

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

June 12, 2024

Join Zoom Meeting

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Meeting ID: 820 6952 3895 Passcode: 429639

Dial by your location +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York) +Meeting ID: 820 6952 3895

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: 8 hours (5/23)
- VII. Circulation report – 2 minutes
- VIII. Committee Reports -- 10 minutes
 - a. Budget Committee
 - b. Building & Grounds Committee
 - c. City Council Liaison
 - d. Friends of the Library Liaison
 - e. Grants & Fundraising Committee
 - f. Personnel Committee
 - g. Policy Committee
 - h. Public Relations Committee
 - i. SELCO Board
- VIII. Director's Report -- 10 minutes
- IX. New Business – 5 minutes
 - a. Summer Reading Events
 - b. SELCO Foundation change to existing funds
- X. Old Business – 10 minutes
 - a. Personnel Policy Addendum
- XI. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next meeting, **July 17, 2024 at 5:00 pm**
- XII. Adjourn

LANESBORO PUBLIC LIBRARY * BOARD OF TRUSTEE MEETING
Secretary Notes * May 15th, 2024

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

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

Agenda:

I. Call to order: Jon Buggs called the meeting to order. **Appoint Time Keeper:** Mindy
Public Comments: Shirley Mulder, Tracy Henkel, Anna Loney, Phil Dybbing

II. Approval of the Agenda:
Sarah moved to approve of the agenda. Alissa seconded. MC

III. Approval of the Minutes:
Alissa moved approval of the minutes. Sarah seconded. MC

IV. Treasurer's Report:
(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)

Lanesboro Public Library Treasurer's Report
May 1, 2024

Donation Checking Account #618230

Beginning Balance: April 1, 2024 \$14,940.02
Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: April 30, 2024 \$14,940.02

Rose Bell Fund Account #22802752

Beginning Balance: April 1, 2024 \$3,119.72
Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: April 30, 2024 \$3,119.72

V. Financial Report:
a. Budget balance: April 2024 ~ 26% Budget Income / 39.6% Budget Expenditures
b. Bills: May 2024 Bills = \$3969.98
Mindy moved approval of the May bills. Stacey seconded. MC

VI. **Director's PTO Hours:** 0 Hours

VII. **Circulation report: April 2024** (4 new library cards + 1 author visit)
Total Checkout= 1730 (1564 physical items / 166 ebooks/eaudio)

VIII. **Committee Reports:**

- a. Budget Committee: N/A
- b. Building & Grounds Committee: N/A
- c. City Council Liaison: N/A
- d. Friends of the Library Liaison: FOLL: Book Sale planned for 6/8/24-Info.
- e. Grants & Fundraising Committee: June Book Pick Up coming up (SMIF Early Literacy Grant)
- f. Personnel Committee: (See in 'Old Business')
- g. Policy Committee: N/A
- h. Public Relations Committee: N/A
- i. SELCO Board: N/A

IX. **Director's Report: (See 2 page handout images below)**



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT
MAY 2024

Administrative Projects

- Purchased new books and materials for May
- Purchased supplies for new material processing
- Submitted paperwork for SELCO MN Author Tour
- Posts for library webpage, social media, PPT and posters
- Scheduling Kindergarten visits
- Website Accessibility Audit WCAG 2.1
- Fillmore Co. Commissioners Meeting: statistics for library presentation
- Compile Reports for library board meeting: materials for meeting
- Updating and documenting ILS (Horizon) workflow procedures
- Generated SELCO Quarterly and monthly reports

Director's Activities:

- Met with Brynn per library training 4/17
- Met with Eliza: Library Board update 4/21
- Met with Claire per library training 4/27
- Met with Eliza: workflow documentation 5/2
- Met with SELCO Consultants 5/8
- Met with Eliza: 5/11
- Met with policy committee 5/13
- Birding Program with Amy Simso-Dean 5/13

Circulation Desk

- Check-in / Check-out materials
- Assist Patrons
- Update & maintain computers
- Clean rugs, desks, tables, windows
- Pull List
- Reference Questions
- Fill Tubs for Sylvan & Kenilworth monthly
- Sort and reshelv Board book collection

Updates from MNLINK / SELCO

- MNLINK requests are no longer automatically placed in SELCO. Patrons are notified but must manually place their requests.
- SELCO received five responses from ILS vendors. The Public Libraries Task Force (PLTF) members met on Monday, May 13 to review the vendor responses.

X. New Business:

a. Fillmore County Contract 2025-2027 (Rural Services/7 Fillmore Cty. Libraries/3% increase)
Sarah moved approval of the Fillmore County 25-27 Contract. Phil seconded. **MC**

b. Camera in library / FOLL book sale area

-Board requested information on where the camera came from? Purpose? Who Monitors?
-Mitchell Wallbridge, Lanesboro City Administrator answered multiple questions from board:
Reason?: All entrances to the building have video surveillance-that one did not-so city added.
Additions?: 4 cameras added - previously had 4 on City Hall Building- now a total of 8.
Access?: Mitchell Wallbridge, Darla Taylor, Dave Haugen.
Facial Recognition?: Yes.
Make/Model?: Amazon Blink—not accessed through the provided service-City
Audio?: Not enabled.
City Council Aware? We have had cameras, discretion to add/by the City Administrator.
Timer?: Motion censored.
View of bathroom access?: If people walk across path of camera view.
Letter of Request for Access to Camera?: Mitchell will research access availability.

c. Public Data Request-

-Original request in writing via email (April 18th, 2024) to Tara Johnson (no time table request)
-Stacey shared dates and requests for Secretary Notes by the City of Lanesboro (April 29th, 2024.) Data Requested to be completed in 14 days—>request completed and sent back to those who requested: Mitchell Wallbridge-email request was cc'd to Mr. O'Koren-files submitted from 2018-Current. Stacey asked about time to complete-who to request reimbursement from regarding the cost of large file download and share (Jumpdrive cost \$9.99)—>No resolution on reimbursement.

XI. Old Business: a. Library Board Personnel Committee (Phil 4 votes/Mindy 3 votes)
Roll Call Vote (Two Library Board Members willing to join the Personnel Committee Mindy and Phil-to replace Alissa.)

Stacey: Phil
Phil: Phil
Jon: Phil
Sarah: Phil
Alissa: Mindy
Sjeila: Mindy
Mindy: Mindy

Board Approves Phil as the new member of the Personnel Committee. (Votes: Phil 4 / Mindy 3)

b. Bylaws

Sarah made a motion to approve the updated Bylaws with edits. Alissa seconded. **MC**

XII. Other Business: a. Former Library Employee Grievance Letter (See Timeline)

<u>To: Lanesboro Library Board</u>		<u>May 12, 2024</u>
<u>From: Sarah Pieper & Stacey Schultz, Current Personnel Committee</u>		
10-17-23	Email from Library Employee SM	
10-23-23	In Person Mtg.	(Tara Johnson (Library Director), Alissa Sindelar (Library Chair), Employee SM)
11-1-23	Library Board Special Mtg.	(Mtg. called by Alissa Sindelar (Library Chair.))
11-13-23	Employee Evaluation Mtg.	(Attendees: Personnel Committee (Tracy Lambrecht, Olie Lepper, Sarah Pieper), Tara Johnson (Library Director), Mitchell Wallbridge (City Administrator), Employee SM)
11-15-23	Library Board Mtg.	(Tabled Action Plan for Employee SM)
11-21-23	Library Board Special Mtg.	(Action Plan Approved for Employee SM)
11-27-23	Employee Resignation	
11-28-23	1st Day Employee SM was to return to work at Lanesboro Public Library.	
12-1-23	Employee submitted formal grievance letter (Dated: 12-1-23)	(Letter mailed to: Lanesboro City Council, 202 Parkway Ave. S.) (Body of Letter, addressed to: Dear Library Director, Lanesboro Library Board, Lanesboro City Council.)
12-1-23 to 12-20-23	Question for Mitchell W., City Admin.,:	When was a copy of the grievance letter from employee SM given to the Library Director? ___ Chair? ___ Library Board? ___
12-20-23	Library Board Mtg.	(Approved Resignation of SM)
1-2-24	January Lanesboro City Council Mtg.	(Accepted Library Employee Resignation, Former Employee Grievance Letter listed on Agenda & in Board Packet, Two recommendations from the Library Board-approved 1 & appointed a City Council Member as the other, Jon Bugge/Sarah Pieper in person, Tara Johnson/Stacey Schultz via zoom)

Roll Call Vote

Stacey: yes
Phil: yes
Jon: no
Sarah: no
Alissa: yes
Sjeila: yes
Mindy: yes

Stacey made a motion to dismiss the Former Employee Evaluation Review dated 11/13/23 and Former Employee (SM) Corrective Action Plan. MC

Jon made a motion to dismiss the Former Employee (SM) Grievance Letter dated 12/1/23. (Library Board received the grievance letter 5/9/23 and Library Director, Tara Johnson received 5/13/23.) Alissa seconded. MC

a. Comments & Questions

b. Next meeting, June 12th, 2024, at 5:00 pm VIA In-Person & ZOOM Options.

XIII. Adjourn: Jon/Alissa moved to adjourn the Library Board Meeting. **MC**

4 of 4 pages for **May 15th, 2024**– Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 6-7-2024

Lanesboro Public Library Treasurer's Report
June 1, 2024

Donation Checking Account #618230

Beginning Balance: May 1, 2024 **\$14,940.02**

Deposits:

\$0.00

Disbursements:

5/15/24 Demco (Check # 5173)

\$351.51

Balance for the Boss Deluxe Task computer chairs

\$351.51

Ending Balance: May 31, 2024 **\$14,588.51**

Rose Bell Fund Account #22802752

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

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: May 31, 2024 **\$3,119.72**

Library	2024 Budget	January	February	March	April	May	YTD Total	% of Budget
E 211-45500-100 Wages and Salaries	\$ 58,800.19	\$ 6,626.40	\$ 4,460.80	\$ 4,460.80	\$ 4,460.80	\$ 4,460.80	\$ 24,469.60	42%
E 211-45500-103 Part-Time Employees	\$ 18,728.37	\$ 1,672.92	\$ 1,218.35	\$ 1,348.60	\$ 1,519.30	\$ 1,226.75	\$ 6,985.92	37%
E 211-45500-121 PERA	\$ 5,814.64	\$ 617.58	\$ 421.05	\$ 430.34	\$ 406.58	\$ 414.37	\$ 2,289.92	39%
E 211-45500-122 FICA	\$ 7,752.86	\$ 634.89	\$ 434.45	\$ 444.40	\$ 457.45	\$ 435.09	\$ 2,406.28	31%
E 211-45500-131 Employer Paid Health	\$ 12,446.48	\$ 1,051.07	\$ 1,032.56	\$ 1,032.56	\$ 1,032.56	\$ 1,032.56	\$ 5,181.31	42%
E 211-45500-134 Employer Paid Life	\$ 492.00		\$ 80.86	\$ 40.43		\$ 121.29	\$ 242.58	49%
E 211-45500-135 Employer Paid Other(cell)	\$ 600.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 250.00	42%
E 211-45500-150 Worker s Comp	\$ 600.00						\$ -	0%
E 211-45500-170 Bonding	\$ 200.00	\$ 183.82			\$ 150.00		\$ 183.82	92%
E 211-45500-208 Meetings / Trainings(safety)	\$ 150.00						\$ 150.00	100%
E 211-45500-210 Operating Supplies	\$ 500.00						\$ -	0%
E 211-45500-230 Books & Movies	\$ 6,000.00	\$ 626.35	\$ 440.46	\$ 718.97	\$ 1,096.24	\$ 341.15	\$ 3,223.17	54%
E 211-45500-233 Periodicals	\$ 400.00			\$ 43.00			\$ 43.00	11%
E 211-45500-234 Automation	\$ 3,738.00	\$ 248.11	\$ 290.11	\$ 248.11	\$ 248.11	\$ 248.11	\$ 1,282.55	34%
E 211-45500-236 Program Expense	\$ 700.00						\$ -	0%
E 211-45500-237 Computer Lease	\$ 4,230.00					\$ 3,230.00	\$ 3,230.00	76%
E 211-45500-238 PO Box Rental	\$ 155.00						\$ -	0%
E 211-45500-318 Security Subscription	\$ 300.00			\$ 71.04			\$ 71.04	24%
E 211-45500-321 Telephone	\$ 1,150.00	\$ 89.44	\$ 89.21	\$ 90.13	\$ 92.27	\$ 86.32	\$ 447.37	39%
E 211-45500-361 General Liability Ins	\$ 250.00	\$ 216.88					\$ 216.88	87%
E 211-45500-413 Office Equipment Rental	\$ 960.00	\$ 64.40	\$ 109.30	\$ 85.12		\$ 185.17	\$ 443.99	46%
E 211-45500-430 Miscellaneous	\$ 200.00						\$ -	0%
Subtotal	\$ 124,167.54	\$ 12,081.86	\$ 8,627.15	\$ 9,063.50	\$ 9,513.31	\$ 11,831.61	\$ 51,117.43	41%
R 211-45500-33650 Cnty Funds - Rural Circ.	\$ 33,045.51	\$ 8,042.15		\$ 8,261.37	\$ 8,261.38		\$ 24,564.90	74%
R 211-45500-34110 Copy/Fax/Printing/Disk	\$ 500.00		\$ 292.68	\$ 60.60	\$ 83.92		\$ 437.20	87%
R 211-41000-31000 General Property Taxes	\$ 91,391.54	\$ 547.53			\$ -		\$ 547.53	1%
R 211-41000-35103 Library Fines	\$ 150.00		\$ 109.00	\$ 43.99	\$ 10.00		\$ 162.99	109%
R 211-45500-36230 Contributions/Donations	\$ 150.00		\$ 55.00	\$ 50.00	\$ -	\$ 990.74	\$ 1,095.74	730%
R 211-45500-36232 Non Resident Fee	\$ 150.00				\$ -		\$ -	0%
Subtotal	\$ 125,387.05	\$ 8,589.68	\$ 456.68	\$ 8,415.96	\$ 8,355.30	\$ 990.74	\$ 26,808.36	21%

CITY OF LANESBORO
Library24

Fund	Account Descr	Current Period	May 2024 Amt	YTD Amt	2024 YTD Budget	%YTD Budget
Expenditure						
211	E 211-45500-100 Wages and Salaries (G	May 2024	\$4,460.80	\$24,469.60	\$58,800.19	41.61%
211	E 211-45500-103 Part-Time Employees	May 2024	\$1,226.75	\$6,985.92	\$18,728.37	37.30%
211	E 211-45500-121 PERA	May 2024	\$414.37	\$2,289.92	\$5,814.64	39.38%
211	E 211-45500-122 FICA	May 2024	\$435.09	\$2,406.28	\$7,752.86	31.04%
211	E 211-45500-131 Employer Paid Health	May 2024	\$1,032.56	\$5,181.31	\$12,446.48	41.63%
211	E 211-45500-134 Employer Paid Life	May 2024	\$121.29	\$242.58	\$492.00	49.30%
211	E 211-45500-135 Employer Paid Other	May 2024	\$50.00	\$250.00	\$600.00	41.67%
211	E 211-45500-150 Worker s Comp (GENE	May 2024	\$0.00	\$0.00	\$600.00	0.00%
211	E 211-45500-170 Bonding	May 2024	\$0.00	\$183.82	\$200.00	91.91%
211	E 211-45500-208 Meetings / Trainings	May 2024	\$0.00	\$150.00	\$150.00	100.00%
211	E 211-45500-210 Operating Supplies (G	May 2024	\$0.00	\$0.00	\$500.00	0.00%
211	E 211-45500-230 Books & Movies	May 2024	\$341.15	\$3,223.17	\$6,000.00	53.72%
211	E 211-45500-233 Periodicals	May 2024	\$0.00	\$43.00	\$400.00	10.75%
211	E 211-45500-234 Automation/ILS Packa	May 2024	\$248.11	\$1,282.55	\$3,738.00	34.31%
211	E 211-45500-236 Program Expense	May 2024	\$0.00	\$0.00	\$700.00	0.00%
211	E 211-45500-237 Computer Lease/Supp	May 2024	\$3,230.00	\$3,230.00	\$4,230.00	76.36%
211	E 211-45500-238 PO Box Rental	May 2024	\$0.00	\$0.00	\$155.00	0.00%
211	E 211-45500-318 Security Subscription	May 2024	\$0.00	\$71.04	\$300.00	23.68%
211	E 211-45500-321 Telephone	May 2024	\$86.32	\$447.37	\$1,150.00	38.90%
211	E 211-45500-322 Postage	May 2024	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-361 General Liability Ins	May 2024	\$0.00	\$216.88	\$250.00	86.75%
211	E 211-45500-413 Office Equipment Rent	May 2024	\$185.17	\$443.99	\$960.00	46.25%
211	E 211-45500-430 Miscellaneous (GENER	May 2024	\$0.00	\$0.00	\$200.00	0.00%
			\$11,831.61	\$51,117.43	\$124,167.54	
Expenditure						
Revenue						
211	R 211-45500-31000 General Property T	May 2024	\$0.00	\$547.53	\$91,391.54	0.60%
211	R 211-45500-33650 County Funds - Rur	May 2024	\$0.00	\$24,564.90	\$33,045.51	74.34%
211	R 211-45500-34110 Copy/Fax/Printing/	May 2024	\$0.00	\$437.20	\$500.00	87.44%
211	R 211-45500-35103 Library Fines	May 2024	\$0.00	\$162.99	\$150.00	108.66%
211	R 211-45500-36210 Interest Earnings	May 2024	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36230 Contributions and D	May 2024	\$990.74	\$1,095.74	\$1,500.00	730.49%
211	R 211-45500-36231 Contributions & Do	May 2024	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36232 Non Resident Fee	May 2024	\$0.00	\$0.00	\$150.00	0.00%
			\$990.74	\$26,808.36	\$125,387.05	
			\$12,822.35	\$77,925.79	\$249,554.59	

Directors PTO hours: 8

May 2024

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
				8 hr		
19	20	21	22	23	24	25
26	27	28	29	30	31	

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	1704	656	714	197	379	466	585
Mar	2260	1206	1847	1977	1897	1809	855	409	299	573	558	603
Apr	2140	477	1668	1914	1794	1730	885	0	238	477	502	673
May	2183	735	1562	1803	1789	1501	1194	0	346	676	576	1302
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 author visit / 10 new library cards

1341 Physical Items / 160 Ebooks / Audios



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT JUNE 2024

Administrative Projects

- Purchased new books and materials for June
- Purchased additional supplies for SRP
- Submitted paperwork for SELCO MN Author Tour
- Posts for library webpage, social media, PPT and posters
- SRP promotion, sign-up
- Website Accessibility Audit WCAG 2.1
- Compile Reports for library board meeting: materials for meeting
- Updating and documenting ILS (Horizon) workflow procedures
- Generated SELCO Quarterly and monthly reports

Director's Activities:

- Met with Brynn per library training 5/15
- Met with Eliza: Library Board update 5/15
- Met with Claire per library training 5/18
- Fillmore County Library Director's meeting (SV) 5/21
- Met with Eliza: new Itypes for cataloging items 5/21
- Met with policy committee 5/13
- MN Author, Michael Hall 5/21
- Met with Eliza patron verification for Libby: 5/28
- Kindergarten library tour & story time 5/30
- Doug Ohman Program 6/5
- Rad Zoo Program 6/6
- Story time 6/7
- FOLL Book Sale 6/8
- Met with Clair SRP planning 6/8
- SELCO Director's meeting 6/11

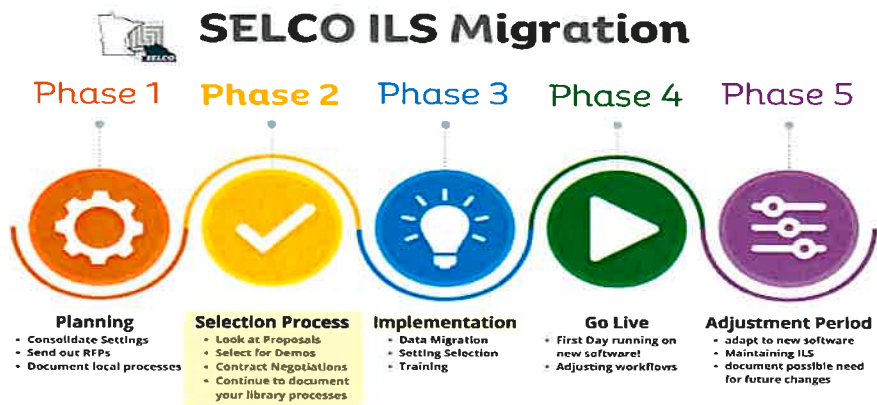
Circulation Desk

- Check-in / Check-out materials
- Assist Patrons
- Update & maintain computers
- Clean rugs, desks, tables, windows
- Pull List

- Reference Questions
- Fill Tubs for Sylvan & Kenilworth monthly
- Sort and reshef Graphic novels
- Materials repair

Updates from MNLINK / SELCO

- New MNLINK system up and running the old system will be shut down. All items borrowed under the old system must be returned by June 21.



LANESBORO PUBLIC LIBRARY

Summer Reading Program 2024

ADVENTURE
— BEGINS AT —
YOUR LIBRARY.



About the Summer Reading Program

The Summer Reading Program is an exciting way to keep reading all summer long! To join in, sign up at the library front desk.

Throughout the summer, youth aged 0-12 years can log their reading and join us in person at the Lanesboro Library or nearby Sylvan Park for in person events:

Thursday Family Programs

Friday Story Time

Saturday Crafts with Claire

Reading and attending events this summer will also benefit your community! Every time you check something out or attend an event, you will get to vote for a local cause to support. At the end of the summer the cause with the most votes will get the largest donation. The choices for this summer will be:

**Camp Companion
(Rochester, MN)**

**Birthday Cake Kits
for the Food Shelf**

**New Playground
Equipment**



Calendar of events

Thursday	Friday	Saturday
Family programs	Story Time	Crafts
June 13 Magician Brodini- 3pm	14 Story time- 9:30am at Sylvan Park Gazebo	15 Library closed for Art in the Park
June 20 Summer Celebration- 3pm	21 Story time- 9:30am at Sylvan Park Gazebo	22 Craft- little picture books
June 27 Brian & Susan's "Paul Bunyan Musical Story"- 3pm	28 Story time- 9:30am at Sylvan Park Gazebo	29
July 4 Library Closed	5	6 
July 11 Amanda & Munchkin the mini horse- 3pm	12 Story time- 9:30am at Sylvan Park Gazebo	13
July 18 Pond exploration with Eagle Bluff- 3pm	19 Story time- 9:30am at Sylvan Park Gazebo	20 Craft- Sun prints
July 25 Will Bjorndahl- 3pm	26 Story time- 9:30am at Sylvan Park Gazebo	27 Rain date for sun print craft

Use the reading log on the back of this flyer to start your summer of adventure!



SELCO LIBRARY FOUNDATION

Investments Report as of 12/31/2023

Financial Institution	12-month CD	12-month CD	12-month CD	12-month CD	12-month CD	12-month CD	60-month CD	Institutional Funds	Savings	Savings	Checking	Savings	Totals	Notes
Number	Edward Jones	Edward Jones	Edward Jones	Edward Jones	Edward Jones	Edward Jones	Edward Jones	Mutual of America	Bank	Capital One	Think Bank	Edward Jones		
Maturity Date	0699306543	394441401	441577415	503174738	571835659	588043308	588043308	201749963-00	National	36011604605	234384	Edward Jones		
Interest Rate	12/20/2024	12/14/2023	2/15/2024	5/14/2024	5/30/2024	9/6/2024	5/6/2027	upon request	upon request	upon request	upon request	upon request		
Albert Lea Public Library	14,000.00												26,327.58	Keep all funds in ONB
Buckham Memorial Library							12,163.36		41,950.90	1.34	0.00	0.00	82,115.60	Keep all funds in ONB
Cheffield Public Library	5,153.00	(0.00)	34,905.98	525.72		6,587.08			0.00	(0.00)	47.77	59.63	34,905.98	Keep all funds in ONB
Dodge Center Friends of the Library	3,606.66	(0.00)							5,063.44	0.07	33.43	52.25	10,323.90	Keep all funds in ONB
Harmony Public Library	1,030.89	(0.00)		16,745.98		5,416.45			0.00	(0.00)	9.56	20.58	10,805.14	Keep new funds in ONB
Lansdowne Public Library													21,223.46	
Van Horn Public Library	102.70	(0.00)	18,159.58	3,759.65		13,194.11			0.00	0.00	0.95	21.07	13,215.48	
Plainview Public Library	2,758.46	(0.00)	24,024.89	3,759.65		2,829.47			2,269.59	0.00	25.57	5.71	23,567.99	
Rushford Public Library						13,111.05			4,178.26	0.06		62.85	47,508.38	Keep Only \$3,000 in ONB
St. Charles Friends of the Library	10,267.91	(0.00)		20,855.49		41,329.14			21,153.59	0.20		65.97	62,548.90	
St. Charles Public Library	3,080.38	(0.00)	5,909.77						24,497.78	0.44		0.00	24,498.22	
Spring Valley Public Library						6,190.82			0.00	0.00	95.18	118.84	20,655.49	
Stewartville Public Library					159,000.00	15,441.18			0.00	0.32	28.56	45.53	32,648.66	
Webasha Friends of the Library		(0.00)				900.70			19,776.32	0.23		24.64	35,031.71	
SELCO				113.16					21,164.84	0.00		1.44	195,748.93	
SELCO Foundation									103.83	(0.00)		0.00	173,898.73	
Totals:	40,000.00	(0.00)	83,000.00	42,000.00	159,000.00	119,000.00	12,163.36	194,825.37	166,528.58	3.07	11,420.10	488.51	171,485.94	
											11,661.12		828,651.01	

Mutual of America Principal Investment: SC 8,771.67 STEW 70,000.00 SELCO 59,080.00 128,771.67

Total CDs 455,183.36 Total Mutual Funds 194,825.37 Total Savings 187,001.16 Total Other Bank 11,661.12 828,651.01

Encumbered 827,177.78 (includes \$10k of Foundation funds on Cash Available for Reinvestment: 80,143.47



SELCO LIBRARY FOUNDATION

Participating Library Deposit/Withdrawal Authorization Form

Library Name: Lanesboro Public Library

Option I: Above-named library authorizes a deposit to the SELCO Foundation in the amount of \$ _____ to be deposited as follows:

- High-interest savings account (funds available for withdrawal at any time).
- Short term CD (funds are invested in a CD for up to one (1) year).
- Long term CD (funds will be invested for a minimum of one (1) year and held indefinitely awaiting direction from Library).
- Invest in Mutual of America Institutional Funds (funds available for withdrawal with proper notification). Complete the Wire Transfer form.

Attach a copy of the Library Board resolution defining the purpose of the charitable funds transferred to the Foundation.

Option II: Above-named library authorizes a change to existing deposits with the SELCO Foundation as follows: **Move \$ 16,745.98**

From:	To:
<input checked="" type="checkbox"/> Savings	<input type="checkbox"/> Savings
<input checked="" type="checkbox"/> CD	<input checked="" type="checkbox"/> CD
<input type="checkbox"/> Institutional Funds	<input type="checkbox"/> Institutional Funds

Option III: Above-named library requests and authorizes a withdrawal of its funds from the SELCO Foundation in the amount of \$ _____. This withdrawal amount is requested by _____ (date).

Make Check Payable To: _____

Send/Mail Check To: _____

Signatures: This authorization must have approval by the local library board.

Library Board or Friends President

Date

SELCO Library Foundation Representative

Date

For Board Review for June Board Meeting

LANESBORO PUBLIC LIBRARY POLICY ADDENDUMS TO THE CITY OF LANESBORO PERSONNEL POLICY MANUAL

(These addendum policies will replace those listed in the City of Lanesboro Personnel Policy)

Article III. Section 3.04 **CORE HOURS** Article VI. Section 6.02

For Section 3.04 Add to “Police, fire, **library staff**, and public works employees”

Library hours are set by the **library board**. Current business hours can be found on the Lanesboro Library Website at www.lanesboro.lib.mn.us and on the door to the main entrance of the library.

Article VI. Section 6.01 **HOURS OF WORK**

The library’s regular workweek is determined by the open hours of the library as is found on the website.

Article III. Section 3.23 **TRAINING/PROBATIONARY PERIOD**

The Lanesboro library training policy will be maintained by the library director; changes will be made with the assistance of the personnel committee as needed and approved by the board. A Training Manual will be kept in the library. The library will implement a 6 week, 3 month, 6 month, and one year probationary period.

Article III. Section 4.01 **SCOPE**

The **library director** will manage the hiring process for positions within the library. While the hiring process may be coordinated by the **library director**, the **library board** is responsible for the final hiring decision and must approve all hires to the **library**.

Article VI. Section 6.03 **MEAL BREAKS AND REST PERIODS**

If an employee is working alone, their break will be taken **on premises**. The library is open for **less than 8** hours so no meal breaks will be earned by library staff.

Article VI. Section 6.04 **ADVERSE WEATHER CONDITIONS**

Refer to the library’s Inclement Weather Policy.

Article IX. **PERFORMANCE REVIEW**

Library staff performance reviews will be conducted by the **library director** using the Performance Evaluation Form as designated by the **library board**. The **library personnel**

committee will conduct the review for the library director. After probation, reviews will be done annually on the employee's anniversary month of hire.

Article XVIII.

DISCIPLINE

Section 18.01 General Policy

Supervisors are responsible for maintaining compliance with library standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the Lanesboro library. Library employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable library policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the library's personnel policies. The library director, personnel committee, or library board will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Section 18.02 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Section 18.03 Process

The library may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee.

There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any library employee has a contractual right or guarantee (also known as a property right) to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee. The following are descriptions of the types of disciplinary actions:

(a) Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice the performance or behavior needs to change, and what the change must be. The library director will document the oral reprimand including date(s) and a summary of discussion and corrective action needed. This documentation will be added to the employee's file.

(b) Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the library director.

A written reprimand will: (1) state what happened; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future

(plan for correction); and (6) indicate consequences of recurrence. A Written Reprimand Form is attached.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. An employee's signature does not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

(c) Suspension With or Without Pay

The library director, after consulting with the personnel committee, may suspend an employee with or without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the library board, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination. The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

(d) Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the library director, after consulting with the personnel committee, determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The library board must approve this action.

(e) Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies.

(f) Dismissal

The library director with advance review with the personnel committee, and with the approval of the library board, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with library's standards.

Article XIX.

GRIEVANCE PROCEDURE

Any dispute between an employee and the library relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1A: If an employee has an issue with a co-worker, they should try to first discuss the issue with the co-worker. If the employee feels it will take more than 3-5 minutes or need privacy for the conversation, then they should email or text the other co-worker to meet with them at the library before the library is open to the public.

Step 1B: If they do not feel Step 1A is an option, then they should talk to the library director. Since employees do not work at the same time, a meeting should be requested with the director. To do this, they should email or text the director to set up a time to have the discussion. Preferably before or after open hours at the library.

If the employee prefers, they may present the grievance in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the library director within twenty-one days after the alleged violation or dispute has occurred. The director will respond to the employee in writing within seven calendar days.

Step 2: **If the issue is with the director and/or** the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the date at which the incident allegedly occurred, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the **personnel committee** within seven days after the **director's** response is due **(or immediately if the issue is with the director)**. The **personnel committee** or their designee will respond to the employee in writing within seven calendar days. **If the employee still does not feel the issue is resolved, they should request to be added to the library board agenda to discuss with the full board. Employee issues can be conducted in a closed meeting with the library board per the employee's request.** The decision of the **library board** is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Section 19.01 Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the **library's** last answer. If the **library director, personnel committee, or library board** does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the **library director, personnel committee, or library board** and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

Lanesboro Library Written Warning

Employee Name: _____

Date of Incident: _____ Step of Warning: _____

Issue for Written Warning: _____

Action Plan to correct/improve the behavior: _____

This issue was discussed with the Employee on: _____

Employee's Signature

Director's Signature

The Employee has the right to add a written response to this warning, but must sign to acknowledge they have been notified of the issue.

Lanesboro Library Written Warning

Employee Name: _____

Date of Incident: _____ Step of Warning: _____

Issue for Written Warning: _____

Action Plan to correct/improve the behavior: _____

This issue was discussed with the Employee on: _____

Employee's Signature

Director's Signature

The Employee has the right to add a written response to this warning, but must sign to acknowledge they have been notified of the issue.