

# LANESBORO PUBLIC LIBRARY

## BOARD OF TRUSTEE MEETING

**March 20, 2024**

Join Zoom Meeting

<https://us02web.zoom.us/j/82069523895?pwd=MUFCS1VWVSkQxK1FHskQ2dFg2Y0cyQT09>

Meeting ID: 820 6952 3895 Passcode: 429639

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: 48 hours (April 5, 8, 9, 10, 11, 12)
- 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: Bylaws / Personnel
  - g. Building & Grounds Committee
  - h. SELCO Board
- VIII. Director’s Report -- 10 minutes
- IX. New Business – 5 minutes
  - a. Bylaws
  - b. 100th Anniversary Task Force
  - c. 2024 MN Author Tour
- X. Old Business – 10 minutes
  - a. Library Subs: 1. Claire Cambray 2. Brynn Pfeffer 3. Hannah Wingert
- XI. Other Business -- 5 minutes
  - a. Comments and Questions
  - b. Next meeting, **April 17, 2024 at 5:00 pm**
- XII. Adjourn



-7 proposals for community grants (an idea for upcoming library centennial/celebration), -  
Library Advocacy Day Key Issues: Dept. of Ed., School Libraries, Bonding, Library Rehab, -  
Book Ban Prevention-look at what Illinois has been focusing on in their libraries.

**IX. Director's Report:**

1. Continue Preparing/Planning/Booking the 2024 SUMMER READING PROGRAM.
2. SELCO APP is LIVE - New Product is here! (Received about 30+ calls about the App)
3. 2/26/24 Fillmore County Mtg. - Goal: Discuss contract with Fillmore County. (3 yr. contract)

**X. New Business:**

- a. Report to the Family of Rose H. Bell - Tara Johnson sent letters, pics, updates.
- b. Public Library Annual Report to the State of MN –Submitted to State **MC**
- c. Library Subs - Discussion hiring Brynn Pfeffer (Sub during Board Meetings.)  
Discussion hiring Claire Cambray (Sub on Saturdays)

**XI. Old Business:**

- a. Safety Plan-working with the city to follow their lead and update plans.

**XII. Other Business:**

Next meeting, March 20th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

**XIII. Adjourn:** Sarah / Stacey moved to adjourn the Library Board Meeting. **MC**

2 of 2 pages for **February 21st, 2024**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 3-4-2024

FYI:

**Board Committees:**

**Budget:** Stacey, Jon, Mindy (Examine and approve annual budget)

**Building & Grounds:** Jon, Phil (Building space is able to meet existing and future needs.)

**Liaison with Friends of the Library:** Stacey (Advocacy)

**Personnel:** Sarah, Stacey, Alissa (Hire/dismiss library director; Director's Annual evaluation, Recruit New Board Members)

**Policy:** Jon, Alissa, Sarah (Determine and adopt written policies for library operations.)

**Grants & Fundraising:** Stacey, Mindy (Write or assist with programs, services or building projects.)

**Public Relations:** Alissa, Phil, Sjeila (Advocate for and tell the library's story.)

**SELCO Board:** Linda Hennessey (Appointed; Interlibrary cooperation)

# Lanesboro Public Library Treasurer's Report

March 1, 2024

## Donation Checking Account #618230

Beginning Balance: February 1, 2024 **\$16,542.48**

Deposits:

\$0.00

Disbursements:

2/23/24 Junior Library Guild (Check #5171) \$1,565.94

Children's Books

2/28/24 Phil Holtegaard (Check #5172) \$36.52

Christmas lights

\$1,602.46

Ending Balance: February 28, 2024 **\$14,940.02**

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## Rose Bell Fund Account #22802752

Beginning Balance: February 1, 2024 **\$3,119.72**

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: February 28, 2024 **\$3,119.72**

Library February 2024 Financials		Feb. 2024	2024 YTD	2024 Budget	%YTD
E 211-45500-100	Wages and Salaries (GENERAL)	\$4,460.80	\$11,087.20	\$58,800.19	18.86%
E 211-45500-103	Part-Time Employees	\$1,218.35	\$2,891.27	\$18,728.37	15.44%
E 211-45500-121	PERA	\$421.05	\$1,038.63	\$5,814.64	17.86%
E 211-45500-122	FICA	\$434.45	\$1,069.34	\$7,752.86	13.79%
E 211-45500-131	Employer Paid Health	\$1,032.56	\$2,083.63	\$12,446.48	16.74%
E 211-45500-134	Employer Paid Life	\$80.86	\$80.86	\$492.00	16.43%
E 211-45500-135	Employer Paid Other	\$50.00	\$100.00	\$600.00	16.67%
E 211-45500-150	Worker's Comp (GENERAL)	\$0.00	\$0.00	\$600.00	0.00%
E 211-45500-170	Bonding	\$0.00	\$183.82	\$200.00	91.91%
E 211-45500-208	Meetings / Trainings	\$0.00	\$0.00	\$150.00	0.00%
E 211-45500-210	Operating Supplies (GENERAL)	\$0.00	\$0.00	\$500.00	0.00%
E 211-45500-230	Books & Movies	\$440.46	\$1,066.81	\$6,000.00	17.78%
E 211-45500-233	Periodicals	\$0.00	\$0.00	\$400.00	0.00%
E 211-45500-234	Automation/ILS Package	\$290.11	\$538.22	\$3,738.00	14.40%
E 211-45500-236	Program Expense	\$0.00	\$0.00	\$700.00	0.00%
E 211-45500-237	Computer Lease/Support	\$0.00	\$0.00	\$4,230.00	0.00%
E 211-45500-238	PO Box Rental	\$0.00	\$0.00	\$155.00	0.00%
E 211-45500-318	Security Subscription	\$0.00	\$0.00	\$300.00	0.00%
E 211-45500-321	Telephone	\$89.21	\$178.65	\$1,150.00	15.53%
E 211-45500-322	Postage	\$0.00	\$0.00	\$0.00	0.00%
E 211-45500-361	General Liability Ins	\$0.00	\$216.88	\$250.00	86.75%
E 211-45500-413	Office Equipment Rental	\$109.30	\$173.70	\$960.00	18.09%
E 211-45500-430	Miscellaneous (GENERAL)	\$0.00	\$0.00	\$200.00	0.00%
		<b>\$8,627.15</b>	<b>\$20,709.01</b>	<b>\$124,167.54</b>	<b>16.68%</b>
R 211-45500-31000	General Property Taxes	\$0.00	\$547.53	\$91,391.54	0.60%
R 211-45500-33650	County Funds - Rural Circ.	\$0.00	\$8,042.15	\$33,045.51	24.34%
R 211-45500-34110	Copy/Fax/Printing/Diskettes	\$292.68	\$292.68	\$500.00	58.54%
R 211-45500-35103	Library Fines	\$109.00	\$109.00	\$150.00	72.67%
R 211-45500-36210	Interest Earnings	\$0.00	\$0.00	\$0.00	0.00%
R 211-45500-36230	Contributions and Donations	\$55.00	\$55.00	\$150.00	36.67%
R 211-45500-36231	Contributions & Donation-Cash	\$0.00	\$0.00	\$0.00	0.00%
R 211-45500-36232	Non Resident Fee	\$0.00	\$0.00	\$150.00	0.00%
		<b>\$456.68</b>	<b>\$9,046.36</b>	<b>\$125,387.05</b>	<b>7.21%</b>



TOTAL CIRC. (all items CKO)												
	2019	2020	2021	2022	2023	2024	2019	Door Count			2023	2024
								2020	2021	2022		
Jan	2024	2192	1595	1743	1613	1839	734	751	213	379	428	568
Feb	1773	1889	1513	1511	1601	1704	656	714	197	379	466	585
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

1,538 physical items / 166 eBooks/audio  
4 new library cards