

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

February 21, 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

Mindy Albrecht-Benson will be participating via Zoom from Gulf Dunes 412, 376 Santa Rosa Blvd., Fort Walton Beach, FL 32548.

Location: City Council Chamber

Time: 5:00 p.m.

Agenda:

- I. 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: 16 hours (1/31 & 2/6)
- 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. Report to the Family of Rose H. Bell
 - b. Public Library Annual Report to the State of MN
 - c. Library Subs
- X. Old Business – 10 minutes
 - a. Safety Plan
- XI. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next meeting, **March 20, 2024 at 5:00 pm**
- XII. Adjourn

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING

Secretary Notes

January 17th, 2024

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

Agenda:

I. Oath of Office: Mindy Albrecht-Benson & Sjeila Goetzke

Tara Johnson read aloud the oath while Mindy & Sjeila both repeated and accepted their place on the Lanesboro Library Board.

Call to order: Jon Buggs called the meeting to order. Asked for a call for Library Board Officers.
*Stacey moved to approve **Alissa Sindelar as the Vice Chair.** Jon seconded. MC*
*Mindy moved to approve **Stacey Schultz as the Secretary.** Jon seconded. MC*
*Stacey moved to approve **Sarah Pieper as the Treasurer.** Mindy seconded. MC*

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

****Public Comments: Full Room and multiple comments.**

II. Approval of the Agenda

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

III. Approval of the Minutes

**Stacey updated minutes-by added the two names we recommended to the Lanesboro City Council to fill the two open board member seats. (See update image from Sec. notes below.)*

- | |
|---|
| <p>X. New Business</p> <ul style="list-style-type: none">a. Staff Job Review- Eliza's Job Review is complete.b. Date Change for June 19 Library Board Mtg.-rescheduled for June 12th.
<i>Sarah moved approval of the June 19th Library Closure. Jon seconded. MC</i>c. Library Board Officers 2024d. Library Board Applications: Tom Brudvig & Sjeila Goetzke, applications received.
<i>Stacey moved approval of Tom & Sjeila to the Lanesboro Library Board. Jon seconded. MC</i> |
|---|

<----- See Agenda Item: III. d.

Alissa moved approval of the minutes. Phil 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 12/31/23 = \$16,919.78

Rose Bell Balance: December 31, 2023

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

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

V. Financial Report

a. Budget balance

December 2023 ~ 94% Budget Income / 102% Budget Expenditures

b. Bills

December 2023 Bills = \$1145.26

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

CITY OF LANESBORO

Library24

Fund	Account Descr	Current Period	January 2024 Amt	2024 YTD Amt	2024 YTD Budget	%YTD Budget
Expenditure						
211	E 211-45500-100 Wages and Salaries	January 2024	\$6,626.40	\$6,626.40	\$58,800.19	11.27%
211	E 211-45500-103 Part-Time Employees	January 2024	\$1,672.92	\$1,672.92	\$18,728.37	8.93%
211	E 211-45500-121 PERA	January 2024	\$617.58	\$617.58	\$5,814.64	10.62%
211	E 211-45500-122 FICA	January 2024	\$634.89	\$634.89	\$7,752.86	8.19%
211	E 211-45500-131 Employer Paid Health	January 2024	\$1,051.07	\$1,051.07	\$12,446.48	8.44%
211	E 211-45500-134 Employer Paid Life	January 2024	\$0.00	\$0.00	\$492.00	0.00%
211	E 211-45500-135 Employer Paid Other	January 2024	\$50.00	\$50.00	\$600.00	8.33%
211	E 211-45500-150 Worker's Comp	January 2024	\$0.00	\$0.00	\$600.00	0.00%
211	E 211-45500-170 Bonding	January 2024	\$183.82	\$183.82	\$200.00	91.91%
211	E 211-45500-208 Meetings / Trainings	January 2024	\$0.00	\$0.00	\$150.00	0.00%
211	E 211-45500-210 Operating Supplies	January 2024	\$0.00	\$0.00	\$500.00	0.00%
211	E 211-45500-230 Books & Movies	January 2024	\$626.35	\$626.35	\$6,000.00	10.44%
211	E 211-45500-233 Periodicals	January 2024	\$0.00	\$0.00	\$400.00	0.00%
211	E 211-45500-234 Automation/ILS Package	January 2024	\$248.11	\$248.11	\$3,738.00	6.64%
211	E 211-45500-236 Program Expense	January 2024	\$0.00	\$0.00	\$700.00	0.00%
211	E 211-45500-237 Computer Lease/Support	January 2024	\$0.00	\$0.00	\$4,230.00	0.00%
211	E 211-45500-238 PO Box Rental	January 2024	\$0.00	\$0.00	\$155.00	0.00%
211	E 211-45500-318 Security Subscription	January 2024	\$0.00	\$0.00	\$300.00	0.00%
211	E 211-45500-321 Telephone	January 2024	\$89.44	\$89.44	\$1,150.00	7.78%
211	E 211-45500-322 Postage	January 2024	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-361 General Liability Ins	January 2024	\$216.88	\$216.88	\$250.00	86.75%
211	E 211-45500-413 Office Equip Rental	January 2024	\$64.40	\$64.40	\$960.00	6.71%
211	E 211-45500-430 Miscellaneous	January 2024	\$0.00	\$0.00	\$200.00	0.00%
Revenue						
211	R 211-45500-31000 General Property	January 2024	\$547.53	\$547.53	\$91,391.54	0.60%
211	R 211-45500-33650 County Funds - Rural	January 2024	\$8,042.15	\$8,042.15	\$33,045.51	24.34%
211	R 211-45500-34110 Copies	January 2024	\$0.00	\$0.00	\$500.00	0.00%
211	R 211-45500-35103 Library Fines	January 2024	\$0.00	\$0.00	\$150.00	0.00%
211	R 211-45500-36210 Interest Earnings	January 2024	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36230 Contributions and	January 2024	\$0.00	\$0.00	\$150.00	0.00%
211	R 211-45500-36231 Contributions &	January 2024	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36232 Non Resident Fee	January 2024	\$0.00	\$0.00	\$150.00	0.00%

TOTAL CIRC. (all items CKO)												
	2019	2020	2021	2022	2023	2024	Door Count					
							2019	2020	2021	2022	2023	2024
Jan	2024	2192	1595	1743	1613	1839	734	751	213	379	428	568
Feb	1773	1889	1513	1511	1601		656	714	197	379	466	
Mar	2260	1206	1847	1977	1897		855	409	299	573	558	
Apr	2140	477	1668	1914	1794		885	0	238	477	502	
May	2183	735	1562	1803	1789		1194	0	346	676	576	
Jun	1999	1585	1631	1786	1748		1078	67	514	651	643	
Jul	2062	1780	1767	1863	1655		1124	248	556	750	631	
Aug	2207	1774	1703	1952	1832		1096	290	585	741	713	
Sep	2002	1685	1841	2047	1656		755	261	555	662	770	
Oct	2236	1604	1715	2015	1630		929	196	467	645	654	
Nov	1880	1488	1575	1779	1616		708	211	376	428	549	
Dec	2058	1335	1393	1744	1700		659	213	427	322	522	
	24824	17750	19810	22134	20531							

Red color denotes MN Governor's Stay at home order

1,656 physical items / 183 Ebooks & E audios
5 new library cards

Lanesboro Public Library

2023 HIGHLIGHTS



We Engage in Community. We look outside our walls as we focus our decision-making on community needs. We direct resources towards a deliberate inclusion of the community as a whole. As the community grows and changes, library services will evolve accordingly.

Library Items Borrowed 20,531	E-book & E-Audio Circulation 1,652
Total Items in Library 16,275	Books Loaned to other Libraries 3,442
Open 30 hours a week	Reference Questions 246

The Lanesboro Public Library is a vibrant community center meeting the information needs of all Lanesboro area residents.

20 Story times
12 Family Programs
5 Author Visits

Printing, Copying,
Scanning, Basic
Tech Assistance

Book Clubs
Home Delivery
Libby Access

Website Visits	23,426
Visitors to the Library	7,012
Library Cards	934
Program Attendees	906
Seed Library	26 Borrowers