)
    - Leaves (96)
    - Pumpkins (118)
- Four 11:30 AM Preschool Storytimes (201)
    - Bats (26)
    - Moon/Night (67)
    - Leaves (51)
    - Pumpkins (57)
- Five Baby/Toddler Storytimes and Playtime (217)
    - Grocery Shopping (56)
    - Monkeys (31)
    - Night (35)
    - Leaves (38)
    - Pumpkins (57)
- One Second Saturday Family Storytime (11)
- Singing Heart Preschool Music (22)

School-aged (6-12)

- Margi Preus Author Visit – Mystery Writing (17)
- Wet Felt Bugs with Parcel Arts (18)
- Chess Club session 1 (8)
- Chess Club session 2 (8)
- LEGO Club (40)
- Mystery Writing Contest and Author Event: Rebecca Ansari

  The 2026 Stillwater Mystery Writing Contest received 22 submissions from youth authors ages 8-12. Participants were asked to create a story based around writing prompts inspired by local author Rebecca Ansari's book The In-Between. The stories we received were a joy to read and a tribute to each author's creativity and talent. Rebecca Ansari considered all of the stories and in the end chose our winner, Ellie Polasik, and three runners up.

  The contest culminated in an author visit and book signing, with Rebecca offering an engaging and insightful presentation on writing to the 50 attendees. Each participant received a printed copy of their story with a custom cover and author comment page. The highlight of the program was watching the

participants have the opportunity to connect with and receive feedback from a published local author. I hope to see many of the participants back again next year!

Children's Drop-in Activities

- Scavenger Hunt: Fall (527)
- Apple Pie Discovery Room – continues to be a main attraction!

Teen

- Collage Art (4)
- Creepy Clay Crafting (10)

Outreach

- New Heights
- Preschool Outreach Storytime with Miss Kim (46)

Upcoming Programs

- Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!" – Wednesday, Dec. 2 at 10:30 am
- Animals of the St. Croix River Valley with Carpenter Nature Center – Saturday, Dec. 5, 10:30 am
- Book Nooks (A craft for ages 10-17) – Wednesday, Dec. 9, 3:45 pm
- Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!" – Saturday, Dec. 12 at 10:30 am
- Watercolor Doodle Draw Kit – for Ages 8-12 (take home kit)

Stillwater Public Library

Agenda Item Cover Sheet

BOARD MEETING DATE:
November 10, 2026
Agenda Item: 7d

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Committee Report	
OWNER: Library Advocacy Committee	PRESENTER: Hausman Lohmer, Chair
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	

DESCRIPTION:

Committee: Advocacy
Meeting Date & Time: Wednesday, October 14, 2026, 3:45-5:45 PM
Location: Conference Room, Stillwater Public Library
Present: Drew Arnold, Laurie Burns, Rick Hodsdon, Ashley Hausman Lohmer, Bevin O'Brien, Elsbeth Howe, Keri Goeltl

Agenda Item 1: Review of Minutes
Minutes approved.

Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff

- The library board has three trustees with terms expiring at the end of the year. They are all eligible for another term and all have reapplied.
- The Friends voted to dissolve this week. The legal process should take about 6-8 weeks. The Friends will run the November book sale. An officer from Friends will join the Foundation board.
- Howe is in the process of meeting with consultants regarding capital campaign fundraising for the CLEWE project.
- The Foundation board and staff members are attending a strategic planning retreat next week

Agenda Item 3: 130th Anniversary Planning

- 130 Books:
    - Lists have been received from a variety of organizations, with over 300 titles submitted to date.
    - Library collection development staff are in the process of researching and reviewing the list.
    - In addition to receiving the 130 Books list, the committee would also like to see the full list once reviewed and cleaned (corrected titles, authors).
    - The committee would also like the opportunity to share the 130 List with contributing organizations prior to sharing with the general public.
    - The committee also liked the concept of using organizational submissions in other ways, even if all books didn't make the list. For example, recommendations from NAMI or Canvas Health could be used for a mental health book display or social media posts.
- Library Card Design Contest: Contest is underway. Entries due by October 31.
- Library Stories Exhibit & Library History Wall: Banners and history wall are in progress. The banners currently incorporate the Foundation's logo, as they are the primary funder of the banners and the 130th celebration. The library will wait until after the Foundation's early December board meeting for final approval of the banners in case there is a decision made about naming/logo following the Friends dissolution.
- Library Merchandise: A sticker board with visuals of possible 130th Anniversary shirt and tote bags items were shared with attendees at the Appreciation Luncheon. These will be reviewed by

the Foundation and used in the creation of an online store. The goal is to launch the store in April 2027, with some items available to purchase at the Friends Spring Book Sale.

- Community Celebration: A 130th Community Celebration is scheduled for Thur., Jun. 24 (Rain date: Thur., July 15). Preliminary plans are an ice cream social followed by a concert on the terrace featuring the St. Croix Valley Jazz Orchestra.
- 130th Gala: The Foundation will hold a ticketed gala, after hours at the library, on Fri., Oct. 15.
- 130th Outreach: Reach out to Zvago, the Lakes, Boutwell, Chamber Coffee, faith communities, and other community organizations about the library's 130th Anniversary and speaking to their groups, hosting meetings at library, and/or having a library tour.

Agenda Item 4: Outreach Projects

- Night to Unite: Tues., Aug. 4. Bevin attended and would recommend the library's involvement in future years. The booth was very busy, many buttons were made, and staff issued library cards. A key takeaway is that some visitors were surprised to learn that a library card was free! The committee discussed marketing and social media campaigns to inform residents that a library card (and all that comes with it) is free.
- *"Free for All: The Public Library"* Documentary Film Screening: Thur., Nov. 12, 5 PM
- DaVinci Fest: Bevin agreed to represent the library again at DaVinci Fest on Sat., Jan. 23, 12:30-4 PM.

Agenda Item 5: Mission of Advocacy Committee

The committee discussed the mission/charter of the Advocacy Committee. The committee charter includes the following:

Purpose: Its overall purpose is to provide coordination, implementation, and oversight of library advocacy efforts.

Major duties include:

- *Focus on maintaining open communication between SPLF, Friends, and Library Board.*
- *Work to ensure mutual messaging between groups with focus on key audiences.*
- *Develop actionable plans for advocacy efforts and prepare a proposed budget for such actions. Present plans and budgets to the Board for approval. Focus on use of volunteers where feasible.*
- *Implement and oversee advocacy efforts.*
- *Measure outcomes of advocacy work with regular reports to the Board summarizing actions taken and results.*

Many on the committee assumed that their work would be more focused on meeting with local, city, and state representatives to influence support of the library and funding. Should the committee focus more on this type of advocacy? Should the charter be updated to define advocacy, or should it remain more general?

The committee discussed ideas for advocacy, including:

- Creating deeper relationships with City Council Members
- Creating opportunities to get the library on the City Council agenda (resolutions, proclamations, National Library Week, etc.)
- Adding a monthly or regular library update document in the City Council packet. While Mark already attends and reports at the monthly 4:30 workshop session, a document in the packet would serve as a written record of the library's work.
- Personally inviting City Council members and local leaders to programs at the library.

- Researching what other libraries are doing for advocacy.
- Working with Valley Outreach, faith communities, hospitals/clinics and other organizations to make books available outside of the library. For example, the hospital in New Richmond had a kids' corner in the waiting room with books (and signage) from their local library.
- Bringing back the welcome wagon or welcome letters with library information for new residents
- Increasing the number of cardholders
- Connecting with ECFE about opportunities for the library to connect with new parents.

The committee discussed focusing on the topic of advocacy and the mission of the committee at the January meeting. Keri will provide the committee's charge and charter, along with the charters of the other committees of the board. Trustees to check in with Craig Hansen and the library board.

Next Meeting: Tuesday, January 19, 4-6 PM, Conference Room

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Board Meeting Minutes

Friday, August 28, 2026, 8:30 a.m.
Stillwater Public Library Conference Room

Members Present: Drew, Erin, Jeneane, Ingrid, Ryan, Lori, Sarah, Summer, Cindy, Mark, Sandie. Roger, Kevin
Members Virtual: Shawn
Members Absent: Chris
Staff Present: Elsbeth, Bethany

1. **Call to Order and Welcome:**
    a. Drew called the meeting to order at 8:34 a.m.

2. **Updates**
    a. **Board**
        i. Drew acknowledged the success of the recent board breakfast event, thanking participating board members and recognizing Elsbeth and Bethany for organizing the program.

    b. **Staff**
        i. Elsbeth Howe introduced Bethany, who joined the organization in April and previously served as a trustee in Stillwater, noting that their respective strengths complement each other.

    c. **Library Director**
        i. Mark announced the upcoming public input process for the Children's Library and Event Wing Enhancement survey, known as the CLEWE Survey, which will launch either the following week or the week after. Mark stated that feedback will be gathered through an online survey, paper forms in the library, participatory sticker

boards, and table-top sessions featuring staff and interior designers from Collaborative Design Group.

3. **Adoption of Agenda:**

   - **Motion to approve the agenda by Summer and seconded by Jeneane. Motion carried.**

4. **Reports**
   a. **President's Report:**.
      i. Drew provided an update on the performance review process, noting that three reviews remain outstanding out of all returned submissions, with a final deadline of August 31st before Drew follows up directly. Drew explained that once all reviews are collected, the data will be collated and shared with the executive committee to present to the board by October, while also acknowledging procedural shortcomings in the current review forms that will be addressed in future updates.

   b. Treasurer & Finance Committee Report:
      i. Jeneane reported the need to update the First State Bank account signatories, pointing out that past president Summer needed to be removed and current president Drew added.

         - **Motion to approve updating Drew Arnold and remove past president Summer Seidenkranz as signatory at First State Bank and Trust by Ryan, seconded by Kevin. Motion carried.**

      ii. Jeneane presented the Q2 financial balance sheet, reporting approximately 4.7 million dollars in total assets and highlighting a newly opened certificate of deposit valued at 150,000 dollars aimed

at increasing interest earnings. Jeneane noted that assets have grown from 4.3 million dollars a year prior, driven largely by investment earnings and donations. Furthermore, Jeneane reported that project-level data requested by Mark and Keri has been reintegrated into the foundation's financial statements to allow staff to cross-reference spreadsheets accurately.

iii. Jeneane reviewed year-over-year financial comparisons, noting that expenses remained largely status quo aside from the absence of a Light a Spark expense and increased professional services costs due to ongoing audit and bookkeeping transitions. Jeneane also clarified that July library funding payments would appear in the following month's statements and confirmed that overall spending and revenues remain on track with the established budget, including library spending projected to closely match the requested 313,000 dollars.

iv. Jeneane let the board know that the Finance Committee met with First State Bank and Trust Vice President Chad Fett and administrative officer Katie, to review the Q2 investment portfolio performance on August 26. The quarter achieved a record return of 5.34% and an inception-to-date return of 4.88% within a moderate conservative asset allocation. Additionally, Jeneane reported that the finance committee approved a recommendation from Chad and Katie to replace an underperforming JP Morgan hedged equity fund select class investment with a better-performing alternative from the watch list.

v. Elsbeth outlined the organization's grant pipeline, highlighting the 45,000 dollar Fred and Katherine Anderson grant received in March to fund library redesigns, a small grant application submitted by Bethany to the St. Croix Valley Foundation, a $40,000 Hugh J. Anderson grant submitted by Mark and Angie on August 14th for

early literacy and summer programming, and a Target grant being written by Bethany for library materials.

- **Motion to approve the Treasurer's report by Sarah, seconded by Summer. Motion carried.**

c. **Development Committee Report:**
   i. Summer delivered the Development Committee report, detailing recent co-op tableting events and the Townie Tuesday event held at Lift Bridge. Jeanine questioned the return on investment for Townie Tuesday given the low turnout relative to board attendance, prompting Elsbeth, Drew, and Summer to explain that the event serves primarily as a community awareness and educational outreach initiative rather than a direct revenue generator. Summer noted that the next committee meeting is scheduled for September 1st at 7 PM virtually.

5. **Old Business:**
   a. **Friends Dissolution:**
      i. Elsbeth provided an update on the dissolution of the Friends group, reporting that monthly meetings have been held with Friends officers and positive community feedback was received regarding recent transparency communications. Elsbeth outlined the upcoming timeline, indicating that the Friends board will vote on the dissolution on September 14th, followed by a general membership vote requiring a 14-member quorum and majority approval on October 12th.

      ii. The board discussed the operational and legal implications of incorporating the Friends name into the foundation following their potential dissolution, debating whether to rebrand, drop terms like foundation, or utilize a doing business as name through the

secretary of state's office. While members expressed varying preferences regarding naming wordiness and brand recognition, the board reached a consensus to wait until after the Friends membership vote on October 12th before finalizing legal or marketing name changes

b. **Strategic Planning Update:**
    i. Drew reviewed his updated presentation. Drew summarized the board self-assessment report, noting that the board operates from a strong, collegial position with high confidence in financial oversight, but needs clearer priorities and stronger governance. Drew outlined priority training topics for the September 1st meeting, including governance versus volunteering, elevator pitches, recruitment, onboarding, board culture, and practical role-playing scenarios.

c. Breakfast Fundraiser
    i. Elsbeth and Bethany provided metrics for the breakfast fundraiser, reporting that approximately 84 individuals registered and the event raised almost $7,000, with catering costs totaling $2,500 by the Lake Elmo Inn. Bethany noted that the database identified six to eight first-time donors.

6. **New Business**:
    a. Potential Children's Library & Event Wing Enhancement (CLEWE) Capital Campaign
        i. Mark discussed the CLEWE capital project plan developed by CDG, which will provide baseline, enhanced, and aspirational proposals for revamping the children's library, meeting rooms, and gallery, alongside five-year cost projections expected in late 2026 or early 2027. Mark noted that most funding will rely on private gifts, grants, and a capital campaign, with a feasibility study planned for the 2027 budget, while potential city funding could cover infrastructure-related items like lower-level tile flooring and

restrooms. Mark also referenced historical context from the 2006 library addition led by architect Bill Hickey, which cost approximately $11.5 million, split evenly between city and private funds.

b. 2027 Fundraising Gala
    i. The 130th Anniversary Gala will be held on October 5, 2027 and Bethany will lead a planning task force.
    ii. Elsbeth proposed that the Foundation board compile a list of 10 books for the library's "130 Books of Impact" community project, with submissions due by October 1st.

7. **Other**
    a. Shawn informed the board that an email sent by former board member Paige through the distribution list appeared to be compromised, and Shawn stated they would reach out to verify the situation.

8. **Consent Agenda**
    a. Board Meeting Minutes
    b. Library Director Report
    c. Executive Director Report
    d. Finance Committee Minutes
    e. Development Committee Minutes

- **Motion to approve the consent agenda by Kevin, seconded by Summer. Motion carried.**
- **Motion to adjourn by Sarah, seconded by Cindy. Motion carried.**

9. **Adjourn:** 10:09 a.m.

STILLWATER
PUBLIC LIBRARY
FOUNDATION

2026 Board Meeting Dates:

- October 30
- December 4

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

Last updated: 6/5/2026

Stillwater

Public Library

2026 Library Board

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 5:30 PM at the Stillwater Public Library, located at 224 3rd St N in Stillwater, Minnesota.

Members	Ward	Term
Hannah Buckland	4	1st Term: Jan 1, 2026 - Dec 31, 2028
Stan Burns	3	2nd Term: Jan 1, 2025 - Dec 31, 2027
Kim Glidden, Treasurer	2	1st Term: Jan 1, 2025 - Dec 31, 2027
Craig Hansen, President	1	2nd Term: Jan 1, 2024 - Dec 31, 2026
Rick Hodsdon	3	1st Term: Jan 1, 2026 - Dec 31, 2028
Ashley Hausman Lohmer	4	1st Term: Jan 1, 2025 - Dec 31, 2027
Bevin O'Brien, Vice President	3	1st Term: Jan 1, 2024 - Dec 31, 2026
Larry Panciera	2	2nd Term: Jan 1, 2026 - Dec 31, 2028
Jon Quijano	3	Partial Term: June 1, 2025 - Dec 31, 2026
Council Liaison:		
Ryan Collins	1	

Library Director:
Mark Troendle

2026 Committee Rosters:

Executive:	Hansen, Glidden, O'Brien, Troendle (Staff)
Facilities:	Buckland, Burns, Quijano, Troendle (Staff)
Finance:	Burns, Glidden, Panciera, Troendle (Staff), Goeltl (Staff)
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