

Lanesboro Public Library Board
Regular Meeting Agenda
Wednesday, March 11, 2026 – 5:00 p.m.
Lanesboro City Council Chambers

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<https://us02web.zoom.us/j/89549716078?pwd=HtGINbXCZtsE1s3UJjjLjLbfAQVKE1.1>

Meeting ID: 895 4971 6078 | Passcode: 992204

Call to Order

- A. Public Comments
- B. Agenda Approval
Motion _____ **Second** _____
- C. Approval of Minutes
 - a. Regular Meeting, February 4, 2026
Motion _____ **Second** _____
- D. Financial Report
 - a. Rose Bell Memorial Fund
 - b. Donations Fund
 - c. 2026 Budget YTD
 - d. Approval of Bills
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 Appointment of Board Member to SELCO Board
Motion _____ **Second** _____
- B. Discuss Library Board Book Talk
- C. 100th Anniversary of the Lanesboro Public Library

New Business

- A. Consider Approval of the 2025 Minnesota Public Library Annual Report
Motion _____ **Second** _____

Adjourn Regular Meeting

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

Lanesboro Public Library Board
Wednesday, February 4th – 5:00 p.m.
Lanesboro City Council Chambers

Present: Gwen Harmon, Mary Junko-Isle, Sjeila Goetzke. *Via Zoom:* Mindy Albrecht-Benson

Absent: Anna Lane

Staff: Mitchell Walbridge

Chairperson Goetzke called the meeting to order at 5:04pm

A. Public Comments

- Peter Torkelson: expressed concern about the method of roll call. Torkelson noted that the proposed resolution said Friends of the Library, when the accurate name is Friends of Lanesboro Library. Expressed concerns about the role of the interim library director.
- Stacey Schultz: Thanked Tara Johnson and Eliza Mitchell for their dedication to the library. Stated that she hopes to see independence and strength in incoming library employees. Schultz expressed concern about the SELCO meeting attendance from the City of Lanesboro. Schultz urged the board to consider the resolution and do what is best for the Lanesboro community.

B. Agenda Approval

- Member Albrecht-Benson moved to approve the agenda as provided; Member Harmon seconded. All in favor, motion carried.

C. Approval of Minutes: Regular Meeting, January 14, 2026

- Member Albrecht-Benson moved to approve the minutes as provided. Chairperson Goetzke seconded. All in favor, motion carried.

D. Financial Reports

a. Accounts Payable

b. January 2026 Budget Summary

- Member Harmon moved to approve the bills. Chairperson Goetzke seconded. Member Junko-Isle confirmed with Administrator Walbridge that all bills will show up in the budget, even if paid out of donation funds. All in favor, motion carried.

E. Circulation Report

- Administrator Walbridge noted that engagement in Facebook posts is up and that the door count is being done by hand rather than using the door counter. Member Junko-Isle suggested that it might be helpful to see new library cards each month.

Committee & Staff Reports

A. City Council

- a. Member Albrecht-Benson stated that there was nothing new to report.

B. Friends of Lanesboro Library Liaison

- a. Sarah Pieper, FOLL president, noted the annual meeting and potluck with a good turnout and a lot of support, did a farewell for Tara and Eliza, and sent out updated bylaws. Pieper is the new FOLL president, and other officers remain the same. Pieper urged open communication between the FOLL and the Library Board, wanting to see positive communication to support the success of the library.
- b. Chairperson Goetzke noted that future reports would be given by the Library Board liaison to the FOLL.

C. SELCO Board Liaison

- a. Stacey Schultz passed out the draft minutes from the most recent SELCO meeting and noted that most libraries have SELCO liaisons on the SELCO board but there is some overlap between libraries.
- b. Member Albrecht-Benson asked if the SELCO Board and SELCO Foundation are the same or separate entities.

D. Director's Report

- a. Administrator Walbridge noted that there was an increase in new library cards due to visits to the school.
- b. Walbridge overviewed the recruitment process for incoming library staff, noting 14 applicants for Library Director and 18 for Library Assistant.
- c. There are currently daily trivia questions, and an upcoming author event.
- d. The MN Department of Education annual report is being worked on.
- e. Walbridge informed the board that a grant supporting summer programming was applied for.

Continued Business

A. Consider SELCO Foundation/SMIF Memorandum of Understanding

- a. Chairperson Goetzke asked Administrator Walbridge to give background: SELCO Foundation used to hold funds for libraries but has transferred this to the Southern Minnesota Initiative Foundation. Administrator Walbridge has talked with the state auditor and other entities but was unable to get concrete answers regarding city funds. The concerns are that it potentially does not meet the requirements for the investing of public funds, and that any accessing of the funds would require SELCO Library Foundation board approval. Administrator Walbridge noted that there are alternative investments that the money could be stored in, specifically mentioning the 4M fund as it meets all requirements.
- b. Chairperson Goetzke noted point six and eight in the SMIF MOU, with potential implications for accessing money and including SMIF on all library promotional materials. Member Harmon noted this would impact library board control, which Member Albrecht-Benson agreed with.

- c. Member Junko-Isle questioned if there would be any broader implications with SELCO if the board chooses not to use SMIF.
- d. Chairperson Goetzke asked Administrator Walbridge to overview the 4M fund who noted the average yield, withdrawal abilities, and the usage of it by other departments.
- e. Member Albrecht-Benson moved to not engage with the SMIF Memorandum of Understanding, withdraw library funds currently held by SELCO/SMIF to be moved to the Library Fund at Merchants Bank temporarily and to determine the location of the funds at the March meeting; Member Harmon seconded. All in favor, motion carried.

B. Discuss Library Board Book Talk

- a. Member Harmon noted that it was fun and attendance was not too high.

C. 100th Anniversary of the Lanesboro Public Library

- a. Administrator Walbridge encouraged board members to contribute ideas for events or activities.

New Business

A. Consider Appointment of Library Director

- a. Administrator Walbridge along with the recruitment committee brought forward the recommendation of Luke Wahl for the position of Library Director at Grade 5, Step 1. Walbridge noted the background of Wahl, his previous roles, and communication skills.
- b. Member Albrecht-Benson asked if the offer had already been extended, Administrator Walbridge noted that it was offered and accepted by Wahl, contingent on the board's approval.
- c. Member Albrecht-Benson moved to approve the hiring of Luke Wahl at Grade 5, Step 1 in the position of Library Director; Member Harmon seconded. All in favor, motion carried.

B. Consider Appointment of Assistant Librarian

- a. Administrator Walbridge along with the recruitment committee brought forward the recommendation of Ruth Mikos for the position of Assistant Librarian at Grade 1, Step 3. Walbridge noted her current position and experience in customer service, record keeping and clerical work.
- b. Member Albrecht-Benson moved to approve the hiring of Ruth Mikos at Grade 1, Step 3 in the position of Assistant Librarian; Member Harmon seconded. All in favor, motion carried.

C. Discuss SELCO Board Appointment

- a. Chairperson Goetzke moved to remove Stacey Schultz as the SELCO board liaison and replace her with a current Lanesboro Library Board member; Member Harmon seconded. Member Junko-Isle noted that it would be important to have a

current board member on the SELCO board, especially with many new board members. All in favor, motion carried.

D. Consider Resolution 2026-01: Clarifying the Relationship Between the Library Board, Library Staff, and the Friends of the Library

- a. Member Junko-Isle brought up the consideration that the incoming Library Director may have a different vision of the relationship between the board, staff and FOLL. Chair Goetzke noted that the intent of Resolution 2026-01 is to clarify the relationship with two new staff starting and that the new director can propose revisions. Member Junko-Isle restated that the resolution is clarifying current relationships, not redefining any relationships and suggested that the final resolution should use the proper name of the FOLL group.
- b. Member Albrecht-Benson moved to pass Resolution 2026-01 with the edit of “Friends of the Library” to “Friends of Lanesboro Library”; Member Harmon seconded. All in favor, motion carried.

E. Consider Computer Purchase

- a. Administrator Walbridge suggested updating the library director's computer to match with other administrative staff. The cost would be approximately \$1,500, including security.
- b. Member Harmon moved to approve spending up to \$1,500 on a new computer for the library director; Member Albrecht-Benson seconded. All in favor, motion carried.

F. Review Circulation Policy

- a. Administrator Walbridge noted that this was brought to board review based on the policy review calendar agreed on by the board, with some adjustment due to staff turnover. It was noted that there are no major changes, but statutes and formatting were updated. Member Albrecht-Benson moved to approve the Circulation Policy as presented; Member Junko-Isle seconded. All in favor, motion carried.

G. Review Patron Data Privacy Policy

- a. Member Junko-Isle moved to approve the Patron Data Privacy Policy as presented; Member Harmon seconded. All in favor, motion carried

Chairperson Goetzke adjourned the meeting at 5:57 p.m.

Respectfully submitted,

Mary Junko-Isle
Secretary

CITY OF LANESBORO
Rose Bell Financial Report
February 2026

2026 Transactions Summary
 1/1/26 Opening Balance \$1795.30

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

Rose Bell Balance as of 2/26/26

\$1795.30

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

2026 Transactions Summary

Month	Amount	Vendor/Receipt	Comment or Item	Fund Account #
January	\$6415.47		Opening 2026 Balance	Fund 211 Cash
January	\$377.89	Visa	Post Bulletin	E 211-45500-233 Periodicals
February			No Transactions	
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Account Balance 2/26/26

\$6,037.58

Certificate of Deposit-Merchants Bank
12/20/25

\$10,404.50

Maturity Date: 6/20/26

CITY OF LANESBORO

Library February 2026 YTD Financials

Fund	Account Descr	Current Period	February 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget	
Expenditure							
211	E 211-45500-100	Wages and Salaries	February 2026	\$1,118.49	\$2,976.22	\$67,816.64	4.39%
211	E 211-45500-103	Part-Time Employees	February 2026	\$307.50	\$633.84	\$17,895.20	3.54%
211	E 211-45500-121	PERA	February 2026	\$83.90	\$233.07	\$6,428.39	3.63%
211	E 211-45500-122	FICA	February 2026	\$105.61	\$267.46	\$6,556.96	4.08%
211	E 211-45500-131	Employer Paid Health	February 2026	\$521.76	\$1,306.73	\$12,425.84	10.52%
211	E 211-45500-134	Employer Paid Life	February 2026	\$0.00	\$0.00	\$477.30	0.00%
211	E 211-45500-135	Employer Paid Other	February 2026	\$0.00	\$0.00	\$600.00	0.00%
211	E 211-45500-136	MN Paid Leave	February 2026	\$6.28	\$15.89	\$377.14	4.21%
211	E 211-45500-150	Worker s Comp	February 2026	\$0.00	\$0.00	\$523.00	0.00%
211	E 211-45500-170	Bonding	February 2026	\$0.00	\$0.00	\$184.36	0.00%
211	E 211-45500-208	Meetings / Trainings	February 2026	\$0.00	\$0.00	\$153.50	0.00%
211	E 211-45500-210	Operating Supplies	February 2026	\$108.11	\$108.11	\$500.00	21.62%
211	E 211-45500-230	Books & Movies	February 2026	\$87.72	\$314.30	\$7,566.00	4.15%
211	E 211-45500-233	Periodicals	February 2026	\$0.00	\$420.89	\$400.00	105.22%
211	E 211-45500-234	Automation/ILS	February 2026	\$267.91	\$535.82	\$4,200.00	12.76%
211	E 211-45500-236	Program Expense	February 2026	\$0.00	\$0.00	\$700.00	0.00%
211	E 211-45500-237	Computer	February 2026	\$3,000.00	\$3,000.00	\$3,250.00	92.31%
211	E 211-45500-238	PO Box Rental	February 2026	\$0.00	\$0.00	\$160.00	0.00%
211	E 211-45500-300	Professional Srvs	February 2026	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-318	Security Subscription	February 2026	\$0.00	-\$70.71	\$300.00	-23.57%
211	E 211-45500-321	Telephone	February 2026	\$84.92	\$172.02	\$1,200.00	14.34%
211	E 211-45500-322	Postage	February 2026	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-361	General Liability Ins	February 2026	\$0.00	\$0.00	\$191.22	0.00%
211	E 211-45500-413	Office Equipment	February 2026	\$64.40	\$148.10	\$1,200.00	12.34%
211	E 211-45500-430	Miscellaneous	February 2026	\$0.00	\$0.00	\$250.00	0.00%
Revenue							
211	R 211-45500-31000	General Property	February 2026	\$0.00	\$752.85	\$97,240.31	0.77%
211	R 211-45500-33650	County Funds -	February 2026	\$0.00	\$8,807.77	\$35,315.24	24.94%
211	R 211-45500-34110	Copy/Fax	February 2026	\$45.45	\$112.71	\$500.00	22.54%
211	R 211-45500-35103	Library Fines	February 2026	\$17.00	\$53.61	\$150.00	35.74%
211	R 211-45500-36200	Miscellaneous	February 2026	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36210	Interest Earnings	February 2026	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36230	Contributions and	February 2026	\$0.00	\$25.00	\$0.00	0.00%
211	R 211-45500-36231	Contributions &	February 2026	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36232	Non Resident Fee	February 2026	\$0.00	\$0.00	\$150.00	0.00%

Fund	Account Descr	Current Period	February 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget
			\$5,819.05	\$19,813.68	\$266,711.10	

**Lanesboro Public Library
 Monthly Expenditures
 February 2026**

Date	Description	Invoice #	Payee	Amount
2/11/26	Automation/ILS Package	054064	SELCO	267.91
2/11/26	Computer Lease/Support 2026 PC Leasing 6 Computers	054090	SELCO	\$3000.00
2/11/26	Office Equipment Rental	595763653	De Lang Laden	64.40
2/11/26	Telephone	13375779	Acentek	84.92
2/2/26	Operating Supplies-Computer Monitor	027441	Mitchell Walbridge	108.11
			Total	\$3525.34

Circulation Report & Statistics - February 2026

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>		<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
January	1595	1743	1613	1839	1566	1183		213	379	428	568	505	319
February	1513	1511	1601	1704	1410	1451		197	379	466	585	558	373
March	1847	1977	1897	1809	1681			299	573	558	603	594	
April	1668	1914	1794	1730	1361			238	477	502	673	469	
May	1562	1803	1789	1501	1398			346	676	576	1302	643	
June	1631	1786	1748	1566	1202			514	651	643	812	600	
July	1767	1863	1655	1533	1434			556	750	631	785	714	
August	1703	1952	1832	1477	1599			585	741	713	667	697	
September	1841	2047	1656	1643	1577			555	662	770	751	639	
October	1715	2015	1630	1652	1756			467	645	654	787	654	
November	1575	1779	1616	1330	1518			376	428	549	636	474	
December	1393	1744	1700	1473	1309			427	322	522	434	*	
	19810	22134	20531	19257	17811	2634		4773	6683	7012	8603	6547	692

New Library Cards = 6

Wifi Connections = 86

Website Traffic = 364 Visitors | 793 Views

Facebook Posts = 19

Views = 6,481

Engagement = 212

Net Followers = -5

Checkouts 773

ILL Loaned 265

ILL Borrowed 253

Overdrive Audiobook 109

Overdrive E-books 51

Total Circulation 1451