

LANESBORO PUBLIC LIBRARY

BOARD OF TRUSTEE MEETING

January 8, 2025

Join Zoom Meeting

<https://us06web.zoom.us/j/9704309012?pwd=KUWYNxXujJ4xNj80OplH4DSjpaim1e.1&omn=73380793283>

Dial by your location +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York) +Meeting ID: 889 6032 7976

Location: City Council Chamber

Time: 5:00 p.m.

Agenda:

- I. Oath of Office
 - Call to order
 - Public Comments
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Treasurer's Report
- V. Financial Report
 - a. Budget balance
 - b. Approval of bills
- VI. Director's PTO Hours: 0
- VII. Circulation report
- VIII. Committee Reports
 - 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
- IX. New Business
 - a. New Library Board Member Orientation
 - b. Library Board Officers
 - c. Junior Library Guild Renewal
- X. Old Business
 - a. Library Survey Live
- XI. Other Business -- 5 minutes
 - a. Comments and Questions
 - b. Next meeting, **February 12, 2025 at 5:00 pm**
- XII. Adjourn



Oath of Office

“I, _____ swear to support the Constitution of the United States and the State of Minnesota, to discharge faithfully the duties of this office to the best of my judgement and ability; to represent the library to both the people and to the governing officials; to see that adequate funds are obtained for good library service; to promote the use of all library services in the area.”

Sworn on _____

Signed: _____

Special Meeting Lanesboro Public Library Board of Trustees

Secretary Notes
December 16, 2024

Zoom Meeting & In-Person Options

Location: Lanesboro Community Center /Time: 5:00 p.m.

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

- I. Call Special Meeting to order: Jon called the meeting to order.
 - a. Agenda Approval

Jon made a motion to approve the agenda. Sarah seconded. MC

- II. Approval of Minutes:

Mindy made a motion to approve the 12-11-24 Library Board Minutes. Sjeila seconded. MC

- III. New Business

- a. Review Library Board Applicants: (8 total applications: Phil Holtegaard, Sandra Webb, Sarah Pieper, Molly Gage, Tamara DeGarmo, Bonita Underbakke, JoAnna Pruett, Susan Ritter)

1st: Each Library Board Member suggested 3 names, from which the following top votes: Molly received 5 votes, Sarah received 4 votes, Tamara received 3 votes, Susan received 3 votes, Sandy received 3 votes.

2nd: Each Library Board Member suggested 1 name to 'break the tie' between Tamara, Susan, Sandy.

3rd: Tamara=4 votes, Sandy=2 votes, Susan 1 vote.

Stacey made a motion to approve the following 3 people to the Library Board for 3 open spots on the 7 member board: Molly Gage, Sarah Pieper, Tamara DeGarmo. Jon seconded. MC

- b. Letter of no confidence:

Stacey made a motion to approve the letter of no confidence. Mindy seconded.

Roll Call Vote: Mindy(no), Sjeila(no), Alissa(no), Jon(no), Sarah(no), Phil(no), Stacey(yes).

Vote was 6-1 against; motion failed.

- c. Library Survey:

Alissa made a motion to approve the Library Survey. Mindy seconded. MC

- IV. Other Business

- a. Comments and Questions

- b. Next monthly library board meeting, January 8, 2025 at 5:00 pm

- V. Adjourn

Phil/Mindy moved to adjourn the Library Board Meeting. MC

Dec. 16, 2024 – Special Meeting ~ Lanesboro Library Board Minutes.

Respectfully Submitted by: Stacey Schultz 1-5-2025

Lanesboro Public Library Treasurer's Report
January 1, 2025

Donation Checking Account #618230

Beginning Balance:	December 1, 2024	\$18,672.44
Deposits:		
12/20/24 Donation from Mary Lewis	\$1,000.00	
	<u>\$1,000.00</u>	
Disbursements:		
12/20/24 - Investment - 6 Month CD 4.05% interest rate & matures on 6/20/25	\$10,000.00	
	<u>\$10,000.00</u>	
Ending Balance:	December 31, 2024	\$9,672.44

Rose Bell Fund Account #22802752

Beginning Balance:	December 1, 2024	\$3,219.72
Deposits:		
	<u>\$0.00</u>	
Disbursements:		
	<u>\$0.00</u>	
Ending Balance:	December 31, 2024	\$3,219.72

Lanesboro Public Library Treasurer's Report
Total Activity for 2024

Donation Checking Account #618230

Beginning Balance:	January 1, 2024	\$16,919.78
Deposits:		
7/9/24 FOLL Annual Donation		\$7,000.00
7/9/24 FOLL - Summer Reading Program Donation		\$350.00
10/25/24 Donation from Leland Peterson		\$250.00
11/21 Deposit CD cash out		\$10,000.00
Interest on CD		\$203.59
12/20/24 Donation from Mary Lewis		\$1,000.00
		<u>\$18,803.59</u>
Disbursements:		
1/17/24 SELCO (Check #5170)		\$377.30
OverDrive 2024		
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		
5/15/24 Demco (Check # 5173)		\$351.51
Balance for the Boss Deluxe Task computer chairs		
6/21/24 - Investment - 5 Month CD		\$10,000.00
4.857% interest rate & matures on 11/21/24		
7/15/24 Check #5174 Fillmore County Journal		\$19.94
Ad to announce monthly meeting date change to the 2nd Wednesday of the month		
7/16/24 Check #5175 Eagle Bluff Environ. Learning Center		\$250.00
Summer Reading Program - Pond Exploration		
7/21/24 Check # 5176 Lanesboro Area Chamber		\$100.00
Annual Membership 2025		
9/13/2024 Check #5177 Lanesboro Public School		\$150.00
Summer Reading 1st Prize Donation (New playground equipment)		
9/13/24 Check #5178 Camp Companion		\$75.00
Summer Reading 2nd Prize Donation		
9/13/24 Check #5179 Fillmore County Food Shelf		\$75.00
Summer Reading 3rd Prize Donation		
10/7/24 Check #5180 Lanesboro Area Comm Foundation		\$3,000.00
Returned grant money: unable to use grant to install water fountain in a timely manner. LACF requested funds returned. Can reapply.		
10/25/24 Check #5181 Phil Holtegaard		\$49.72
Purchase of door handles for children's room & meeting room.		
12/20/24 - Investment - 6 Month CD		\$10,000.00
4.05% interest rate & matures on 6/20/25		
		<u>\$26,050.93</u>
Ending Balance:	December 31, 2024	\$9,672.44

Lanesboro Public Library Treasurer's Report
Total Activity for 2024

Rose Bell Fund Account #22802752





Beginning Balance:	January 1, 2024	\$3,119.72
7/19/24 Bell Joint Trust - Brian F. Bell		\$100.00
	<u> </u>	\$100.00
Disbursements:		
	<u> </u>	\$0.00
Ending Balance:	December 31, 2024	\$3,219.72

Operations Center
P.O. Box 188, Winona, MN 55987

RETURN SERVICE REQUESTED

PUBLIC LIBRARY
C/O SARAH PIEPER
200 ZENITH ST
LANESBORO MN 55949-9012

Managing Your Accounts

	Bank Name	Merchants Bank
	Phone Number	800-944-6285
	Mailing Address	102 E 3rd St Winona, MN 55987
	Online Access	www.merchantsbank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
SMALL BUSINESS CKG	00000618230	\$9,822.44

SMALL BUSINESS CKG - 00000618230

Account Summary

Date	Description	Amount
12/01/2024	Beginning Balance	\$18,897.44
	1 Credit(s) This Period	\$1,000.00
	2 Debit(s) This Period	\$10,075.00
12/31/2024	Ending Balance	\$9,822.44

Other Credits

Date	Description	Amount
12/20/2024	CUSTOMER DEPOSIT	\$1,000.00

Other Debits

Date	Description	Amount
12/23/2024	MISC DEBIT	\$10,000.00

Checks Cleared

Check Nbr	Date	Amount
5179	12/09/2024	\$75.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
11/30/2024	\$18,897.44	12/20/2024	\$19,822.44
12/09/2024	\$18,822.44	12/23/2024	\$9,822.44



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Summary of Accounts

Account Type	Account Number	Ending Balance
SMALL BUSINESS CKG	002280275260	\$0.00

SMALL BUSINESS CKG - 002280275260

Account Summary

Date	Description	Amount
12/01/2024	Beginning Balance	\$3,219.72
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$3,219.72
12/31/2024	Ending Balance	\$0.00

Other Debits

Date	Description	Amount
12/31/2024	CLOSING TRANSACTION	\$3,219.72

Daily Balances

Date	Amount	Date	Amount
11/30/2024	\$3,219.72	12/31/2024	\$0.00

Library	2024 Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total	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	\$ 4,460.80	\$ 4,460.80	\$ 4,460.80	\$ 9,810.80	\$ 63,275.60	108%
E 211-45500-103 Part-Time Employee	\$ 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	\$ 1,124.30	\$ 1,171.20	\$ 1,259.10	\$ 2,286.48	\$ 16,518.90	89%
E 211-45500-121 PERA	\$ 5,814.54	\$ 617.58	\$ 421.05	\$ 430.34	\$ 406.58	\$ 414.37	\$ 397.30	\$ 610.24	\$ 414.75	\$ 414.00	\$ 412.89	\$ 413.63	\$ 878.19	\$ 5,830.92	100%
E 211-45500-122 FICA	\$ 7,752.86	\$ 634.89	\$ 434.45	\$ 444.40	\$ 457.45	\$ 435.09	\$ 415.67	\$ 645.57	\$ 423.03	\$ 427.25	\$ 430.84	\$ 437.56	\$ 925.60	\$ 6,111.80	79%
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	\$ 1,032.56	\$ 1,032.56	\$ 1,032.56	\$ 1,051.30	\$ 12,446.48	100%
E 211-45500-134 Employer Paid Life	\$ 492.00	\$	\$ 80.86	\$ 40.43	\$	\$ 121.29	\$	\$ 40.43	\$ 40.43	\$	\$ 40.43	\$ 80.86	\$ 40.43	\$ 485.16	99%
E 211-45500-135 Employer Paid Other	\$ 600.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 600.00	100%
E 211-45500-150 Worker's Comp	\$ 600.00	\$	\$	\$	\$	\$	\$ 392.25	\$	\$	\$	\$ 107.98	\$	\$	\$ 500.23	83%
E 211-45500-170 Bonding	\$ 200.00	\$ 183.82	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 183.82	92%
E 211-45500-208 Meetings / Trainings	\$ 150.00	\$	\$	\$	\$ 150.00	\$	\$	\$	\$	\$	\$	\$	\$	\$ 150.00	100%
E 211-45500-210 Operating Supplies	\$ 500.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 55.84	11%
E 211-45500-230 Books & Movies	\$ 6,000.00	\$ 626.35	\$ 440.46	\$ 718.97	\$ 1,096.24	\$ 341.15	\$ 381.37	\$ 383.20	\$ 770.45	\$ 476.57	\$ 605.93	\$ 422.41	\$ 515.37	\$ 6,788.47	113%
E 211-45500-233 Periodicals	\$ 400.00	\$	\$	\$ 43.00	\$	\$	\$	\$	\$	\$	\$ 263.10	\$ 36.95	\$	\$ 343.05	86%
E 211-45500-234 Automation	\$ 3,738.00	\$ 248.11	\$ 290.11	\$ 248.11	\$ 248.11	\$ 248.11	\$ 248.11	\$ 259.23	\$ 259.23	\$ 259.23	\$ 259.23	\$ 259.23	\$ 259.23	\$ 3,086.04	83%
E 211-45500-236 Program Expense	\$ 700.00	\$	\$	\$	\$	\$ 3,230.00	\$	\$	\$	\$	\$	\$	\$	\$	0%
E 211-45500-237 Computer Lease	\$ 4,230.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 3,230.00	76%
E 211-45500-238 PO Box Rental	\$ 155.00	\$	\$	\$	\$	\$	\$ 154.00	\$	\$	\$	\$	\$	\$	\$ 154.00	99%
E 211-45500-318 Security Subscrip	\$ 300.00	\$	\$	\$ 71.04	\$	\$	\$	\$ 71.04	\$	\$ 71.04	\$	\$	\$ 71.04	\$ 284.16	95%
E 211-45500-321 Telephone	\$ 1,150.00	\$ 89.44	\$ 89.21	\$ 90.13	\$ 92.27	\$ 86.32	\$ 88.93	\$ 87.70	\$ 87.50	\$ 88.78	\$ 88.18	\$ 89.29	\$ 88.53	\$ 1,066.28	93%
E 211-45500-361 General Liability Ins	\$ 250.00	\$ 216.88	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 216.88	87%
E 211-45500-413 Office Equipment Re	\$ 960.00	\$ 64.40	\$ 109.30	\$ 85.12	\$	\$ 185.17	\$ 64.40	\$ 119.10	\$ 81.47	\$ 64.40	\$ 81.53	\$ 124.33	\$ 79.67	\$ 1,058.89	110%
E 211-45500-430 Miscellaneous	\$ 200.00	\$	\$	\$	\$	\$	\$	\$ 19.94	\$	\$	\$	\$	\$	\$ 19.94	10%
Subtotal	\$ 124,167.54	\$ 12,081.86	\$ 8,627.15	\$ 9,062.50	\$ 9,512.21	\$ 11,831.61	\$ 8,658.44	\$ 11,786.37	\$ 8,689.42	\$ 8,468.93	\$ 9,004.67	\$ 8,722.56	\$ 16,058.64	\$ 122,506.46	99%
R 211-45500-33650 Only Funds - Rur	\$ 33,045.51	\$ 8,042.15	\$	\$ 8,261.37	\$ 8,261.38	\$	\$	\$ 8,261.38	\$	\$	\$ 8,261.38	\$	\$	\$ 41,087.66	124%
R 211-45500-34110 Copy/Fax/Printin	\$ 500.00	\$	\$ 292.68	\$ 60.60	\$ 83.92	\$	\$ 217.44	\$	\$	\$ 210.15	\$	\$	\$ 210.21	\$ 1,075.00	215%
R 211-41000-31000 General Property	\$ 91,391.54	\$ 547.53	\$	\$	\$	\$	\$ 50,704.33	\$	\$	\$	\$	\$	\$ 38,628.49	\$ 89,880.35	98%
R 211-41000-35103 Library Fines	\$ 150.00	\$	\$ 109.00	\$ 43.99	\$ 10.00	\$	\$	\$	\$	\$ 85.00	\$	\$	\$ 77.50	\$ 356.49	239%
R 211-45500-36230 Contributions/Dor	\$ 150.00	\$	\$ 55.00	\$ 50.00	\$	\$ 990.74	\$ (496.00)	\$	\$	\$	\$	\$	\$	\$ 599.74	400%
R 211-45500-36237 Non Resident Fee	\$ 150.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	0%
Subtotal	\$ 125,387.05	\$ 8,589.68	\$ 456.68	\$ 9,415.96	\$ 8,355.20	\$ 990.74	\$ 50,425.77	\$ 8,261.38	\$	\$ 295.15	\$ 8,261.38	\$ 31.00	\$ 38,916.20	\$ 132,999.24	105%

CITY OF LANESBORO

Revenue/Expenditure
Audit Detail Brief

Audit 2024 December to 2024 Period 15

Fund 211 LIBRARY

Expenditure

E 211-45500-100 Wages and Salaries (GENERAL)		Budget	Total	Balance	
		\$58,800.19	\$9,810.80	\$48,989.39	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	PayrJE	120224	\$5,162.80	\$0.00	
2024-12	PayrJE	121624	\$2,324.00	\$0.00	
2024-12	PayrJE	123024	\$2,324.00	\$0.00	
Total E 211-45500-100 Wages and Salaries (GENERAL)		\$9,810.80	\$0.00	<i>In Balance</i>	
E 211-45500-103 Part-Time Employees		Budget	Total	Balance	
		\$18,728.37	\$2,288.48	\$16,439.89	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	PayrJE	120224	\$654.05	\$0.00	
2024-12	PayrJE	121624	\$782.15	\$0.00	
2024-12	PayrJE	123024	\$852.28	\$0.00	
Total E 211-45500-103 Part-Time Employees		\$2,288.48	\$0.00	<i>In Balance</i>	
E 211-45500-121 PERA		Budget	Total	Balance	
		\$5,814.64	\$878.19	\$4,936.45	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	PayrJE	120224	\$431.39	\$0.00	
2024-12	PayrJE	121624	\$223.21	\$0.00	
2024-12	PayrJE	123024	\$223.59	\$0.00	
Total E 211-45500-121 PERA		\$878.19	\$0.00	<i>In Balance</i>	
E 211-45500-122 FICA		Budget	Total	Balance	
		\$7,752.86	\$925.60	\$6,827.26	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	PayrJE	120224	\$444.98	\$0.00	
2024-12	PayrJE	121624	\$237.63	\$0.00	
2024-12	PayrJE	123024	\$242.99	\$0.00	
Total E 211-45500-122 FICA		\$925.60	\$0.00	<i>In Balance</i>	
E 211-45500-131 Employer Paid Health		Budget	Total	Balance	
		\$12,446.48	\$1,051.30	\$11,395.18	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	PayrJE	120224	\$516.28	\$0.00	
2024-12	PayrJE	121624	\$516.28	\$0.00	
2024-12	PayrJE	123024	\$18.74	\$0.00	
Total E 211-45500-131 Employer Paid Health		\$1,051.30	\$0.00	<i>In Balance</i>	
E 211-45500-134 Employer Paid Life		Budget	Total	Balance	
		\$492.00	\$40.43	\$451.57	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Pay	12202024PAY	\$40.43	\$0.00	THE LINCOLN NATIONAL LIFE
Total E 211-45500-134 Employer Paid Life		\$40.43	\$0.00	<i>In Balance</i>	
E 211-45500-135 Employer Paid Other		Budget	Total	Balance	
		\$600.00	\$50.00	\$550.00	
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Pay	12202024PAY	\$50.00	\$0.00	TARA JOHNSON

CITY OF LANESBORO

Revenue/Expenditure
Audit Detail Brief

Audit 2024 December to 2024 Period 15

E 211-45500-135 Employer Paid Other			Budget	Total	Balance
			\$600.00	\$50.00	\$550.00
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
Total	E 211-45500-135	Employer Paid Other	\$50.00	\$0.00	<i>In Balance</i>
E 211-45500-230 Books & Movies			Budget	Total	Balance
			\$6,000.00	\$515.37	\$5,484.63
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Pay	12202024PAY	\$486.88	\$0.00	VISA
2024-12	Pay	12312024yearend	\$28.49	\$0.00	GALE GROUP
Total	E 211-45500-230	Books & Movies	\$515.37	\$0.00	<i>In Balance</i>
E 211-45500-234 Automation/ILS Package			Budget	Total	Balance
			\$3,738.00	\$259.23	\$3,478.77
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Pay	12202024PAY	\$259.23	\$0.00	SELCO
Total	E 211-45500-234	Automation/ILS Package	\$259.23	\$0.00	<i>In Balance</i>
E 211-45500-318 Security Subscription			Budget	Total	Balance
			\$300.00	\$71.04	\$228.96
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Pay	12202024PAY	\$71.04	\$0.00	HEARTLAND SECURITY SERVICES
Total	E 211-45500-318	Security Subscription	\$71.04	\$0.00	<i>In Balance</i>
E 211-45500-321 Telephone			Budget	Total	Balance
			\$1,150.00	\$88.53	\$1,061.47
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Pay	12202024PAY	\$88.53	\$0.00	ACENTEK
Total	E 211-45500-321	Telephone	\$88.53	\$0.00	<i>In Balance</i>
E 211-45500-413 Office Equipment Rental			Budget	Total	Balance
			\$960.00	\$79.67	\$880.33
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Pay	12202024PAY	\$64.40	\$0.00	DE LAGE LANDEN
2024-12	Pay	12202024PAY	\$15.27	\$0.00	LOFFLER
Total	E 211-45500-413	Office Equipment Rental	\$79.67	\$0.00	<i>In Balance</i>
Total	Expenditure		\$16,058.64	\$0.00	= \$16,058.64

Revenue

R 211-45500-31000 General Property Taxes			Budget	Total	Balance
			\$91,391.54	\$38,628.49	\$52,763.05
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Rec	120224REC-3	\$0.00	\$726.88	
2024-12	Rec	120224REC-3	\$0.00	\$37,901.61	
Total	R 211-45500-31000	General Property Taxes	\$0.00	\$38,628.49	<i>In Balance</i>
R 211-45500-34110 Copy/Fax/Printing/Diskettes			Budget	Total	Balance
			\$500.00	\$210.21	\$289.79
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name

CITY OF LANESBORO
Revenue/Expenditure
Audit Detail Brief

Audit 2024 December to 2024 Period 15

R 211-45500-34110 Copy/Fax/Printing/Diskettes			Budget	Total	Balance
			\$500.00	\$210.21	\$289.79
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Rec	121124REC	\$0.00	\$190.00	
2024-12	Rec	121124REC	\$0.00	\$20.21	
Total R 211-45500-34110 Copy/Fax/Printing/Diskettes			\$0.00	\$210.21	<i>In Balance</i>
R 211-45500-35103 Library Fines			Budget	Total	Balance
			\$150.00	\$77.50	\$72.50
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Rec	120224REC-2	\$0.00	\$22.50	
2024-12	Rec	121124REC	\$0.00	\$55.00	
Total R 211-45500-35103 Library Fines			\$0.00	\$77.50	<i>In Balance</i>
R 211-45500-36230 Contributions and Donations			Budget	Total	Balance
			\$150.00	\$3,219.72	-\$3,069.72
Period	Transactions	Batch Name	Tran Dr	Tran Cr	Search Name
2024-12	Rec	123124REC	\$0.00	\$3,219.72	
Total R 211-45500-36230 Contributions and Donations			\$0.00	\$3,219.72	<i>In Balance</i>
Total Revenue			\$0.00	\$42,135.92	= (\$42,135.92)
Fund 211			\$16,058.64	\$42,135.92	= (\$42,135.92)

CITY OF LANESBORO

Projects

Project Number	Description	Abbrev	Start Date	End Date	Status
ROSEBE	Rose Bell Library Funds		12/31/2024		Active

Comment: 12/31/24 close account and deposit \$3219.72 into Library Cash

Posted	Receipts	Payments	Customer/Vendor	Comment	Account
December 2024	\$3,219.72			close Rose Bell Account and	R 211-45500-36230 Contribution

Receipts **\$3,219.72**

Payments **\$0.00**

Project Balance **\$3,219.72**

Adjustments(JE) **\$0.00**

Estimated Receipts	
Estimated Payment	Estimated Balance

Balance - Does Not Include Adjustment(JE) If you want adj to affect budgets use Receipts/Paymen

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	1643	755	261	555	662	770	751
Oct	2236	1604	1715	2015	1630	1652	929	196	467	645	654	787
Nov	1880	1488	1575	1779	1616	1330	708	211	376	428	549	636
Dec	2058	1335	1393	1744	1700	1473	659	213	427	322	522	434
	24824	17750	19810	22134	20531	19257						

Red color denotes MN Governor's Stay at home order

Monthly Stats

Physical items:	Adult	Juvenile	Programs:	New library cards:
1304	807	497	1	0
Ebooks / audios:			Story times:	Meeting room use:
169	146	23	1	1



LANESBORO PUBLIC LIBRARY DIRECTOR'S REPORT JANUARY 2025

Administrative Projects

- Purchase new books and materials for Dec. / Jan.
- Purchase supplies for new material processing
- Submit applications for SELCO Vetted Programs
- Posts for library webpage, social media, PPT and posters
- Scheduling School visits
- Compile Reports for library board meeting: materials for meeting
- Updating and documenting ILS (Horizon) workflow procedures
- Generate SELCO Quarterly and monthly reports

Director's Activities:

- SELCO Task Force 12/9
- Met with Eliza: Library Board update 12/12
- Story time 12/20

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 DVD collection

Updates from SELCO

****REQUIRED WEBINARS****

Intro to Evergreen - 30 minute on-demand video

- Will be available Jan 10, 2025
- Audience: All Staff
- Required: All Staff (*Everyone should view this before attending any additional training.*)

Orientation: Library Leaders - 60 minute live online

- Orientation to migration process, key dates, and training schedule
- Audience: Library Directors & Library Staff who answer ILS questions from other staff
- Required: At least one person per library

Evergreen Basics - 60 minute live online

- Basic navigation and searching
- Audience: All Staff
- Required: Prerequisite for all later training

Circulation, Part 1 - 4.5 hours live online

- Check in and check out, borrower registration -
- Audience: All Staff
- Required: All Staff
- Will consist of hands on exercises; requires individual computer access without interruptions
- Libraries are encouraged to consider closing or opening libraries for a half day to ensure all staff are able to attend training.

Circulation, Part 2 - 4.5 hours live online

- Outline forthcoming
- Audience: Library Managers; at least one person per library
- Will consist of hands on exercises; requires individual computer access without interruptions



Junior Library Guild
 7001 Discovery Blvd Suite
 100
 Dublin, Ohio 43017
 Phone: 800-491-0174

Purchase Proposal - Quotation

Order #:	QUO-354520-L1D455	Create Date:	12/30/2024	Effective From:	12/30/2024
Customer ID:	J026859	Customer PO #:		Effective To:	12/31/2024
Contact:	Tara Johnson	Categories:	7	Start Date:	2/1/2025
Customer:	Lanesboro Public Library	# of Months:	12	End Date:	1/1/2026
Bill To1:	PO Box 330 Lanesboro, MN 55949-0330	Ship To:	PO Box 330 Lanesboro, MN 55949-0330		

Document Remarks:

	Qty	Discount	Price
Graphic Novels Elementary Plus (Grades 3-6)	1	\$0.00	\$288.96
Kindergarten Plus (Grades PreK-K)	1	\$0.00	\$276.08
Pre-Kindergarten Plus (Grades PreS-PreK)	1	\$0.00	\$258.44
Emergent Readers Plus (Grades K-1)	1	\$0.00	\$228.76
Easy Reading (Grades 1-3)	1	\$0.00	\$220.68
Graphic Novels Middle Plus (Grades 5-8)	1	\$0.00	\$293.02
Graphic Novels Early Elementary Plus (Grades K-2)	1	\$38.77	\$219.67
		Tax:	\$0.00
		Total:	\$1,785.61

\$500.00 Coupon for renewing membership by 12/31/2024. 15% discount on additional categories.

If any changes are to be made or if you require further information, please contact your Sales Representative, Gayle Norman at gnorman@juniorlibraryguild.com, and they will be happy to assist you.

This proposal is being sent for your review. Please use this information to process any paperwork, request approval or requisition your purchase order.