

LANESBORO PUBLIC LIBRARY

BOARD OF TRUSTEE MEETING

September 11, 2024

Join Zoom Meeting

<https://us06web.zoom.us/j/9704309012?pwd=KUWYNxXujJ4xNj80OplH4DSjpajm1e.1&omn=73380793283>

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 -- 5 minutes
- IX. New Business – 10 minutes
 - a. Representative to the SELCO Board: London Losey
 - b. Library Sub: Erika Newton
 - c. Library Director Job Review: The meeting may be closed pursuant to Minnesota Statute 13D.05 subdivision 3(a) to evaluate the performance of Library Director Tara Johnson, who is subject to the Lanesboro Library Board of Trustee's authority.
- X. Old Business – 10 minutes
 - a. Board Structure
- XI. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next meeting, **October 9, 2024 at 5:00 pm**
- XII. Adjourn

LANESBORO PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

Secretary Notes * August 14, 2024

Location: ZOOM Virtual Mtg. & City Council Chambers

Time: 5:00 p.m.

Present: Jon Buggs-Chair, Alissa Sindelar-Vice Chair; Sarah Pieper-Treas.; Phil Holtegaard, Mindy Benson, Sjelja Goetzke; Tara Johnson-Library Director; Mitchell Walbridge-City Administrator; on ZOOM-Darla Taylor and Shirley Mulder

Absent: Stacey Schultz-Sec.

Agenda:

- I. Call to order: Jon called the meeting to order. Appointed Time Keeper: Mindy.
 - a. Public comments NA
- II. Approval of the Agenda: Mindy made a motion to approve the agenda and Sarah seconded. All in favor.
- III. Approval of the Minutes: Mindy made a motion to approve the July 10th minutes and Jon seconded. All in favor.
- IV. Treasurer's Report: **(Donation Checking Acct #618230 / Rose Bell Fund Acct #22802752)**

Lanesboro Public Library Treasurer's Report
August 1, 2024

Donation Checking Account #618230

Beginning Balance:	July 1, 2024	\$4,588.51
Deposits:		
7/9/24 FOLL Annual Donation	\$7,000.00	
7/9/24 FOLL - Summer Reading Program Donation	\$350.00	
		\$7,350.00
Disbursements:		
7/15/24 Check #5174 Fillmore County Journal Ad to announce monthly meeting date change to the 2nd Wednesday of the month	\$19.94	
7/18/24 Check #5175 Eagle Bluff Environ. Learning Center Summer Reading Program - Pond Exploration	\$250.00	
7/21/24 Check # 5176 Lanesboro Area Chamber Annual Membership 2025	\$100.00	
		\$369.94
Ending Balance:	July 31, 2024	\$11,568.57

Rose Bell Fund Account #22802752

Beginning Balance:	July 1, 2024	\$3,119.72
Deposits:		
7/19/24 Bell Joint Trust - Brian F. Bell \	\$100.00	
		\$100.00
Disbursements:		
		\$0.00
Ending Balance:	July 31, 2024	\$3,219.72

Phil approved Treasurer's Report and Sjeila seconded. All in favor.

- V. Financial Report:

- a. Budget balance: July 2024 ~ 68% Budget Income / 58% Budget Expenditures.
- b. Bills: August 2024 Bills = \$1181.58

Jon made a motion to approve the Aug budget and bills and Mindy seconded. All in favor.

VI. Director's PTO Hours: 0 hours.

VII. Circulation report: July 2024

- a. Door count 785
- b. (3 new library cards, 3 story times, 4 programs, 5 zoom meetings)
- c. Total checkout=1533 (1385 physical items/148 ebooks or audiobooks)

VIII. Committee Reports

- a. Personnel-Meeting next week to discuss director's yearly performance review.
- b. Friends of the Library Liaison-Anna announced several FOLL activities including a harp group the evening of 14Aug and several upcoming readings of plays.
- c. Public Relations-NA
- d. Budget-Will meet to set 2025 Budget by Sept.
- e. Grants & Fundraising-NA
- f. Policy-NA
- g. Building & Grounds-Phil and Jon met with Tara regarding a door for the audio room to create privacy. Phil spoke with a carpenter regarding the fountain location. Considering moving the current book-drop location to make room. Will get a quote.
- h. SELCO Board-Linda attended for the last time as liaison. Millie Halverson is the new president from Spring Grove. Christina Raider from Spring Valley. SELCO is getting a new ILS called Evergreen. They are still working with SELS to find a new provider.

IX. Director's Report

Administrative Projects

- Purchased books and materials for August
- Purchased supplies for SRP crafts
- Submitted final report for SELCO vetted programs
- Posts for library webpage, social media, PPT and posters
- SRP Thank you to MN legislators for legacy funds
- 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 Eliza: Library Board update 7/11
- Munchkin Program 7/11
- Story time 7/12
- Met with Eliza: Review SELCO's new standards 7/18
- Pond Exploration Program 7/18
- Story time 7/19
- Fillmore County Library Director's presentation 7/23
- Will B. Program 7/25
- Story time 7/26
- Met with Eliza: Libby update & schedule 7/30
- SELCO Advisory Committee 8/6

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
- Lost items report
- Materials repair

Update from SELCO, Overdrive (Libby) and One Book | One Minnesota



- ILS Vendor Selected: Equinox – Evergreen ILS
- User can now set up a recovery passkey in Libby (on supported devices) to back up your data.
- One Book | One Minnesota announces Summer 2024 Title: *Sharks in the Time of Saviors*, by Kawai Strong Washburn

One Book | One Minnesota is a statewide book club that invites Minnesotans of all ages to read a common title and come together virtually to enjoy, reflect, and discuss.

Register for the free virtual author conversation with Kawai Strong Washburn and V.V. Ganeshanathan on Wednesday, August 21 at 7 pm.

Access the E-book and Audiobook for free from July 29 - September 22

- X. New Business
 - a. SELCO Foundation CD for \$5,416.45 is expiring 06Sept2024. Alissa made a motion to approve a new 12-month CD and Jon seconded. All in favor.
- XI. Old Business
 - a. Board Structure

Sarah made a motion to table until next meeting so more can be learned about statutory city libraries having advisory or governing boards. Alissa seconded. All in favor.
- XII. Other Business
 - a. Comments and Questions: N/A
 - b. Next Meeting, September 11, 2024 at 5 p.m.
- XIII. Adjourn
 - a. Phil made a motion to adjourn the meeting and Mindy seconded. All in favor.

Lanesboro Public Library Treasurer's Report
September 1, 2024

Donation Checking Account #618230

Beginning Balance: August 1, 2024 **\$11,568.57**

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: August 31, 2024 **\$11,568.57**

Rose Bell Fund Account #22802752

Beginning Balance: August 1, 2024 **\$3,219.72**

Deposits:

\$0.00

Disbursements:

\$0.00

Ending Balance: August 31, 2024 **\$3,219.72**

Library	2024 Budget	January	February	March	April	May	June	July	August	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	\$ 6,691.20	\$ 4,460.80	\$ 40,082.40	68%
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	\$ 1,747.65	\$ 1,069.20	\$ 10,775.82	58%
E 211-45500-121 PERA	\$ 5,814.64	\$ 617.58	\$ 421.05	\$ 430.34	\$ 406.58	\$ 414.37	\$ 397.30	\$ 610.24	\$ 414.75	\$ 3,712.21	64%
E 211-45500-122 FICA	\$ 7,752.86	\$ 634.89	\$ 434.45	\$ 444.40	\$ 457.45	\$ 435.09	\$ 415.67	\$ 645.57	\$ 423.03	\$ 3,890.55	50%
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	\$ 1,051.07	\$ 1,032.56	\$ 8,297.50	67%
E 211-45500-134 Employer Paid Life	\$ 492.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 40.43	\$ 40.43	\$ 323.44	66%
E 211-45500-135 Employer Paid Other(cell)	\$ 600.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00	67%
E 211-45500-150 Worker s Comp	\$ 600.00						\$ 392.25			\$ 392.25	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	\$ 393.20	\$ 770.45	\$ 4,768.19	79%
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	\$ 259.23	\$ 259.23	\$ 2,049.12	55%
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		\$ 142.08	47%
E 211-45500-321 Telephone	\$ 1,150.00	\$ 89.44	\$ 89.21	\$ 90.13	\$ 92.27	\$ 86.32	\$ 88.93	\$ 87.70	\$ 87.50	\$ 711.50	62%
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	\$ 119.10	\$ 81.47	\$ 708.96	74%
E 211-45500-430 Miscellaneous	\$ 200.00							\$ 19.94		\$ 19.94	10%
Subtotal	\$ 124,167.54	\$ 12,081.86	\$ 8,627.15	\$ 9,063.50	\$ 9,513.31	\$ 11,831.61	\$ 8,658.44	\$ 11,786.37	\$ 8,689.42	\$ 80,251.66	65%
R 211-45500-33650 Cnty Funds - Rural Circ.	\$ 33,045.51	\$ 8,042.15		\$ 8,261.37	\$ 8,261.38	\$ -		\$ 8,261.38	\$ -	\$ 32,826.28	99%
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	\$ 125,997.05	\$ 8,589.68	\$ 456.68	\$ 8,415.96	\$ 8,355.30	\$ 990.74	\$ 50,425.7	\$ 8,261.38	\$ -	\$ 85,495.51	68%

TOTAL CIRC. (all items CKO)

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Door Count</u>					
							<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
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	1533	1124	248	556	750	631	785
Aug	2207	1774	1703	1952	1832	1477	1096	290	585	741	713	667
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

Monthly Stats

Physical items:	Adult	Juvenile	New library cards:
1332	739	593	8
Ebooks / audios:			Meeting room use:
145	119	26	2
			Programs:
			2
			Story times:
			1



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT SEPTEMBER 2024

Administrative Projects

- Book Fall Author visit for November 6
- Preparing for migration to Evergreen Integrated Library System <https://wiki.evergreen-ils.org/doku.php?id=advocacy:migration>
- Documenting ILS (Horizon) workflow procedures

Director's Activities:

- Met with Eliza: 8/15, 8/20, 8/27
- Crucible Reading with FOLL 8/21
- Plan MLA presentation with SELCO 8/20, 8/27
- SELCO Lunch & Learn (Borrower Record Clean-up) 8/21
- SELCO Scholarship for MN Library Association Conference 9/3
- Director's Learning Group 9/10

Circulation Desk

- Pull List (LAN books to send to other libraries)
- Weeding report for Large Print
- Assist patrons with Libby App

Update from SELCO

- Go live with Evergreen Integrated Library System (ILS) May 2025?