

**Lanesboro Public Library Board
Regular Meeting Agenda
Wednesday, January 14, 2026 – 5:00 p.m.
Lanesboro City Council Chambers**

Zoom is provided as a way to offer more accessibility to council and committee meetings. Full functionality is not guaranteed
<https://us02web.zoom.us/j/89549716078?pwd=HtGINbXCZtsE1s3UjJjLjLbfaQVKE1.1>
Meeting ID: 895 4971 6078 | Passcode: 992204

Oath of Office – Mary Junko-Isle, Gwen Harmon

Call to Order

- A. Public Comments
- B. Agenda Approval
Motion _____ **Second** _____
- C. Approval of Minutes
 - a. December 10, 2025, Regular Meeting
 - b. December 16, 2025, Special Meeting**Motion** _____ **Second** _____
- D. Financial Report
 - a. Accounts Payable
 - b. December 2025 Budget
 - c. 2025 Quarter 4 Unaudited Fund Balance**Motion** _____ **Second** _____
- E. Circulation Report

Committee & Staff Reports

- A. City Council
- B. Friend of the Library Liaison
- C. SELCO Board Liaison
- D. Director’s Report

Continued Business

- A. 2026 Goals
- B. Lanesboro Public Library Mission Statement
- C. Consider SELCO Foundation/SMIF Memorandum of Understanding
Motion _____ **Second** _____
- D. 100th Anniversary of the Lanesboro Public Library

New Business

- A. Election of 2026 Board Officers
 - a. Chairperson
Motion _____ **Second** _____
 - b. Board Vice-chairperson
Motion _____ **Second** _____
 - c. Secretary
Motion _____ **Second** _____
- B. Resignation of Eliza Mitchell, Assistant Librarian
Motion _____ **Second** _____
- C. Consider Approval of PTO Balance Payout
Motion _____ **Second** _____
- D. Approve Hire of Sjeila Goetzke, Library Substitute
Motion _____ **Second** _____
- E. I Love to Read Month – February 2026

Adjourn Regular Meeting

Board Members: Sjeila Goetzke, Anna Lane, Mary Junko-Isle, Mindy Albrecht-Benson, Gwen Harmon

Lanesboro Public Library Board
Regular Meeting Minutes
Wednesday, December 10, 2025 – 5:00 p.m.
Lanesboro City Council Chambers

Present: Mindy Albrecht-Benson, Sjeila Goetzke, Gwen Harmon, Mary Junko-Isle, Anna Lane

Staff: Tara Johnson, Mitchell Walbridge

Guests: Bonita Underbakke, Sandy Webb, Anna Loney, Delia Bell, Stacey Schultz, John Nicol, Sarah Pieper, Peter Torkelson, Vicki Chambard-Torkelson, Mitchell, Darla; *Via Zoom:* Alicia Pearson

Chairperson Goetzke called the meeting to order at 5:00 p.m.

A. Public Comments:

- a. Sandy Webb brought “On Tyranny: Twenty Lessons from the Twentieth Century”, shared a reading from it, and encouraged reading books on all perspectives.
- b. Stacey Schultz shared a poem from "Overheard in a Tower Block" and stressed the importance of advocating for all who enter public domain of library.

B. Agenda Approval: Chairperson Goetzke suggested the addition of the SELCO Foundation/SMIF Memorandum of Understanding for consideration.

Member Albrecht-Benson motioned to approve the agenda with addition of SELCO Foundation/SMIF Memorandum of Understanding; Member Lane seconded. Motion carried with all in favor.

C. Approval of Minutes

- a. Regular Meeting, November 12, 2025: Member Lane suggested amending the minutes with updated attendance due to Zoom attendance in previous meeting. Member Benson motioned to approve with updated attendance; Member Lane seconded. Motion carried with all in favor.

D. Financial Report:

- a. CD maturing on December 20, 2025: Member Junko-Isle suggested renewing for the 6-month option, as donation funds cover book costs. Member Benson motioned to renew for another 6 months; Member Harmon seconded. Motion carried with all in favor.

E. Circulation Report:

- a. Member Albrecht-Benson noted that the door count is down from previous months. Director Johnson suggested that it may be due to closed days or weather.
- b. Member Albrecht-Benson asked if the card use count was complete, averaging 4 cards per day. Director Johnson stated that it did not include computer usage.

F. Standing & Special Reports:

- a. City Council Liaison: Member Benson noted that the 2026 budget was approved by the City Council.
- b. Friends of the Library Liaison: Anna Loney presented FOLL fundraising letters to board members. FOLL continues to plan for the centennial which kicks off with FOLL potluck with board book group beforehand. Other events like teddy bear sleepover and puzzle contest are being planned. At the suggestion of Director Johnson, FOLL is putting together “Welcome Packs” which will include winter necessities that can be requested by those in need. They will be seeking City Council approval to post flyers in bathrooms. Chairperson Goetzke suggested reaching out to Fillmore County Social Services.
- c. SELCO Board Liaison: The most recent SELCO Board meeting was January 18 at 5:00 p.m. Stacey Schultz was not in attendance but has read notes and will be attending committee meetings. The SELCO mission was discussed as well as policies and procedures at the SELCO level. Information was given about e-book legislation. The SELCO Advocacy Committee is talking about creating a resource for library boards.

G. Director’s Report: Director Johnson handed resignation letters to board members, chair, and City Administrator Walbridge with an effective date of December 31st. Member Albrecht-Benson moved to accept the resignation letter; Member Lane seconded. Motion carried with all in favor.

Old Business

- A. Board Book Talks/Flyer: Member Lane presented information about the board book talks. The first session is January 23rd from 5-6pm and is cookbook themed, hosted by Member Lane. The board will seek a utility bill mailer and a social media flyer to advertise this event.
- B. Book Drop Replacement: Member Junko-Isle, Director Johnson, and Chair Goetzke discussed alternate options that would be less expensive than a full replacement and also the necessity of replacing the book drop. Member Albrecht-Benson moved to table the book drop replacement indefinitely; Member Junko-Isle seconded. Motion carried with all in favor.
- C. 100th Anniversary of the Lanesboro Public Library: Director Johnson shared that the mural will be updated by the artist as part of the celebration with a stipend provided by the FOLL.

New Business

- a. Board Terms:
 - a. Chairperson Goetzke noted that Member Harmon and Member Junko-Isle have terms expiring at the end of the year. Both have expressed interest in another term.

Member Junko-Isle suggested seeing applications via email before the next City Council meeting and individually sending recommendations to Council Members as there is not another Library Board Meeting before the January City Council meeting.

- b. Vented Door for Library Storage Area: Director Johnson reported to the board that ServPro has been working on the mold area in the storage closet due to a pipe with condensation. ServPro's suggestion is to put a vent on the door, and there are a variety of options.
- c. JLG/LP Annual Renewals: Director Johnson reported on the JLG/LP annual renewals. These could be paid in January or pre-paid. The board discussed payment of the bills and Director Johnson stated that the Rose Bell account could cover the JLG bill. The donations account could cover the Cengage bill. Member Albrecht-Benson moved to pay the JLG bill from the Rose Bell Buy-a-Book Fund, and the Cengage bill from the donations fund; Chair Goetzke seconded. Motion carried with all in favor.
- d. Board Calendar to Review: Member Junko-Isle suggested reviewing the mission statement in the January meeting and will be putting together a survey to help support this work which will be brought for board review in January meeting.
- e. 2026 Goals: Chairperson Goetzke suggested discussing board and library goals for 2026, noting that this could be helpful for a new director. Chairperson Goetzke moved to table the discussion until the January meeting; Member Harmon seconded. Motion carried with all in favor.
- f. SELCO Foundation/SMIF Memorandum of Understanding: Chairperson Goetzke asked Administrator Walbridge to clarify the document presented. Administrator Walbridge reported that he would be consulting with the city attorney and encouraged the board to table this until such consultation could happen. Member Albrecht-Benson moved to table this agenda item; Member Lane seconded. Motion carried with all in favor.

Next Meeting: January 14, 2026 – 5:00 p.m.

Chairperson Goetzke adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Mary Junko-Isle
Secretary

Lanesboro Public Library Board
Special Meeting Minutes
Tuesday, December 16, 2025 – 5:00 p.m.
Lanesboro City Council Chambers

Present: Mindy Albrecht-Benson, Sjeila Goetzke, Gwen Harmon, Mary Junk-Isle, Anna Lane

Staff: Mitchell Walbridge, Tara Johnson

Visitors: Peter Torkelson, Vicki Torkelson, Stacey Schultz, Linda Hennessey; *Via Zoom:* Sheila Walbridge

Chairperson Goetzke called the meeting to order at 5:00 p.m.

- A. Agenda Approval:** Member Albrecht-Benson moved to approve the agenda as written; Member Junko-Isle seconded. Motion carried with all members voting in favor.
- B. Library Director Transition Plan:** City Administrator Walbridge reviewed the timeline for proposed application period, applicant review, interviews, and hiring. Administrator Walbridge explained interim coverage for the Library Director based on conversations with Director Johnson and the Assistant Librarian and that the city would be working with Chairperson Goetzke, Vice-Chair Lane and the board as needed to ensure continuity of operations.
- C. Library Director Position – Review of FTE Level:** The board discussed moving the fulltime equivalency of the Library Director position from 1.0 FTE to 0.8 FTE. Administrator Walbridge noted that the Preston Public Library is 0.9 FTE and that going to 0.8 FTE would not impact employee benefits. Member Junko-Isle questioned if decreasing hours contradicted previous conversations discussing more open library hours. Discussion was had around the attractiveness of a 0.8 FTE versus a 1.0 FTE position to new employees and budgetary concerns. Member Benson moved to change the Library Director FTE level from 1.0 to 0.8; Member Harmon seconded. Motion carried with all members voting in favor.
- D. Consider Appointment of Recruitment Committee:** City Administrator Walbridge suggested appointing two board members to a recruitment committee to collaborate with the Administrator for recruitment and interviewing before coming back to the Library Board with a hiring recommendation. Member Junko-Isle and Chair Goetzke expressed interest. Member Lane moved to appoint Chair Goetzke and Member Junko-Isle to the recruitment committee; Member Harmon seconded. The motion carried with all members voting in favor.

Library Director Transition Plan: As part of the transition plan, City Administrator Walbridge presented City of Lanesboro Public Library Resolution No. 2025-01 appointing the City Administrator as interim library operations manager. Member Albrecht-Benson moved to pass Resolution No. 2025-01; Member Harmon seconded. The motion carried with all members voting in favor.

PTO Cash Out: The question of the negative fund balance after paying out PTO for Library Director Tara Johnson was brought up. Administrator Walbridge noted that the fund balance

could be negative at the end of the year but would need to be paid back by the end of fiscal year 2026. The library budget will need to be monitored the year 2026 progresses.

Chairperson Goetzke adjourned the meeting at 5:30 p.m.

Respectfully submitted,

Mary Junko-Isle
Secretary

**Lanesboro Public Library
Monthly Expenditures**

Date	Description	Invoice #	Payee	Amount
12/29/2025	Automation/ILS Package	053976	SELCO	\$267.91
12/30/2025	Office Equipment Rental	5208546	Loffler	\$36.48
12/11/2025	Books & Movies	20029521	Gale Group	\$1,464.29
12/11/2025	Books & Movies		Junior Library Guild	\$1,824.42
12/12/2025	Employer Paid Life	4913584596	The Lincoln National Life	\$38.43
12/22/2025	Books & Movies	999101766796	Gale Group	\$87.72
12/22/2025	Miscellaneous		Zumbrota Public Library	\$79.99
12/29/2025	Periodicals		Big River Magazine	\$43.00
01/01/2026	Phone	13345840	Acentek	\$87.10
01/07/2026	Office Equipment Rental	594383471	De Lage Landen	\$64.40
			Total	\$3,993.74

CITY OF LANESBORO
***Budget YTD Rev-Exp©**

01/08/26 12:29 PM

Page 4

Current Period: December 2025

			2025	2025	December	2025	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 100-45200-480	Property Tax for	\$742.00	\$662.00	\$0.00	\$80.00	89.22%
Active	E 100-45200-500	Capital Outlay (G	\$22,500.00	\$0.00	\$0.00	\$22,500.00	0.00%
Active	E 100-45200-700	Transfers (GENE	\$17,723.93	\$0.00	\$0.00	\$17,723.93	0.00%
Active	E 100-45300-210	Operating Suppli	\$0.00	\$2,416.74	\$0.00	(\$2,416.74)	0.00%
Active	E 100-45400-210	Operating Suppli	\$0.00	\$2,220.20	\$329.00	(\$2,220.20)	0.00%
Total Expenditure			(\$1,140,860.63)	(\$1,106,289.04)	(\$164,154.22)	(\$34,571.59)	96.97%
Total GENERAL FUND			(\$237.49)	\$25,221.83	\$208,030.90	(\$25,459.32)	-10620.17%
Revenues			\$127,508.24	\$141,262.48	\$41,198.83	-\$13,754.24	110.79%
Expenditures			\$127,508.24	\$154,235.44	\$38,485.75	-\$26,727.20	120.96%
Gain/(Loss)			\$0.00	(\$12,972.96)	\$2,713.08	\$12,972.96	0.00%

LIBRARY

Revenue

Active	R 211-45500-31000	General Proper	\$92,525.96	\$92,335.61	\$40,233.31	\$190.35	99.79%
Active	R 211-45500-33650	County Funds -	\$34,032.28	\$34,032.28	\$0.00	\$0.00	100.00%
Active	R 211-45500-34110	Copy/Fax/Printi	\$500.00	\$1,550.85	\$223.97	(\$1,050.85)	310.17%
Active	R 211-45500-35103	Library Fines	\$150.00	\$363.05	\$41.55	(\$213.05)	242.03%
Active	R 211-45500-36200	Miscellaneous	\$0.00	\$25.96	\$0.00	(\$25.96)	0.00%
Active	R 211-45500-36210	Interest Earnin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-36230	Contributions a	\$150.00	\$12,954.73	\$700.00	(\$12,804.73)	8636.49%
Active	R 211-45500-36231	Contributions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-36232	Non Resident	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Total Revenue			\$127,508.24	\$141,262.48	\$41,198.83	(\$13,754.24)	110.79%

Expenditure

Active	E 211-45500-100	Wages and Salari	\$63,049.60	\$83,180.28	\$27,463.40	(\$20,130.68)	131.93%
Active	E 211-45500-103	Part-Time Emplo	\$19,858.32	\$17,401.83	\$1,673.73	\$2,456.49	87.63%
Active	E 211-45500-121	PERA	\$6,218.09	\$5,816.61	\$680.81	\$401.48	93.54%
Active	E 211-45500-122	FICA	\$6,342.46	\$7,694.47	\$2,228.98	(\$1,352.01)	121.32%
Active	E 211-45500-131	Employer Paid H	\$12,425.84	\$12,425.84	\$1,051.53	\$0.00	100.00%
Active	E 211-45500-134	Employer Paid Lif	\$533.68	\$473.16	\$38.43	\$60.52	88.66%
Active	E 211-45500-135	Employer Paid Ot	\$600.00	\$600.00	\$50.00	\$0.00	100.00%
Active	E 211-45500-136	MN Paid Leave	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-150	Worker s Comp (\$550.25	\$506.12	\$0.00	\$44.13	91.98%
Active	E 211-45500-170	Bonding	\$184.36	\$368.72	\$184.36	(\$184.36)	200.00%
Active	E 211-45500-208	Meetings / Trainin	\$157.50	\$95.49	\$0.00	\$62.01	60.63%
Active	E 211-45500-210	Operating Suppli	\$500.00	\$440.00	\$0.00	\$60.00	88.00%
Active	E 211-45500-230	Books & Movies	\$6,000.00	\$13,742.53	\$4,078.30	(\$7,742.53)	229.04%
Active	E 211-45500-233	Periodicals	\$400.00	\$633.39	\$0.00	(\$233.39)	158.35%
Active	E 211-45500-234	Automation/ILS P	\$3,300.00	\$3,545.91	\$267.91	(\$245.91)	107.45%
Active	E 211-45500-236	Program Expens	\$700.00	\$745.00	\$0.00	(\$45.00)	106.43%
Active	E 211-45500-237	Computer Lease/	\$3,000.00	\$3,000.00	\$0.00	\$0.00	100.00%
Active	E 211-45500-238	PO Box Rental	\$160.00	\$154.00	\$0.00	\$6.00	96.25%
Active	E 211-45500-300	Professional Srvs	\$628.00	\$330.00	\$0.00	\$298.00	52.55%
Active	E 211-45500-318	Security Subscrip	\$300.00	\$445.92	\$70.71	(\$145.92)	148.64%
Active	E 211-45500-321	Telephone	\$1,200.00	\$925.12	\$85.50	\$274.88	77.09%
Active	E 211-45500-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-361	General Liability I	\$200.14	\$391.36	\$191.22	(\$191.22)	195.54%
Active	E 211-45500-413	Office Equipment	\$1,000.00	\$999.70	\$100.88	\$0.30	99.97%
Active	E 211-45500-430	Miscellaneous (G	\$200.00	\$319.99	\$319.99	(\$119.99)	160.00%
Total Expenditure			(\$127,508.24)	(\$154,235.44)	(\$38,485.75)	\$26,727.20	120.96%

CITY OF LANESBORO

01/08/26

***Cash Balances**

Cash Account: 10100

December 2025

Fund	2025 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
10100 - OPERATIONAL ACCOUNT								
100 - GENERAL FUND	\$375,828.97	\$1,119,021.89	(\$936,558.43)	0	\$0.00	(\$176,449.68)	\$381,842.75	lr
205 - MUSEUM	(\$0.46)			0	\$0.00		(\$0.46)	lr
211 - LIBRARY	(\$2,306.44)	\$141,491.09	(\$28,138.02)	0	\$0.00	(\$126,519.03)	(\$15,472.40)	lr
220 - FIRE FUND	\$111,990.28	\$274,390.98	(\$146,593.70)	0	\$0.00	(\$19,032.57)	\$220,754.99	lr
226 - LANESBORO LEGION LIGHTS	\$10,735.77	\$25,140.00	(\$25,116.70)	0	\$0.00		\$10,759.07	lr
230 - AMBULANCE FUND	\$0.31			0	\$0.00		\$0.31	lr
235 - BUFFALO BILL DAYS FUND	\$14,978.89	\$54,043.77	(\$54,964.75)	0	\$0.00		\$14,057.91	lr
240 - CHURCH HILL TIF	\$44,814.65	\$32,130.73	(\$76,945.38)	0	\$0.00		\$0.00	lr
250 - EDA OPERATING	\$58,721.46	\$39,556.55	(\$32,599.04)	0	\$0.00	(\$694.36)	\$64,984.61	lr
302 - 2016A WHITTIER/MAPLE	\$0.06	\$659.83		0	\$0.00		\$659.89	lr
303 -	\$0.00			0	\$0.00		\$0.00	lr
304 - 2010B	\$42,973.60	\$37,952.25	(\$37,597.50)	0	\$0.00		\$43,328.35	lr
307 - 2017A AUBURN/ZENITH	\$172,778.34	\$66,754.58	(\$150,395.00)	0	\$0.00		\$89,137.92	lr
308 - COFFEE STREET BRIDGE	(\$0.43)			0	\$0.00		(\$0.43)	lr
309 - 2017B PARK ROAD	\$29,543.89	\$16,389.19	(\$29,914.50)	0	\$0.00		\$16,018.58	lr
310 - 2018A ZENITH PAVING	\$31,960.54	\$914.76	(\$12,050.00)	0	\$0.00		\$20,825.30	lr
311 - 2022B Street & Utility Imprmt	(\$63,609.42)	\$117,531.85	(\$47,879.86)	0	\$0.00		\$6,042.57	lr
312 - 2022A Emergency Services Bldg	\$43,131.25	\$59,336.09	(\$59,623.90)	0	\$0.00		\$42,843.44	lr
313 - Sparrow Valley Properties Abt	\$1,070.05	\$1,096.88	(\$4,368.43)	0	\$0.00		(\$2,201.50)	lr
407 - 2017A AUBURN/ZENITH	\$0.46			0	\$0.00		\$0.46	lr
408 - PARK ROAD IMPROVEMENTS	(\$0.25)			0	\$0.00		(\$0.25)	lr
409 - ZENITH STREET PAVING	(\$0.20)			0	\$0.00		(\$0.20)	lr
411 - 2022 STREET & UTILITY IMPRO	(\$114,451.74)			0	\$0.00		(\$114,451.74)	lr
417 - DAM PROJECT FUND	\$0.05			0	\$0.00		\$0.05	lr
418 - LOCAL SALES TAX CAPITAL	\$160,920.05	\$6,436.32		0	\$0.00		\$167,356.37	lr
425 - VEHICLE REPLACEMENT FUND	\$395,247.59	\$11,386.00	(\$143,732.36)	0	\$0.00		\$262,901.23	lr
620 - EDA Loan Funds Flexible	\$1,093.00			0	\$0.00		\$1,093.00	lr
	\$1,315,420.27	\$2,004,232.76	(\$1,786,477.57)	\$0.00	\$0.00	(\$322,695.64)	\$1,210,479.82	

**CITY OF LANESBORO
Library Donations Account
December 2025 Financial Summary**

2025 Transactions Summary

Month	Amount	Vendor/Receipt	Comment or Item	Fund Account #
January	\$9822.44	Cash Receipt	Close Account	R 211-45500-36230
January	\$1785.61	Junior Library Guild	Customer#JO26859	E 211-45500-230 Books and Movies
January	\$356.29	Visa	Post Bulletin	E 211-45500-233 Periodicals
January	\$383.07	SELCO	Over Drive 2025	E 211-45500-234 Automation/ILS Package
February			No Transactions	
March	\$1082.29	Cash Receipt	Mature CD 669360543	R 211-45500-36230
April			No Transactions	
May			No Transactions	
June			No Transactions	
July			No Transactions	
August	\$100.00	Lanesboro Chamber	Membership Dues	E 211-45500-300 Professional Services
September	\$1000.00	SELCO	Supplemental Over Drive Ebooks	E 211-45500-230 Books and Movies
October	\$600.00	Acentek		R 211-4550-36230
November			No Transactions	
December	\$1464.29	Gale Group/Cengage	Dynamic Drama	E 211-45500-230 Books and Movies

Account Balance 12/31/25

\$6,415.47

Certificate of Deposit-Merchants Bank
12/20/25

\$10,404.50

Maturity Date: 6/20/26

CITY OF LANESBORO
Rose Bell Financial Report
December 2025

2025 Transaction Summary

1/1/25 Opening Balance \$3219.72

Month	Amount	Receipt/Vendor	Comments	Fund Account #
January			No Transactions	
February			No Transactions	
March	\$200	Cash Receipt	Katharine Redmond	R 211-45500-36230
April			No Transactions	
May			No Transactions	
June			No Transactions	
July			No Transactions	
August			No Transactions	
September			No Transactions	
October			No Transactions	
November			No Transactions	
December	\$1824.42	Junior Library Guild	2026 pre-order	E 211-45500-230
December	\$200.00	Cash Receipt	Katharine Redmond	R 211-4550-36230

Rose Bell Balance as of 12/31/25

\$1795.30

Circulation Report & Statistics - December 2025

	<u>Circulation</u>						<u>Door Count</u>					
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	2192	1595	1743	1613	1839	1566	751	213	379	428	568	505
February	1889	1513	1511	1601	1704	1410	714	197	379	466	585	558
March	1206	1847	1977	1897	1809	1681	409	299	573	558	603	594
April	477	1668	1914	1794	1730	1361	0	238	477	502	673	469
May	735	1562	1803	1789	1501	1398	0	346	676	576	1302	643
June	1585	1631	1786	1748	1566	1202	67	514	651	643	812	600
July	1780	1767	1863	1655	1533	1434	248	556	750	631	785	714
August	1774	1703	1952	1832	1477	1599	290	585	741	713	667	697
September	1685	1841	2047	1656	1643	1577	261	555	662	770	751	639
October	1604	1715	2015	1630	1652	1756	196	467	645	654	787	654
November	1488	1575	1779	1616	1330	1518	211	376	428	549	636	474
December	1335	1393	1744	1700	1473	1309	213	427	322	522	434	*
	17750	19810	22134	20531	19257	17811	3360	4773	6683	7012	8603	6547

New Library Cards = 2

Wifi Connections = 102

Website Traffic = 3,703 Visits | 10,131 Views

Facebook Posts = 3

Views = 2,271

Engagement = 53



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

Southern Minnesota Initiative Foundation is an Equal Opportunity Lender

Memorandum of Understanding SELCO Library Foundation and the Lanesboro Public Library

This memorandum of understanding outlines the recommended guidelines for the management of a Lanesboro Public Library fund under the SELCO Library Foundation.

Southern Minnesota Initiative Foundation (SMIF) is the fiscal host of the SELCO Library Foundation. SMIF will work with the SELCO Library Foundation and Lanesboro Public Library to establish the guidelines and expectations of the management of the fund. The Lanesboro Public Library will fall under the umbrella of the SELCO Library Foundation. This practice helps build credibility for both organizations and promotes collaboration in the local community.

1. The legal relationship of the **Lanesboro Public Library** is with SMIF, a 501(c)3 tax exempt organization, and is described in the contract "Declaration Establishing a Fund."
2. The **SELCO Library Foundation** board of Directors must approve the **Lanesboro Public Library** prior to entering into an agreement with SMIF.
3. It is strongly recommended that a member of the **SELCO Library Foundation** board of directors sits on the **Lanesboro Public Library** board of directors for one year after documents are signed as space is available on the **SELCO Library Foundation board**.
4. The **SELCO Library Foundation** will have access to all financial and promotional material of the **Lanesboro Public Library**. It is recommended that the **Lanesboro Public Library** provide the **SELCO Library Foundation** with updates on its fundraising plans and distributions of funds.
5. The **Lanesboro Public Library** must appoint a board member/library director to be the point person for accessing financial information from the **SELCO Library Foundation's** online platform.
6. Any changes to the fundraising and distribution of funds, agreed upon in the origination of the **Lanesboro Public Library**, must be approved by the board of the **SELCO Library Foundation** prior to SMIF's approval.
7. The **Lanesboro Public Library** will present its activities at least annually to the **SELCO Library Foundation's** board.
8. All promotional material of the **Lanesboro Public Library** must include reference to the **SELCO Library Foundation** and SMIF. Examples can be provided.





SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

Southern Minnesota Initiative Foundation is an Equal Opportunity Lender

9. The **SELCO Library Foundation** and SMIF will include the **Lanesboro Public Library** in its promotional material related to its Community Fund.

All parties agree to the information above and this document has been approved by the **Lanesboro Public Library** Board or Directors and the **SELCO Library Foundation** board of Directors

SELCO Library Foundation
President

Lanesboro Public Library
Representative

DocuSigned by:

Alissa Beltgenbruns

SMIF

Vice President of Philanthropy & Community Vitality

