

LANESBORO PUBLIC LIBRARY

BOARD OF TRUSTEE MEETING

July 10, 2024

Join Zoom Meeting

<https://us02web.zoom.us/j/82069523895?pwd=MUFCS1VWSkQxK1FHskQ2dFg2Y0cyQT09>

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: Appoint Time Keeper
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: 0
- 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. 2025 Preliminary budget
- X. Old Business – 10 minutes
 - a. Library Personnel Policy Addendum
- XI. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next meeting, **August 14, 2024 at 5:00 pm**
- XII. Adjourn

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

Secretary Notes * June 12th, 2024

Location: City Council Chamber

Time: 5:00pm

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

Agenda:

- I. **Call to order:** Jon Buggs called the meeting to order. Appoint Time Keeper: Mindy
Public Comments: Anna Loney
- II. **Approval of the Agenda:**
Sarah requested to add to the New Business – Discussion for changing the monthly meeting date/time.
Motion to approve agenda with the addition made by Phil, Mindy seconded. MC
- III. **Approval of the Minutes:** *Mindy motioned approval, Sarah seconded. MC*
- IV. **Treasurer's Report:** *Sarah motioned we invest \$10,000 in a 5-month CD. Alissa seconded. MC*

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

V. Financial Report:

a. Budget balance: May 2024 21% Budget Income / 41% Budget Expenditures

b. Bills: May 2024 Bills = \$1,894.49

Sarah moved approval of the May budget/bills, Mindy seconded. MC

Jon made a motion to renew the CD for the balance of \$16,745.98 through the SELCO Library Foundation, Alissa seconded. MC

VI. **Director's PTO Hours:** 8 hours sick time on May 23rd.

Phil moved approval of the PTO, Jon seconded. MC

VII. **Circulation Report:** May 2024. (10 new library cards + 1 author visit)

Total Checkout = 1501 (1341 Physical Items / 160 eBooks/audios)

VIII. **Committee Reports:**

a. Budget Committee: N/A

b. Building & Grounds Committee: Did some weed whacking and put together the new computer chairs. There was a question on the blue benches in the front; could some be moved, are they bolted down? The space between the trees is pretty tight. The committee would look into this.

c. City Council Liaison: N/A

d. Friends of the Library Liaison: Anna Loney FOLL: Community Play Reading of William Shakespeare's Comedic Story of Courtship and Scandal! Much Ado About Nothing June 26, 2024 at 6pm They had a fundraiser at Rhubarb Fest with soft serve ice cream and rhubarb sauce. They will also be at Art in the Park. They approved money for the Summer Reading Program and the Harp Circle Concert on August 14th

e. Grants & Fundraising Committee: The books from the SMIF Grant still need to be picked up.

f. Personnel Committee: N/A

g. Policy Committee: (See Old Business)

h. Public Relations Committee: N/A

i. SELCO Board – Linda. We still need to find a new liaison to replace Linda.

Meeting was May 28th and also the Zoom meeting of the Legacy Committee on June 5th.

SELCO Board approve a new executive committee and Board Officers. Kristina Rader, of Spring Valley, will become the Board Secretary.

Highlights: 1) Bonding bill did not pass. 2) A School Librarian/Media Specialist was added to the Dept. of Education. 3) The Access to Library Materials and Rights Protected Bill did pass. * The bill covers publicly funded libraries – public libraries, school libraries, academic libraries, and more. These libraries must have a reconsideration policy in place when materials are challenged for reconsideration, it must be reported to the Dept. of Education. These libraries must have a person trained in collection management. So, SELCO will determine how it can offer training for libraries in the region to meet this stipulation.

IX. **Director's Report: 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 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 policy committee 5/13
- 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
- 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 Claire 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

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.



X. **New Business**

- Summer Reading Events:** Thursday, June 6th, was the first event. 21 kids attended at the gazebo.
- SELCO Foundation change to existing funds**
- Monthly Meeting Date/Time:** Sarah made a motion to change the monthly meetings to the 2nd Wednesday of the month at 5pm, seconded by Alissa. MC (to eliminate the issue of a meeting following ours at 6pm.)

Sarah made a motion to change the by-laws to the new meeting date/time, seconded by Mindy. MC

XI. **Old Business**

- Personnel Policy Addendum:** Recommended we have the addendum reviewed by a lawyer for any legal issues. Tabled until it is determined if we are a Governing Board or an Advisory Board. The City Administrator, City lawyer, Library Chair, Library Co-chair, and Librarian will set up a meeting.

XII. **Other Business**

- Comments and Questions**
- Next meeting:** July 10th, 2024 at 5:00pm VIA in-person & ZOOM options.

XIII. Adjourn: Jon motioned to adjourn, seconded by Phil. MC

3 of 3 pages for June 12th, 2024 – Lanesboro Library Board Minutes.

Respectfully Submitted by: Sarah Pieper 7.6.24

Lanesboro Public Library Treasurer's Report
July 1, 2024

Donation Checking Account #618230

Beginning Balance: June 1, 2024 **\$14,588.51**

Deposits:

\$0.00

Disbursements:

6/21/24 - Investment - 5 Month CD **\$10,000.00**

4.857% interest rate & matures on 11/21/24

\$10,000.00

Ending Balance: June 30, 2024 **\$4,588.51**

Rose Bell Fund Account #22802752

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

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: June 30, 2024 **\$3,119.72**

Library	2024 Budget	January	February	March	April	May	June	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	\$ 4,460.80	\$ 28,930.40	49%
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	\$ 973.05	\$ 7,958.97	42%
E 211-45500-121 PERA	\$ 5,814.64	\$ 617.58	\$ 421.05	\$ 430.34	\$ 406.58	\$ 414.37	\$ 397.30	\$ 2,687.22	46%
E 211-45500-122 FICA	\$ 7,752.86	\$ 634.89	\$ 434.45	\$ 444.40	\$ 457.45	\$ 435.09	\$ 415.67	\$ 2,821.95	36%
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	\$ 1,032.56	\$ 6,213.87	50%
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	\$ 50.00	\$ 300.00	50%
E 211-45500-150 Worker s Comp	\$ 600.00								65%
E 211-45500-170 Bonding	\$ 200.00	\$ 183.82						\$ 183.82	92%
E 211-45500-208 Meetings / Trainings(safety)	\$ 150.00				\$ 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	\$ 381.37	\$ 3,604.54	60%
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	\$ 248.11	\$ 1,530.66	41%
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						\$ 154.00	\$ 154.00	99%
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	\$ 88.93	\$ 536.30	47%
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	\$ 64.40	\$ 508.39	53%
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	\$ 8,658.44	\$ 59,775.87	48%
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	\$ -	\$ 217.44	\$ 654.64	131%
R 211-41000-31000 General Property Taxes	\$ 91,391.54	\$ 547.53			\$ -	\$ -	\$ 50,704.33	\$ 51,251.86	56%
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	\$ (496.00)	\$ 599.74	400%
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	\$ 50,425.7	\$ 77,234.13	62%

TOTAL CIRC. (all items CKO)													
	2019	2020	2021	2022	2023	2024	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	1566	1078	67	514	651	643	812	
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

1410 physical items / 1516 Ebooks/audiobooks

4 family programs / 4 story times / 3 adult programs

3 new library cards



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT JULY 2024

Administrative Projects

- Purchased books and materials for July
- Purchased supplies for SRP crafts
- Submitted reports for 3 SELCO vetted programs
- Posts for library webpage, social media, PPT and posters
- SRP promotion, sign-up continues
- LACF Grant report submitted
- 2025 preliminary budget process
- Order Tax forms for 2024
- Compile Reports for library board meeting: materials for meeting
- Documenting ILS (Horizon) workflow procedures
- Generated SELCO Quarterly and monthly reports

Director's Activities:

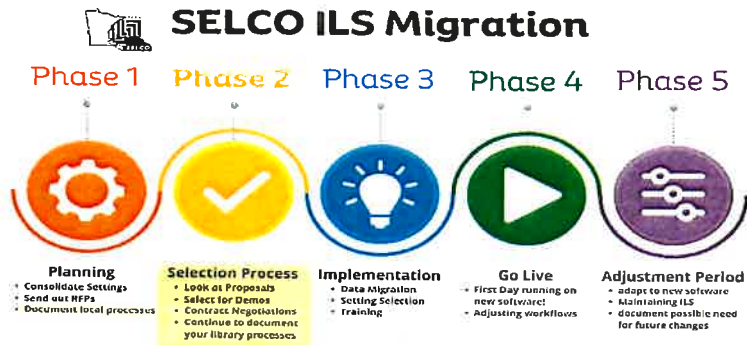
- Met with Brynn: training / PowerPoint 6/12
- Met with Eliza: Library Board update 6/13
- Magic Program 6/13
- Story time 6/14
- Art in the Park FOLL serve Ice Cream 6/15
- Met with Eliza: Review SELCO's new standards for items and check-out 6/20
- Summer Celebration Program 6/20
- Story time 6/21
- SELCO ILS Demos 6/12, 6/13, 6/18, 6/20
- Babe the Blue Ox Musical 6/27
- Story time 6/28
- Meet with Rose Bell family 6/28

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 weed YA fiction
- Materials repair
- Update displays in library

Update from SELCO



- ILS Vendor Demos: Equinox – Evergreen ILS, Bywater – Koha ILS, Sirsi-Dynix – Symphony ILS, III - Polaris ILS

<u>Library</u>	<u>Fixed Cost</u>	<u>2025 Budget</u>	<u>2024 Budget</u>	<u>Increase or Decrease Amount</u>	<u>Percent</u>	<u>Reason for Change</u>
Wages and Salaries	No	\$ 63,049.60	\$ 58,800.19	\$ 4,249.41	7%	
Part-Time Employees	No	\$ 19,858.32	\$ 18,728.37	\$ 1,129.95	6%	
PERA	Based on Wages	\$ 6,218.09	\$ 5,814.64	\$ 403.45	7%	
FICA	Based on Wages	\$ 6,301.00	\$ 7,752.86	\$ (1,451.86)	-19%	
Employer Paid Health	No	\$ 14,238.45	\$ 12,446.48	\$ 1,791.97	14%	
Employer Paid Life, Short & Long Term Disability	No	\$ 542.00	\$ 492.00	\$ 50.00	10%	
Cell Phone Stipend	Yes	\$ 600.00	\$ 600.00	\$ -	0%	
Worker s Comp	Yes	\$ 600.00	\$ 600.00	\$ -	0%	
Bonding	Yes	\$ 250.00	\$ 200.00	\$ 50.00	25%	
Meetings / Trainings	No	\$ -		\$ -	#DIV/0!	
Safety Training	Yes	\$ 150.00	\$ 150.00	\$ -	0%	
Operating Supplies	No	\$ 500.00	\$ 500.00	\$ -	0%	
Books, Audios, & Movies	No	\$ 6,000.00	\$ 6,000.00	\$ -	0%	
Periodicals	No	\$ 400.00	\$ 400.00	\$ -	0%	
ILS Package	Yes	\$ 3,300.00	\$ 3,000.00	\$ 300.00	10%	
Program Expense	No	\$ 700.00	\$ 700.00	\$ -	0%	
Computer Lease	Yes	\$ 3,000.00	\$ 3,000.00	\$ -	0%	
PC Support	Yes	\$ -	\$ 1,230.00	\$ (1,230.00)	-100%	
One Drive Fee	Yes	\$ 384.00	\$ 378.00	\$ 6.00	2%	
Website Hosting	Yes	\$ 244.00	\$ 360.00	\$ (116.00)	-32%	
PO Box Rental	Yes	\$ 160.00	\$ 155.00	\$ 5.00	3%	
Security Subscription	Yes	\$ 300.00	\$ 300.00	\$ -	0%	
Telephone	Yes	\$ 1,200.00	\$ 1,150.00	\$ 50.00	4%	
General Liability Ins	Yes	\$ 250.00	\$ 250.00	\$ -	0%	

<u>Library</u>	<u>Fixed Cost</u>	<u>2025 Budget</u>	<u>2024 Budget</u>	<u>Increase or Decrease Amount</u>	<u>Percent</u>	<u>Reason for Change</u>
Office Equipment Rental	Yes	\$ 1,000.00	\$ 960.00	\$ 40.00	4%	
Miscellaneous	No	\$ 200.00	\$ 200.00	\$ -	0%	
Subtotal		\$ 129,445.46	\$ 124,167.54	\$ 5,277.92	4%	
Cnty Funds - Rural Circ.	Revenue	\$ 34,032.28	\$ 33,045.51	\$ 986.77	3%	
Copy/Fax/Printing/Disk	Revenue	\$ 500.00	\$ 500.00	\$ -	0%	
General Property Taxes	Levy			\$ -	#DIV/0!	
Library Fines	Revenue	\$ 150.00	\$ 150.00	\$ -	0%	
Contributions	Revenue	\$ 150.00	\$ 150.00	\$ -	0%	
Non Resident Fee	Revenue	\$ 150.00	\$ 150.00	\$ -	0%	
Subtotal		\$ 34,982.28	\$ 33,995.51	\$ 986.77	3%	