

LANESBORO PUBLIC LIBRARY

BOARD OF TRUSTEE MEETING

January 17, 2024

Join Zoom Meeting

<https://us02web.zoom.us/j/88960327976>

Dial by your location +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York) +Meeting ID: 889 6032 7976

Location: City Council Chamber

Time: 5:00 p.m.

Agenda:

- I. Oath of Office: Mindy Albrecht-Benson and Sjeila Goetzke
Call to order
Public Comments
- II. Approval of the Agenda – 2 minutes
- III. Approval of the Minutes -- 5 minutes
- IV. Treasurer’s Report -- 5 minutes
- V. Financial Report -- 5 minutes
 - a. Budget balance
 - b. Approval of bills
- VI. Director's PTO Hours: 24 hours
- VII. Circulation report – 2 minutes
- VIII. Committee Reports -- 10 minutes
 - a. Personnel Committee
 - b. Friends of the Library Liaison
 - c. Public Relations Committee
 - d. Budget Committee
 - e. Grants & Fundraising Committee
 - f. Policy Committee
 - g. Building & Grounds Committee
 - h. SELCO Board
- VIII. Director’s Report -- 10 minutes
- IX. New Business – 5 minutes
 - a. New Library Board Member Orientation
 - b. Safety Plan
- X. Old Business – 10 minutes
 - a. Library Board Committees
- XI. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next meeting, **February 21, 2024 at 5:00 pm**
- XII. Adjourn

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
December 20th, 2023

Location: ZOOM Virtual Mtg. & City Council Chambers Time: 5:00 p.m

Agenda:

I. Call to order ~ Alissa Sindelar called the meeting to order.

Alissa Sindelar-Chair, Phil Holtegaard-Vice Chair, Sarah Pieper-Treas., Stacey Schultz-Sec., Jon Buggs, Ollie Lepper, Tracey Lambrecht, Tara Johnson-Library Director, Darla Taylor-City Clerk, Mitchell Walbridge-City Administrator, Linda Hennessey, SELCO Board Rep., Mindy Benson, City Council Rep.

****Public Comments: N/A**

II. Approval of the Agenda

Sarah moved to approve of the agenda. Jon seconded. MC

III. Approval of the Minutes

Ollie moved approval of the minutes. Tracey seconded. MC

IV. Treasurer's Report

(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

**Deposit:	+\$	0
**Disbursements:	-\$	0

Donation Checking Acct. Balance:

Ending Balance 11/30/23 = \$16,973.78

Rose Bell Balance: November 30, 2023

\$3,119.72 / \$ 0 Deposits / \$0 Payments

Stacey moved to approve the Treasurer's Report. Ollie seconded. MC

V. Financial Report

a. Budget balance

November 2023 ~ 64% Budget Income / 92% Budget Expenditures

b. Bills

December 2023 Bills = \$1373.98

Phil moved approval of the December bills. Tracey seconded. MC

VI. Director's PTO Hours = 0 Hours

VII. Circulation report: November 2023 (1 storytime, 3 new library cards)

Total Checkout=1,616 (1,466 physical items/150 ebooks/eaudio)

VIII. Committee Reports

- a. Personnel Committee: N/A
- b. FOLL: Membership/Fundraising letter sent out in Lanesboro Utility Bills mailing.
- c. Public Relations Committee: N/A
- d. Budget Committee: 2024 Library Budget Approved @ December City Council Mtg.
- e. Grants & Fundraising Committee: N/A
- f. Policy Committee: N/A
- g. Building & Grounds Committee: N/A
- h. SELCO Board: Lindy H. updated the board on all of the latest at Selco.

IX. Director's Report

1. Innovative = III = the new library system.
2. New Library App = 'Communico' ready in January.
3. Preschool Storytime with Lynn Susag, volunteer.

X. New Business

- a. Staff Job Review- Eliza's Job Review is complete.
- b. Date Change for June 19 Library Board Mtg.-rescheduled for June 12th.
Sarah moved approval of the June 19th Library Closure. Jon seconded. MC
- c. Library Board Officers 2024
- d. Library Board Applications

XI. Old Business

- a. 2024 Budget.

XII. Other Business ~

Next meeting, January 17th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

XIII. Adjourn Tracey / Ollie moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for **December 20th, 2023**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 1-14-2024

Lanesboro Public Library Treasurer's Report

January 1, 2024

Donation Checking Account #618230

Beginning Balance: December 1, 2023 **\$16,919.78**

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: December 31, 2023 **\$16,919.78**

Rose Bell Fund Account #22802752

Beginning Balance: December 1, 2023 **\$3,119.72**

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: December 31, 2023 **\$3,119.72**

Lanesboro Public Library Treasurer's Report

Total Activity for 2023

Page 1

Donation Checking Account #618230

Beginning Balance:	January 1, 2023	\$12,782.82
Deposits:		
2/13/23 Friends of the Library (FOLL) Annual Donation end of 2022	\$6,000.00	
5/8/23 Lanesboro Community Foundation Check issued through SMIF for Hydration Station	\$3,000.00	
	<u>\$9,000.00</u>	
Disbursements:		
2/13/23 Junior Library Guild (Check #5161) Emergent Readers +, Easy Reading, Graphic Novels, PreK and K Books	\$1,423.54	
6/2/23 Kiersten Hall (Check #5162) Summer Reading Program - Author	\$200.00	
6/14/23 Kevin Lindh (Check #5163) Summer Reading Program - Balloon Entertainer	\$450.00	
6/23/23 Phil Holtegaard (Check #5164) For the supplies and building of 6 book shelves	\$350.00	
6/28/23 Tom Pederson (Check #5165) Summer Reading Program - Creature Teacher	\$266.00	
8/30/23 Sarah Pieper (Check #5166) Bank Checks for Lib Donation Acct	\$13.50	
8/31/23 Lanesboro Chamber (Check #5167) Annual Membership Dues	\$100.00	
10/11/23 Willow Gentile (Check #5168) Pet Portrait Painting Class (SELCO sponsored first 12 Students)	\$162.00	
10/26/23 Drury's (Check #5169) For the purchase of 2 chairs for the main area	\$1,898.00	
	<u>\$4,863.04</u>	
Ending Balance:	December 31, 2023	\$16,919.78

Lanesboro Public Library Treasurer's Report
Total Activity for 2023

Rose Bell Fund Account #22802752

Beginning Balance:	January 1, 2023	\$2,814.72
3/27/23 Donation from Katharine Redmond	\$100.00	
7/10/23 Donations from:		
Donna Kiefer for \$30, Rebecca Ask for \$100	\$130.00	
8/4/2023 Donation from Julie Bothun	\$75.00	

\$305.00

Disbursements:

\$0.00

Ending Balance:	December 31, 2023	\$3,119.72
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Library	2023 Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total	% of Budget
E 211-45500-100 Wages and Salaries	\$ 54,866.78	\$ 6,156.00	\$ 4,184.00	\$ 4,184.00	\$ 4,184.00	\$ 4,184.00	\$ 4,184.00	\$ 4,184.00	\$ 6,216.00	\$ 4,237.60	\$ 4,331.20	\$ 4,331.20	\$ 6,496.80	\$ 56,632.80	104%
E 211-45500-103 Part-Time Employees	\$ 17,994.34	\$ 1,795.68	\$ 1,532.44	\$ 1,532.44	\$ 1,284.36	\$ 1,751.30	\$ 1,184.76	\$ 1,260.88	\$ 2,345.03	\$ 1,889.03	\$ 1,390.47	\$ 1,704.50	\$ 1,166.13	\$ 19,157.17	110%
E 211-45500-121 PERA	\$ 5,413.58	\$ 591.52	\$ 418.91	\$ 443.16	\$ 402.12	\$ 437.28	\$ 396.73	\$ 397.08	\$ 635.26	\$ 454.62	\$ 429.12	\$ 451.71	\$ 406.45	\$ 5,468.96	101%
E 211-45500-123 FICA	\$ 7,218.11	\$ 608.29	\$ 434.23	\$ 458.72	\$ 415.26	\$ 450.97	\$ 413.45	\$ 407.66	\$ 654.88	\$ 468.68	\$ 437.72	\$ 461.73	\$ 566.21	\$ 5,797.80	80%
E 211-45500-131 Employer Paid Health	\$ 12,670.04	\$ 1,071.87	\$ 1,052.64	\$ 1,052.64	\$ 1,052.64	\$ 1,052.64	\$ 1,052.64	\$ 1,052.64	\$ 1,071.87	\$ 1,052.64	\$ 1,052.64	\$ 1,052.64	\$ 1,052.64	\$ 12,670.14	100%
E 211-45500-134 Employer Paid Life	\$ 453.72	\$ -	\$ 80.86	\$ 40.43	\$ -	\$ 40.43	\$ 80.86	\$ 40.43	\$ 40.43	\$ 40.43	\$ 40.43	\$ 40.43	\$ 40.43	\$ 485.16	107%
Cell Phone Stipend	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00	0%
E 211-45500-150 Worker's Comp	\$ 340.00	\$ -	\$ -	\$ -	\$ 137.90	\$ 407.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102.96	\$ -	\$ 648.84	191%
E 211-45500-170 Bonding	\$ 110.00	\$ 183.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183.82	167%
E 211-45500-208 Meetings / Trainings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Safety Training	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
E 211-45500-210 Operating Supplies	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 155.66	\$ -	\$ -	\$ 234.60	\$ -	\$ -	\$ 44.94	\$ 37.67	\$ 472.87	95%
E 211-45500-230 Books & Movies	\$ 6,000.00	\$ 337.76	\$ 480.69	\$ 950.50	\$ 664.05	\$ 189.72	\$ 1,105.31	\$ 394.56	\$ 751.57	\$ 293.67	\$ 290.92	\$ 835.63	\$ 724.84	\$ 7,019.22	117%
E 211-45500-233 Periodicals	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36.95	\$ 254.85	\$ -	\$ -	\$ (179.99)	\$ 111.81	28%
E 211-45500-234 Automation	\$ 6,326.44	\$ 266.00	\$ 266.00	\$ 266.00	\$ 266.00	\$ -	\$ 266.00	\$ 266.00	\$ 496.22	\$ 248.11	\$ 248.11	\$ 248.11	\$ 248.11	\$ 3,084.66	49%
E 211-45500-236 Program Expense	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
E 211-45500-237 Computer Lease	\$ 2,589.67	\$ 358.24	\$ 1,635.06	\$ (189.76)	\$ 342.24	\$ -	\$ 342.24	\$ 350.00	\$ 492.24	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 5,568.28	216%
PC Support	\$ -	\$ 92.24	\$ 92.24	\$ 92.24	\$ 92.24	\$ -	\$ 92.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 368.82	112%
Dean Freeze	\$ -	\$ -	\$ 608.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 608.82	0%
Website Hosting	\$ 130.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146.00	\$ -	\$ -	\$ 71.04	\$ -	\$ -	\$ 71.04	\$ 280.91	105%
E 211-45500-318 Security Subscription	\$ 267.85	\$ -	\$ -	\$ 67.79	\$ -	\$ -	\$ 71.04	\$ -	\$ -	\$ -	\$ 89.07	\$ 69.51	\$ 94.88	\$ 1,058.51	95%
E 211-45500-321 Telephone	\$ 1,120.00	\$ 89.09	\$ 93.20	\$ 88.77	\$ 87.56	\$ 97.82	\$ 88.19	\$ 85.90	\$ 87.34	\$ 87.18	\$ 89.07	\$ 69.51	\$ 94.88	\$ 1,058.51	95%
E 211-45500-322 Postage	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
E 211-45500-331 Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
E 211-45500-361 General Liability Ins	\$ 250.00	\$ 217.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217.74	87%
E 211-45500-413 Office Equipment Rental	\$ 960.00	\$ 9.13	\$ 75.08	\$ 83.93	\$ 80.33	\$ 68.40	\$ 98.43	\$ 160.76	\$ 79.51	\$ 22.20	\$ 147.35	\$ 44.65	\$ 150.02	\$ 1,019.79	106%
E 211-45500-430 Miscellaneous	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ 25.00	10%
Budget Shortage from 2022	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	100%
Subtotal	\$ 119,624.53	\$ 13,272.38	\$ 11,082.17	\$ 9,351.01	\$ 8,973.70	\$ 8,846.20	\$ 9,576.10	\$ 8,615.70	\$ 13,179.95	\$ 9,202.15	\$ 9,011.88	\$ 9,688.81	\$ 11,195.23	\$ 122,558.26	102%
R 211-45500-33650 CNTV Funds - Rural Circ.	\$ 32,168.60	\$ -	\$ 8,042.15	\$ 135.74	\$ 80.00	\$ 8,042.15	\$ 217.15	\$ 70.00	\$ 48.18	\$ 86.42	\$ 98.53	\$ 68.10	\$ 136.85	\$ 24,126.45	75%
R 211-45500-34110 Copy/Scan/Printing/Disk	\$ 500.00	\$ 52.21	\$ -	\$ -	\$ 40.00	\$ -	\$ 50.764.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,910.57	\$ 85,918.31	99%
R 211-41000-31000 General Property Taxes	\$ 86,630.94	\$ 243.29	\$ -	\$ 174.96	\$ 40.00	\$ -	\$ 20.00	\$ -	\$ 250.00	\$ 10.00	\$ -	\$ -	\$ 12.45	\$ 238.15	191%
R 211-41000-35103 Library Fines	\$ 125.00	\$ -	\$ -	\$ 50.00	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 800.00	0%
R 211-45500-36230 Contributions	\$ -	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
R 211-45500-36232 Non-Resident Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Subtotal	\$ 119,624.54	\$ 295.50	\$ 8,042.15	\$ 360.70	\$ 217.74	\$ 8,042.15	\$ 81,002.60	\$ 8,112.15	\$ 298.18	\$ 96.42	\$ 98.53	\$ 568.10	\$ 35,059.87	\$ 111,997.04	94%

Lanesboro Public Library Monthly Expenditures

January 2024

Date	Expense Type	Invoice #	Company	Cost
01/17/24	Telephone	12706571	AcenTek	89.44
01/17/24	Books	83038408	CENGAGE	116.96
01/17/24	Books	122423	Merchants Bank	626.35
01/17/24	Copier	81582650	DE LAG LANDEN	64.40
01/17/24	ILS /PC support /PC lease	51918	SELCO	248.11
Total:				1145.26

TOTAL CIRC. (all items CKO)

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2018</u>	<u>Door Count</u>			<u>2021</u>	<u>2022</u>	<u>2023</u>
Jan	1991	2024	2192	1595	1743	1613	828	734	751	213	379	428	
Feb	1954	1773	1889	1513	1511	1601	888	656	714	197	379	466	
Mar	1991	2260	1206	1847	1977	1897	870	855	409	299	573	558	
Apr	1945	2140	477	1668	1914	1794	741	885	0	238	477	502	
May	2176	2183	735	1562	1803	1789	938	1194	0	346	676	576	
Jun	2024	1999	1585	1631	1786	1748	1297	1078	67	514	651	643	
Jul	2228	2062	1780	1767	1863	1655	1181	1124	248	556	750	631	
Aug	2132	2207	1774	1703	1952	1832	1147	1096	290	585	741	713	
Sep	1907	2002	1685	1841	2047	1656	998	755	261	555	662	770	
Oct	2072	2236	1604	1715	2015	1630	976	929	196	467	645	654	
Nov	2277	1880	1488	1575	1779	1616	996	708	211	376	428	549	
Dec	1951	2058	1335	1393	1744	1700	942	659	213	427	322	522	
	24648	24824	17750	19810	22134	20531							

Red color denotes MN Governor's Stay at home order

1 story home / 2 library cards