

**Lanesboro Public Library Board  
Regular Meeting Agenda  
Wednesday, February 4, 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

**Member Mindy Albrecht-Benson will participate remotely.**

**Call to Order**

- A. Public Comments
- B. Agenda Approval  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- C. Approval of Minutes
  - a. Regular Meeting, January 14, 2026  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- D. Financial Report
  - a. Accounts Payable
  - b. January 2026 Budget Summary  
**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. Consider SELCO Foundation/SMIF Memorandum of Understanding  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- B. Discuss Library Board Book Talk
- C. 100<sup>th</sup> Anniversary of the Lanesboro Public Library

**New Business**

- A. Consider Appointment of Library Director  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- B. Consider Appointment of Assistant Librarian  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- C. Discuss SELCO Board Appointment  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- D. Consider Resolution 2026-01: Clarifying the Relationship Between the Library Board, Library Staff, and the Friends of the Library  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- E. Consider Computer Purchase  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- F. Review Circulation Policy  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_
- G. Review Patron Data Privacy Policy  
**Motion** \_\_\_\_\_ **Second** \_\_\_\_\_

**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, January 14, 2026 – 5:00 p.m.**  
**Lanesboro City Council Chambers**

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

**Staff:** Mitchell Walbridge

**Guests:** Linda Hennessey, David Hennessey, Jon Nichol, Anna Loney, Delia Bell, Darla Taylor;  
*Via Zoom* -Sheila, Samsung DT, Sarah Pieper

**Oath of Office** – City Administrator/Clerk administered the Oath of Office to Mary Junko-Isle and Gwen Harmon.

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

**A. Public Comments**

- David Hennesy communicated information about the Rose Bell Fund to the board, including history and noted recent contribution.

**B. Agenda Approval:** Member Albrecht-Benson moved to approve the agenda with additions of library hours modification and February meeting date change to new business; Member Lane seconded. Motion carried with all members voting in favor.

**C. Approval of Minutes**

- a. December 10, 2025, Regular Meeting
- b. December 16, 2025, Special Meeting

Member Albrecht-Benson moved to approve the meeting minutes, Member Lane seconded. Motion carried with all members voting in favor.

**D. Financial Report**

- a. Accounts Payable
- b. December 2025 Budget
- c. 2025 Quarter 4 Unaudited Fund Balance: Administrator Walbridge explained the negative budget status, encouraged the board to watch the budget throughout 2026 with the hope of creating a reserve balance for future needs and noted that he would help with monitoring as needed.

Member Albrecht-Benson moved to approve the bills for December 2025, Member Harmon seconded. Motion carried with all members voting in favor.

Member Harmon moved to approval paying the Post Bulletin subscription from the donation fund; Member Albrecht Benson seconded. Motion carried with all members voting in favor.

**E. Circulation Report:** Administrator Walbridge noted that there were a couple of closure dates in December, so the circulation numbers are likely similar when accounting for those. Noted issues with door count calculation and limited social media posts due to transition.

**Committee & Staff Reports**

**A. City Council:** Member Albrecht-Benson informed the board that the resignations of Library Director and Library Assistant were accepted at the most recent meeting.

- B. Friend of the Library Liaison:** FOLL President Anna Loney stated that it would be helpful to have access to post on the library Facebook page as previously allowed. Administrator Walbridge noted that approved library staff could post on behalf of FOLL and referenced library policy. Loney noted the upcoming event for a new book by local authors where FOLL will be serving ice cream and suggested that it would be nice to see similar events for other local authors in the future. Anna Loney, Chair Goetzke, Members Junko-Isle and Albrecht-Benson, and Administrator Walbridge discussed the connection between the library board, FOLL, and Library Director as new staff are hired.
- C. SELCO Board Liaison:** No report was shared.
- D. Director's Report:** Administrator Walbridge noted that work was being done to organize and update records, update vendor information and contacts, and standardize SOPs with regards to Evergreen. Walbridge reported that library services had been maintained to the best of their ability with staffing changes. SELCO computer refresh will happen at the end of January. Member Junko-Isle asked about the summer reading timeline, Administrator Walbridge said that he was attending meetings and getting the process started.

### **Continued Business**

- A. 2026 Goals:** Member Junko-Isle suggested waiting on this discussion until the new Library Director is hired. Member Albrecht-Benson moved to table until a new director is hired; Member Lane seconded. The motion carried with all in favor.
- B. Lanesboro Public Library Mission Statement:** Administrator Walbridge suggested holding off on this process until the strategic planning process. Member Albrecht-Benson moved to table until the time of strategic planning; Member Harmon seconded. The motion carried with all in favor.
- C. Consider SELCO Foundation/SMIF Memorandum of Understanding:** Administrator Walbridge noted that this is still being looked at. Member Albrecht-Benson moved to table signing the Memorandum of Understanding; Member Harmon seconded. The motion carried with all in favor.
- D. 100th Anniversary of the Lanesboro Public Library:** Administrator Walbridge suggested that the board discuss programming for the 100th anniversary of the library in upcoming meetings. It was suggested to have members submit ideas to be discussed at the February Library Board meeting. Member Junko-Isle mentioned that the FOLL are hoping to hold an event with the history museum and that it might be a good idea to collaborate on that.

### **New Business**

#### **A. Election of 2026 Board Officers**

- a.** Chairperson: Member Albrecht-Benson moved to elect Member Goetzke as board chairperson; Member Lane seconded. Motion carried with all members voting in favor.
- b.** Board Vice-chairperson: Board Chairperson Goetzke moved to elect Member Lane as board vice-chairperson; Member Junko-Isle seconded. Motion carried with all members voting in favor.
- c.** Secretary: Member Albrecht-Benson moved to elect Member Junko-Isle as secretary; Member Harmon seconded. Motion carried with all members voting in favor.

- B. Resignation of Eliza Mitchell, Assistant Librarian:** Member Lane moved to accept the resignation of Eliza Mitchell, Assistant Librarian; Member Albrecht-Benson seconded. Motion carried with all members voting in favor.
- C. Consider Approval of PTO Balance Payout:** Member Albrecht-Benson moved to approve the PTO balance payout for former Library Director Tara Johnson; Member Junko-Isle seconded. Motion carried with all members voting in favor.
- D. Approve Hire of Sjeila Goetzke, Library Substitute:** Member Junko-Isle noted that the Library Board is not the direct supervisor of the Library Substitute. Administrator Walbridge informed the Board that the hiring of Sjeila Goetzke was to ensure open hours of the library while the positions of Library Director and Library Assistant were being filled. Member Albrecht-Benson moved to approve the hire of Sjeila Goetzke as Library Substitute, Member Harmon seconded. Members Albrecht-Benson, Lane, Harmon, and Junko-Isle voted in favor; Member Goetzke abstained. Motion carried.
- E. I Love to Read Month – February 2026:** Administrator Walbridge informed the board that the library will be running some activities for I Love to Read Month (February) including: a book reading, trivia, and potential collaboration with Lanesboro Public Schools.
- F. Modification of Library Hours:** Administrator Walbridge proposed modifying a change in hours due to staffing needs and noted community need. The proposed hours are Monday, Wednesday, Friday from 12pm-5pm. Tuesday, Thursday 2-7pm and Saturday 9am-1pm. Administrator Walbridge noted that these hours could be reevaluated as new library staff are hired and community needs are evaluated. Member Harmon moved to approve the proposed library hours modification; Member Albrecht-Benson seconded. The motion carried with all members voting in favor.
- G. February Library Board Meeting Date Change:** Member Albrecht-Benson moved to change the date of the February Library Board meeting to February 4th due to conflicts with other community meetings; Member Lane seconded. The motion carried with all members voting in favor.

Chairperson Goetzke adjourned the meeting at 5:38 p.m.

Respectfully submitted,

Mary Junko-Isle  
Secretary

**Lanesboro Public Library  
Monthly Expenditures**

<b>Date</b>	<b>Description</b>	<b>Invoice #</b>	<b>Payee</b>	<b>Amount</b>
1/15/26	Books and Movies	Statement	Visa	\$228.56
1/15/26	Periodicals-Donations Account		Visa-Post Bulletin	\$377.89
1/15/26	Office Equipment Rental	5236502	Loffler	\$19.30
2/2/26	Books and Movies	999101868346	Cengage Group-Gale	\$87.72
			<b>Total</b>	<b>\$713.47</b>

CITY OF LANESBORO

Library January 2026 Financials

Fund Abbrev	Fund	Dept	Account Descr	Current Period	January 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget	Act Status	
Expenditure										
LIBRARY	211	45500	E 211-45500-100	Wages and Salaries	January 2026	\$1,857.73	\$1,857.73	\$67,816.64	2.74%	Active
LIBRARY	211	45500	E 211-45500-103	Part-Time Employees	January 2026	\$326.34	\$326.34	\$17,895.20	1.82%	Active
LIBRARY	211	45500	E 211-45500-121	PERA	January 2026	\$149.17	\$149.17	\$6,428.39	2.32%	Active
LIBRARY	211	45500	E 211-45500-122	FICA	January 2026	\$161.85	\$161.85	\$6,556.96	2.47%	Active
LIBRARY	211	45500	E 211-45500-131	Employer Paid Health	January 2026	\$784.97	\$784.97	\$12,425.84	6.32%	Active
LIBRARY	211	45500	E 211-45500-134	Employer Paid Life	January 2026	\$0.00	\$0.00	\$477.30	0.00%	Active
LIBRARY	211	45500	E 211-45500-135	Employer Paid Other	January 2026	\$0.00	\$0.00	\$600.00	0.00%	Active
LIBRARY	211	45500	E 211-45500-136	MN Paid Leave	January 2026	\$9.61	\$9.61	\$377.14	2.55%	Active
LIBRARY	211	45500	E 211-45500-150	Worker s Comp	January 2026	\$0.00	\$0.00	\$523.00	0.00%	Active
LIBRARY	211	45500	E 211-45500-170	Bonding	January 2026	\$0.00	\$0.00	\$184.36	0.00%	Active
LIBRARY	211	45500	E 211-45500-208	Meetings / Trainings	January 2026	\$0.00	\$0.00	\$153.50	0.00%	Active
LIBRARY	211	45500	E 211-45500-210	Operating Supplies	January 2026	\$0.00	\$0.00	\$500.00	0.00%	Active
LIBRARY	211	45500	E 211-45500-230	Books & Movies	January 2026	\$226.58	\$226.58	\$7,566.00	2.99%	Active
LIBRARY	211	45500	E 211-45500-233	Periodicals	January 2026	\$420.89	\$420.89	\$400.00	105.22%	Active
LIBRARY	211	45500	E 211-45500-234	Automation/ILS	January 2026	\$267.91	\$267.91	\$4,200.00	6.38%	Active
LIBRARY	211	45500	E 211-45500-236	Program Expense	January 2026	\$0.00	\$0.00	\$700.00	0.00%	Active
LIBRARY	211	45500	E 211-45500-237	Computer	January 2026	\$0.00	\$0.00	\$3,250.00	0.00%	Active
LIBRARY	211	45500	E 211-45500-238	PO Box Rental	January 2026	\$0.00	\$0.00	\$160.00	0.00%	Active
LIBRARY	211	45500	E 211-45500-300	Professional Svcs	January 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
LIBRARY	211	45500	E 211-45500-318	Security Subscription	January 2026	-\$70.71	-\$70.71	\$300.00	-23.57%	Active
LIBRARY	211	45500	E 211-45500-321	Telephone	January 2026	\$87.10	\$87.10	\$1,200.00	7.26%	Active
LIBRARY	211	45500	E 211-45500-322	Postage	January 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
LIBRARY	211	45500	E 211-45500-361	General Liability Ins	January 2026	\$0.00	\$0.00	\$191.22	0.00%	Active
LIBRARY	211	45500	E 211-45500-413	Office Equipment	January 2026	\$83.70	\$83.70	\$1,200.00	6.98%	Active
LIBRARY	211	45500	E 211-45500-430	Miscellaneous	January 2026	\$0.00	\$0.00	\$250.00	0.00%	Active
Revenue										
LIBRARY	211	45500	R 211-45500-31000	General Property	January 2026	\$752.85	\$752.85	\$97,240.31	0.77%	Active
LIBRARY	211	45500	R 211-45500-33650	County Funds -	January 2026	\$8,807.77	\$8,807.77	\$35,315.24	24.94%	Active
LIBRARY	211	45500	R 211-45500-34110		January 2026	\$67.26	\$67.26	\$500.00	13.45%	Active
LIBRARY	211	45500	R 211-45500-35103	Library Fines	January 2026	\$36.61	\$36.61	\$150.00	24.41%	Active
LIBRARY	211	45500	R 211-45500-36200	Miscellaneous	January 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
LIBRARY	211	45500	R 211-45500-36210	Interest Earnings	January 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
LIBRARY	211	45500	R 211-45500-36230	Contributions and	January 2026	\$25.00	\$25.00	\$0.00	0.00%	Active
LIBRARY	211	45500	R 211-45500-36231	Contributions &	January 2026	\$0.00	\$0.00	\$0.00	0.00%	Active
LIBRARY	211	45500	R 211-45500-36232	Non Resident Fee	January 2026	\$0.00	\$0.00	\$150.00	0.00%	Active

CITY OF LANESBORO

Library

Fund Abbrev	Fund	Dept	Account Descr	Current Period	January 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Act Budget Status
((((((((Fund="211")))))))) AND ([[Act Status]="Active")					\$13,994.63	\$13,994.63	\$266,711.10	

**CITY OF LANESBORO  
Library Donations Account  
January 2026 Financial Summary**

2026 Transactions Summary

<b>Month</b>	<b>Amount</b>	<b>Vendor/Receipt</b>	<b>Comment or Item</b>	<b>Fund Account #</b>
January	\$6415.47		Opening 2026 Balance	Fund 211 Cash
January	\$377.89	Visa	Post Bulletin	E 211-45500-233 Periodicals
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Account Balance 1/30/26

\$6,037.58

Certificate of Deposit-Merchants Bank  
12/20/25

\$10,404.50

Maturity Date: 6/20/26

**CITY OF LANESBORO**  
**Rose Bell Financial Report**  
**January 2026**

2026 Transactions Summary  
1/1/26 Opening Balance \$1,795.30

<b>Month</b>	<b>Amount</b>	<b>Receipt/Vendor</b>	<b>Comments</b>	<b>Fund Account #</b>
January			No Transactions	
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Rose Bell Balance as of 1/30/26

\$1,795.30



SOUTHERN MINNESOTA  
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695  
PH 507.455.3215 • FAX 507.455.2098 • [smifoundation.org](http://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.





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- 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



**CITY OF LANESBORO  
LANESBORO PUBLIC LIBRARY BOARD  
RESOLUTION NO. 2026-01**

**A RESOLUTION CLARIFYING THE RELATIONSHIP BETWEEN THE LIBRARY BOARD, LIBRARY STAFF, AND THE FRIENDS OF THE LIBRARY**

**WHEREAS**, the City of Lanesboro operates a public library pursuant to Minnesota law, and the Library Board is vested with the policy-setting and fiduciary oversight responsibilities for the Library; and

**WHEREAS**, the Library Director, under the direction of the Library Board, is responsible for the administration of the Library, including staffing, daily operations, programming implementation, and execution of the Library's adopted budget and policies; and

**WHEREAS**, the Friends of the Library is an independent, volunteer-based organization formed to support the Library through fundraising, advocacy, and volunteer efforts, and is typically organized as a nonprofit entity under Section 501(c)(3) of the Internal Revenue Code; and

**WHEREAS**, the Library Board recognizes and values the historical and ongoing contributions of the Friends of the Library in strengthening library services, fostering community support, and supplementing public funding for the Library; and

**WHEREAS**, the Library Board desires to affirm a positive, collaborative relationship with the Friends of the Library while clearly defining the respective roles, responsibilities, and authorities of the Library Board, Library staff, and the Friends organization in order to promote transparency, mutual respect, and effective oversight;

**NOW THEREFORE**, BE IT RESOLVED BY THE LIBRARY BOARD OF THE CITY OF LANESBORO, MINNESOTA AS FOLLOWS:

1. The Library Board formally recognizes the Friends of the Library as an independent community partner whose mission is to support the Library through fundraising, advocacy, and volunteer activities that benefit the Library and its patrons.
2. The Library Board retains authority for the adoption of policies, approval of budgets, and oversight of the Library Director.  
The Library Director retains authority over Library administration, including staffing decisions, day-to-day operations, scheduling and delivery of programs, and implementation of Board-adopted policies and budgets.  
The Friends of the Library do not have authority to direct, supervise, or make decisions regarding Library operations, staffing, programming, collections, or budgetary matters.
3. The Friends of the Library exist to raise funds to supplement the Library's publicly funded budget for projects, materials, programs, and services; Advocate for the Library within the community; Provide volunteer support for activities as determined by the Library.

4. The Library Board encourages regular, respectful communication and collaboration with the Friends of the Library in planning mutually beneficial activities, while maintaining clear boundaries consistent with this resolution.
5. The Library Board affirms that while the Friends of the Library do not set policy or manage operations, their perspectives and input are valued and may be considered in an advisory capacity when appropriate.
6. This resolution is intended to clarify and reaffirm the appropriate relationship between the Library Board, Library staff, and the Friends of the Library and supersedes any informal practices or understandings inconsistent with this resolution.

Passed by the Library Board of Lanesboro, Minnesota this 4th day of February, 2026.

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Sjeila Goetzke  
Its: Chairperson

Attested:

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Mary Junko-Isle  
Its: Secretary

## HP ProDesk 4 SFF G1i Desktop AI PC



### *Key Experiences and Product Specs*



Empower tech experts and administrative staff to work smarter with an AI-enabled PC that evolves with their needs.

#### **Key Product Experiences**

**Enhanced productivity for smoother operations:** Redefine efficiency and control with an AI-enhanced PC built to grow with your business. With an Intel® Core™ Ultra CPU<sup>1</sup>, 13 TOPS NPU<sup>2</sup>, and numerous graphics options<sup>4</sup>, this customizable and scalable PC helps meet evolving productivity and security needs.

**Modular options keep up with growing businesses:** Dynamically scale, improve performance, and expand functionality with multiple USB ports and support for up to seven displays.<sup>5,6</sup> This space-saving small form factor PC helps optimize your workspace by sitting horizontally or vertically.

**Work protected and secure:** In addition to a physical security lock, HP Tamper Lock<sup>7</sup> for BIOS protection and intrusion sensor for detecting and alerting to unauthorized opening of the chassis, HP Wolf Security for Business<sup>8</sup> creates a hardware-enforced, always-on, resilient defense. From the BIOS to the browser, above, in, and below the OS, these constantly evolving solutions help protect your PC from modern threats.

**Product Specs:**

<b>Operating System</b>	Windows 11 Pro <sup>9</sup>
<b>Processor(s)</b>	Latest Gen Intel <sup>®</sup> Processors <sup>1</sup> 65W up to Ultra 7/O870, Intel vPro <sup>®10</sup> Enterprise optional Up to 13 TOPS NPU <sup>2</sup>
<b>Graphics</b>	Integrated: Intel <sup>®</sup> UHD Optional discrete graphic card options: <sup>4</sup> <ul style="list-style-type: none"> <li>• AMD Radeon™ RX 6300 2GB</li> <li>• NVIDIA<sup>®</sup> A1000 8GB</li> <li>• NVIDIA<sup>®</sup> A400 4GB</li> </ul>
<b>Memory</b>	Up to 64 GB DDR5 5600 MT/s <sup>11</sup>
<b>Storage &amp; Drive Bays</b>	2x M.2 SSD slots, up to 4TB max (1) 3.5" Bay, (1) 9.5mm slim ODD <sup>12</sup> (Up to 2TB PCIe <sup>®</sup> NVMe™ TLC M.2 SSD <sup>12</sup> (PCIe <sup>®</sup> Gen4); Up to 512GB PCIe <sup>®</sup> NVMe™ Opal2 TLC M.2 SSD; Up to 1TB PCIe <sup>®</sup> NVMe™ Value M.2 SSD) <sup>12</sup> 1x 3.5" HDD bays, up to 2TB max 1x 9.5mm slim SATA ODD <sup>12</sup>
<b>Input/Connectivity</b>	<b>Front</b> - (3) SuperSpeed USB Type-A 10Gbps signaling rate ports <sup>13</sup> ; (1) SuperSpeed USB Type-C <sup>®</sup> 10Gbps signaling rate port <sup>13</sup> ; (1) Combo Audio Jack; <b>Rear</b> - (1) audio Line-out; (1) RJ-45; (2) SuperSpeed USB Type-A 5Gbps signaling rate <sup>13</sup> ports; (3) USB Type-A 480Mbps signaling rate ports <sup>13</sup> ; (1) DisplayPort™ 2.1; (1) HDMI 2.1; 1 <sup>st</sup> Flex IO : (1) Choice of 2.5Gbps signaling rate <sup>13</sup> RJ45/ Serial / DisplayPort™ 2.1/HDMI 2.1/VGA, dual USB-A (5Gbps signaling rate <sup>13</sup> ) or USB-C SuperSpeed USB 10Gbps signaling rate <sup>13</sup> with DisplayPort™ Alt mode; PCIe <sup>®</sup> ; (1) Optional Parallel port via PCIe <sup>®</sup> ; (1) 4x serial via PCIe <sup>®</sup>
<b>Wireless technology</b>	<b>LAN:</b> Intel I226-T1 2.5GbE Ethernet Network <b>WLAN:</b> Intel <sup>®</sup> AX211 Wi-Fi 6E <sup>14,15</sup> + Bluetooth <sup>®</sup> 5.3 wireless card WW ; Intel <sup>®</sup> AX211 Wi-Fi 6E <sup>14,15</sup> Intel vPro <sup>®10</sup> 160MHz+ Bluetooth <sup>®</sup> 5.3 wireless card WW ; Realtek 8852BE-VT Wi-Fi 6 <sup>16</sup> + Bluetooth <sup>®</sup> 5.4 wireless card WW; Realtek 8852CE Wi-Fi 6E <sup>14,15</sup> + Bluetooth <sup>®</sup> 5.3 wireless card WW
<b>Power</b>	180W/280W
<b>Weight and Dimensions</b>	303.5 x 308 x 100 mm (11.95 x 12.13 x 3.94 in) Starting at 4.55 kg (10 lbs) <sup>17</sup>
<b>Color</b>	Black
<b>Expansion Slots</b>	(1) PCIe <sup>®</sup> 4.0 x16 (dGPU), (1) PCIe <sup>®</sup> 4.0 x1
<b>Sustainable Impact Specifications</b>	EPEAT Climate+™ Gold <sup>18</sup> , ENERGY STAR <sup>®</sup> and TCO certified; enclosure, fan housing / ducts & front I/O strip made from recycled material including ocean-bound plastics <sup>19</sup> ; Molded paper pulp cushion inside box is 100% sustainably sourced and recyclable <sup>20</sup> ; Outside box and corrugated cushions are 100% sustainably sourced and recyclable <sup>20</sup> ; low halogen <sup>21</sup> ; Bulk packs available <sup>22</sup> ; 2025 Sustainability Goals (OBP, PCR, recycled steel, packaging, power cord).
<b>Security &amp; Manageability</b>	HP Wolf Security for Business <sup>8</sup> ; HP Sure Start <sup>23</sup> , HP Sure Run <sup>24</sup> , HP Sure Admin <sup>25</sup> , HP Tamper Lock <sup>7</sup> ; HP On Demand Lock

**Disclaimers:**

1. Multicore is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.
2. AI applications that require an NPU may require software purchase, subscription or enablement by a software or platform provider, and third-party software may have specific configuration or compatibility requirements. Potential NPU inferencing performance varies by use, configuration, and other factors
3. N/A
4. Sold separately or as an optional feature.
5. Support for up to seven displays on the HP ProDesk 4 SFF requires NVIDIA® A400 discrete graphics card (2 native + 1 optional flex IO + 4 on GFX). Support for up to five displays requires AMD Radeon RX 6300 graphics card (2 native + 1 optional flex IO + 2 on GFX). Choose VGA, HDMI, DisplayPort or USB-C® with DisplayPort as optional flex IO port.
6. Options available for flex port may be limited. Ports must be configured at the time of purchase.
7. HP Tamper Lock must be enabled by the customer or your administrator.
8. HP Wolf Security for Business requires Windows 10 or 11 Pro and higher, includes various HP security features and is available on HP Pro, Elite, Workstation, and RPOS products. See product details for included security features.
9. Not all features are available in all editions or versions of Windows. Systems may require upgraded and/or separately purchased hardware, drivers, software or BIOS update to take full advantage of Windows functionality. Windows is automatically updated and enabled. High speed internet and Microsoft account required. ISP fees may apply and additional requirements may apply over time for updates. See <http://www.windows.com>.
10. Intel vPro® requires Windows 10 Pro 64 bit or higher, a vPro supported processor, vPro enabled chipset, vPro enabled wired LAN and/or Wi-Fi 6E WLAN and TPM 2.0. Some functionality requires additional 3rd party software in order to run. Features of vPro® Essentials and Enterprise vary. See <http://intel.com/vpro> HP Services are sold separately. HP Services are governed by the applicable HP terms and conditions of service provided or indicated to Customer at the time of purchase. Customer may have additional statutory rights according to applicable local laws, and such rights are not in any way affected by the HP terms and conditions of service or the HP Limited Warranty provided with your HP Product.
11. Memory modules support data transfer rates up to 4800 MT/s; system speed up to 4400 MT/s, following Intel's design guideline. Actual data rate is determined by the system configuration. To achieve optimal memory speed, HP strongly recommends to use identical memory modules (e.g., same capacity, same part number and from the same supplier) within the same memory channel.
12. For storage drives, GB = 1 billion bytes. Actual formatted capacity is less. Up to 30 GB (for Windows) is reserved for system recovery software.
13. Actual throughput may vary
14. Wi-Fi 6E requires a Wi-Fi 6E router, sold separately, to function in the 6GHz band. Availability of public wireless access points limited. Wi-Fi 6E is backwards compatible with prior 802.11 specs and available in countries where Wi-Fi 6E is supported.
15. Wi-Fi® supporting gigabit data rate is achievable with Wi-Fi 6E (802.11ax) when transferring files between two devices connected to the same router. Requires a wireless router, sold separately, that supports 160MHz channels.
16. Wireless access point and Internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 (802.11ax) is backwards compatible with prior 802.11 specs.
17. Actual weight will vary by configuration.
18. Based on US EPEAT® registration according to IEEE 1680.1-2018 EPEAT®. EPEAT® status varies by country. See [www.epeat.net](http://www.epeat.net) for registration status and tier levels by country.
19. Percentage of ocean-bound plastic contained in each component varies by product. Ocean Bound plastic is expressed as a percentage of the total weight plastic. Ocean Bound plastic is based on the definition set by the UL2809 standard
20. HP paper and fiber based packaging for PCs, displays, home and office print, and supplies is reported by suppliers as recycled or certified, with a minimum of 97% by volume verified by HP. Packaging is the box that comes with the product and all paper-based materials inside the box. Packaging for personal systems accessories and spare parts is not included.
21. External power supplies, WWAN modules, power cords, cables and peripherals excluded. Service parts obtained after purchase may not be Low Halogen.
22. Bulk packaging solution may vary by region or market
23. HP Sure Start is available on select HP PCs and requires Windows 10 or 11.
24. HP Sure Run is available on select HP PCs and requires Windows 10 or higher.
25. HP Sure Admin requires Windows 10, HP BIOS, HP Manageability Integration Kit from <http://www.hp.com/go/clientmanagement> and HP Sure Admin Local Access Authenticator smartphone app from the Android or Apple store.

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# Lanesboro Circulation Policy

Updated 1/03; Approved 2/03

Updated 6/06; Approved 6/06

Updated 6/11; Approved 7/11

Updated 10/21; Approved 11/21

Purpose: This policy intent is to explain guidelines and limits on all items available for check out at the Library.

1.0 One-person-one card: Registration for a Library card must be done in person. Exceptions can be made for people who are disabled or who are unable to come to the Library. Youth (11-17) unaccompanied by a parent/guardian may obtain a library card with appropriate identification or consent of the librarian. Parent/guardians are responsible for minor children's use of the library. Library cards are to be updated every 3 years or with a change of address.

1.1 Borrower's privileges. The Lanesboro Library card entitles the carrier to check out material not only at the Lanesboro library, but all eligible SELCO Libraries.

1.2 The library will not provide verbally or on line a library card number in lieu of replacing a lost or damage card.

## 1.3 Online Catalog

Patrons are encouraged to order items from SELCO online catalog and will need the barcode number from their library card and their pin number to do so.

2.0 It is the Library's policy to repair and circulate items as much as reasonably possible. Damage is defined as either above and beyond normal wear and tear, beyond repair by Library staff, or no longer in a condition to be circulated.

3.0 In case of lost or irreparable damage to materials, card holders will automatically be charged the original price of the item. Barter may not be a substitute for replacement cost except under exceptional circumstance as determined by the library director.

3.1 Claimed returns: If a card holder feels an item was returned, they should contact their library staff. If such item(s) is found, any charges will be voided

## 4.0 Replacement Policies

In general, specific items will not be replaced unless they are classics deemed essential to the collection. Otherwise, replacement funds will go towards purchasing other materials. Non-return of an item is legally pursuable as a petty misdemeanor.

SELCO defaults are used as the replacement cost for each item. These replacement levels are based on current market averages for the type of media lost and may be rounded up to include postage and handling, staff time, and processing costs. Replacement issues should be handled with the Director.

## 5.0 Minnesota State Statue Section 605.541: Protection of Library Property

Subdivision 1. Damage to library material. A person who intentionally damages any books, maps, pictures, manuscripts, films or other property of any public library or library belonging to the state or to any political subdivision is guilty of a misdemeanor.

Subdivision 2. Removal of library property. A person who intentionally, and without permission from library personnel removes any books, maps, pictures, manuscripts, films or other property of any public library or library belonging to the state or to any political subdivision is guilty of a misdemeanor

Subdivision 3. Detention of library materials. A person who detains a book, periodical, pamphlet, film or other property belonging to any public library, or to a library belonging to the state or any political subdivision, for more than 60 days after notice in writing to return it, given after the libraries stated loan period for the material is guilty of a petty misdemeanor. The written notice shall be sent by mail to the last known address of the person detaining the material. The notice shall state the type of material borrowed, and the date the by which the material was to have been returned to the library. The notice shall include a statement indicating that if the material is not returned within 60 days after the written notice the borrower will be in violation of this section.

# Lanesboro Public Library

## Circulation Policy

### Purpose

The intent of this policy is to explain guidelines and limitations on all items available for check out at the Lanesboro Public Library.

#### 1. One-person, One-card

Registration for a Library card must be done in person. Exceptions can be made for people who are disabled or who are unable to come to the Library. Youth (11-17) unaccompanied by a parent/guardian may obtain a library card with appropriate identification or consent of the librarian. Parent/guardians are responsible for minor children's use of the library. Library cards are to be updated every 3 years or with a change of address.

#### 2. Borrower's Privileges

The Lanesboro Library card entitles the carrier to check out material not only at the Lanesboro library, but all eligible SELCO Libraries. The Library will not provide verbally or online a library card number in lieu of replacing a lost or damaged card.

#### 3. Online Catalog

- a. Patrons are encouraged to order items from SELCO online catalog and will need the barcode number from their library card and their pin number to do so.
- b. It is the Library's policy to repair and circulate items as much as reasonably possible. Damage is defined as either above and beyond normal wear and tear, beyond repair by Library staff, or no longer in a condition to be circulated.
- c. In case of lost or irreparable damage to materials, card holders will automatically be charged the original price of the item. Barter may not be a substitute for replacement cost except under exceptional circumstances as determined by the library director.
- d. Claimed Returns: If a card holder feels an item was returned, they should contact their library staff. If such item(s) is found, any charges will be voided.

#### 4. Replacement Policies

- a. In general, specific items will not be replaced unless they are classics deemed essential to the collection. Otherwise, replacement funds will go towards purchasing other materials. Non-return of an item is legally pursuable as a petty misdemeanor.
- b. SELCO defaults are used as the replacement cost for each item. These replacement levels are based on current market averages for the type of media lost and may be rounded up to include postage and handling, staff time, and processing costs. Replacement issues should be handled with the Director.

#### 5. Minnesota Statutes § 609.541 Protection of Library Property

- a. **Subdivision 1. Damage to library materials.** A person who intentionally, and without permission from library personnel damages any books, maps, pictures,

manuscripts, films, or other property of any public library or library belonging to the state or to any political subdivision is guilty of a petty misdemeanor.

- b. **Subdivision 2. Removal of library property.** A person who intentionally, and without permission from library personnel removes any books, maps, pictures, manuscripts, films, or other property of any public library or library belonging to the state or to any political subdivision is guilty of a misdemeanor.
- c. **Subdivision 3. Detention of library materials.** A person who detains a book, periodical, pamphlet, film, or other property belonging to any public library, or to a library belonging to the state or any political subdivision, for more than 60 days after notice in writing to return it, given after the expiration of the library's stated loan period for the material, is guilty of a petty misdemeanor. The written notice shall be sent by mail to the last known address of the person detaining the material. The notice shall state the type of material borrowed, the title of the material, the author's name, the library from which the material was borrowed, and the date by which the material was to have been returned to the library. The notice shall include a statement indicating that if the material is not returned within 60 days after the written notice the borrower will be in violation of this section.
- d. **Subdivision 4. Responsibility for prosecution for regional libraries.** For regional libraries the county attorney for the county in which the offense occurred shall prosecute violations of subdivisions 1 to 3.

Lanesboro Public Library  
Patron Data Privacy  
Policy Approved 2/2012; Updated 1/2023; Approved 2/2023

Privacy has long been established as a fundamental operating principle for libraries.

**Purpose:**

The purpose of this policy is to communicate Lanesboro Library's role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

**Principles:**

1. We value and advocate for patron privacy and confidentiality.
2. We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others.
3. We recognize that networked and digitized environments create new and ongoing challenges to safeguard personal data.
4. We expect the Library to employ responsible and transparent data practices, stay abreast of developments in the field to maintain patron data privacy standards in this rapidly evolving world.

**Definition and Scope:**

For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota state statutes, and City of Lanesboro data governance policies and procedures.

Patron data includes, but is not limited to information associated with borrowing library materials and requesting information, using library computers, and wireless services, reserving library meeting space and accessing items that may be downloaded and other resources via third party vendors.

**Public Data:**

In the state of Minnesota, all government data including patron data is public unless it has been classified otherwise by state or federal law.

**Private Patron Data:**

The following patron data collected and maintained by Lanesboro Library (or those working under contract for the library) is private and may not be disclosed for other than library purposes.

1. Data that links a patron's name with Materials requested or borrowed.
2. Data that links a person's name with a specific subject about which the patron has requested.
3. All data (other than the name of the applicant) provided as a part of a library card application.

Circumstances when private data may be released:

Lanesboro Public Library  
Patron Data Privacy  
Policy Approved 2/2012; Updated 1/2023; Approved 2/2023

1. Patrons may access the data that is about themselves.
2. A library may release reserved material to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved material be released only to the patron.
3. Private data maybe disclosed to a parent or a guardian of a minor or vulnerable adult. In the case of a minor, the library staff, upon request by the minor, shall withhold data from the parents or guardians if the library determines that with holding the data would be in the best interest of the minor. Minnesota Administrative rules 1205.0500 outlines the access procedures for a parent or guardian.
4. The library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT ACT.

(See also Minnesota Statutes 13.02, 13.05, 13.40 and USA PATRIOT ACT section 215)

**Collecting and Retaining Patron Data:**

The Library collects and retains patron data which is:

1. Necessary for the provision and management of library services.
2. Needed to provide options in library services that are desired by library patrons.
3. Required by Federal Law.

The Library informs patrons of the necessity, purpose and intended use of requested data. It maintains data retention schedules and conducts regular data privacy audits.

**Networked and Digitized Library Environment:**

The library provides access to the internet via its wireless network and by making its computers and other devices available to patrons. The Library does not monitor what patrons do while using the library's computers or other devices. It does not scrutinize sites patron visit, documents they produce, transactions they make or emails they create or view.

Patron Library card numbers, the location and time of patron logins are collected to manage themselves queues for using library computers. For wireless connections, the data and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT ACT requires that this data be retained for a reasonable period of time.

The library's collection is also a part of the network, digitized library environment. Patrons increasingly borrow library material by accessing and downloading them via third party vendors. While vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library, their compliance is subject to the ethics and integrity of those organizations. The Library actively works with third party vendors to support patron privacy.

**Handling and Disclosing Patron Data:**

Lanesboro Public Library  
Patron Data Privacy  
Policy Approved 2/2012; Updated 1/2023; Approved 2/2023

Library staff and volunteers handle patron data in accordance with library administrative policy. Patron data that is public may be requested under Minnesota Data Practice Act.

The Library follows county procedures and responds to written data request in a timely way.

Patron data that is private will not be disclosed except under the circumstances detailed under the "private patron data" section (above). The process for responding to request for private patron data is detailed in library administrative policy.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

**Roles and Responsibilities:**

The Library implements the Library Board policy and establishes library administrative practices and procedures that are aligned with county -wide policies.

Library staff and volunteers follow the Code of Ethics of the American Library Association and protect each library user's right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed, acquired, or transmitted.

Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account settings, familiarize themselves with the privacy policies of third party vendors they access and be aware that Library cannot protect the privacy data that is transmitted to third parties via the internet.

**Associated Policies and Laws:**

This policy is subject to all federal, state, and local laws and policies including but not limited to:

American Library Association Code of Ethics

City of Lanesboro Data Practices Policy

City of Lanesboro Data Practices Requests

Minnesota Government Data Practices Act

Minnesota Administrative Rules 1205.0500 Access to Private Data Concerning data Subjects Who are Minors

Unites states Children Online Privacy Protection Act

United States Electronic Communications Privacy Act

United States USA PATRIOT ACT

**Process:**

This policy is reviewed by the Library Director (or designated individual) and the Library's legal counsel every four years or more frequently as needed. The Library Board Policy committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

# **Lanesboro Public Library Patron Data Privacy Policy**

## **Purpose**

Privacy has long been established as a fundamental operating principle for libraries. The purpose of this policy is to communicate Lanesboro Public Library's role and responsibility to safeguard patron data and to describe the obligations and constraints under which the Library operates.

## **Principles**

1. We value and advocate for patron privacy and confidentiality.
2. We value intellectual freedom and a patron's right to open inquiry without having the subject of one's interest examined or scrutinized by others.
3. We recognize that networked and digitized environments create new and ongoing challenges to safeguard personal data.
4. We expect the Library to employ responsible and transparent data practices and stay abreast of developments in the field to maintain patron data privacy standards in a rapidly evolving world.

## **Definition and Scope**

For the purpose of this policy, patron data is defined as information that identifies a library patron or information that can be connected to a patron. It is a form of government data and is subject to federal law, Minnesota state statutes, and City of Lanesboro data governance policies and procedures.

Patron data includes but is not limited to information associated with borrowing library materials and requesting information, using library computers, and wireless services, reserving library meeting space and accessing items that may be downloaded and other resources via third party vendors.

## **Public Data**

In the State of Minnesota, all government data including patron data is public unless it has been classified otherwise by state or federal law.

## **Private Patron Data**

The following patron data collected and maintained by Lanesboro Public Library (or those working under contract for the library) is private and may not be disclosed for other than library purposes.

1. Data that links a patron's name with materials requested or borrowed.
2. Data that links a person's name with a specific subject about which the patron has requested.
3. All data (other than the name of the applicant) provided as a part of a library card application.

Circumstances when private data may be released:

1. Patrons may access the data that is about themselves.
2. A library may release reserved material to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved material be released only to the patron.
3. Private data may be disclosed to a parent or a guardian of a minor or vulnerable adult. In the case of a minor, the library staff, upon request by the minor, shall withhold data from the parents or guardians if the library determines that holding the data would be in the best interest of the minor. Minnesota Administrative rules 1205.0500 outlines the access procedures for a parent or guardian.
4. The library may release private data pursuant to a court order.
5. The Library may be compelled to disclose private data pursuant to the USA PATRIOT Act. (See also Minnesota Statutes §§ 13.02, 13.05, 13.40 and USA PATRIOT Act Section 215).

### **Collecting and Retaining Patron Data**

The Library collects and retains patron data which is:

1. Necessary for the provision and management of library services.
2. Needed to provide options in library services that are desired by library patrons.
3. Required by Federal Law.

The Library informs patrons of the necessity, purpose and intended use of requested data. It maintains data retention schedules and conducts regular data privacy audits.

### **Networked and Digitized Library Environment**

The Library provides access to the internet via its wireless network and by making its computers and other devices available to patrons. The Library does not monitor what patrons do while using the library's computers or other devices. It does not scrutinize sites patron visit, documents they produce, transactions they make or emails they create or view.

Patron library card numbers, the location and time of patron logins are collected to manage themselves queues for using library computers. For wireless connections, the data and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT Act requires that this data be retained for a reasonable period of time.

The library's collection is also a part of the network, digitized library environment. Patrons increasingly borrow library material by accessing and downloading them via third party vendors. While vendors who are under contract with the Library are subject to the same federal and state data privacy laws as the Library, their compliance is subject to the ethics and integrity of those organizations. The Library actively works with third party vendors to support patron privacy.

## **Handling and Disclosing Patron Data**

Library staff and volunteers handle patron data in accordance with library administrative policy.

Patron data that is public may be requested under Minnesota Data Practices Act.

The Library follows county procedures and responds to written data request in a timely way.

Patron data that is private will not be disclosed except under the circumstances detailed under the “private patron data” section (above). The process for responding to request for private patron data is detailed in library administrative policy.

The Library does not give, share, sell, or transfer patron data for commercial purposes.

## **Roles and Responsibilities**

The Library implements the Library Board policy and establishes library administrative practices and procedures that are aligned with county-wide policies.

Library staff and volunteers follow the Code of Ethics of the American Library Association and protect each library user’s right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed, acquired, or transmitted.

Library patrons have the responsibility to safeguard their personal privacy, report lost library cards, manage their library account settings, familiarize themselves with the privacy policies of third-party vendors they access and be aware that Library cannot protect the privacy data that is transmitted to third parties via the internet.

## **Associated Policies and Laws**

This policy is subject to all federal, state, and local laws and policies including but not limited to:

American Library Association Code of Ethics

City of Lanesboro Data Practices Policy

City of Lanesboro Data Practices Requests

Minnesota Government Data Practices Act

Minnesota Administrative Rules 1205.0500 Access to Private Data Concerning data Subjects

Who are Minors

Unites states Children Online Privacy Protection Act

United States Electronic Communications Privacy Act

United States USA PATRIOT Act

## **Periodic Review**

This policy is reviewed by the Library Director (or designated individual) and the Library’s legal counsel every four years or more frequently as needed. The Library Board reviews and revises as necessary.