

Lanesboro Public Library Board
Regular Meeting Agenda
Wednesday, April 8, 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

Call to Order

- A. Public Comments
- B. Agenda Approval
Motion _____ **Second** _____
- C. Approval of Minutes
 - a. Regular Meeting, March 11, 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. Discuss Library Board Book Talk
- B. Update on Direction of 100th Anniversary of the Lanesboro Public Library planning

New Business

- A. Accept SELCO Love Your Library Mini-Grant
Motion _____ **Second** _____
- B. Review Seed Library Policy
Motion _____ **Second** _____
- C. Discuss Development of a New Strategic Plan
Motion _____ **Second** _____
- D. Consider Investment of Library Donation Funds
Motion _____ **Second** _____

Adjourn Regular Meeting

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

Lanesboro Public Library Board
Wednesday, March 11th – 5:00 p.m.
Lanesboro City Council Chambers

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

Absent: Sjeila Goetzke

Staff: Mitchell Walbridge, Luke Wahl

Vice Chairperson Lane called the meeting to order at 5:02pm

A. Public Comments

- Sandra Webb: The Lanesboro Community Theatre play is A Wrinkle in Time which is a powerful story about love triumphing over hate. They plan on doing a community read with the Friends of Lanesboro Library who also purchased copies to make available to the public at the Lanesboro and Preston Libraries. Sandra invited the library board members to join.

B. Agenda Approval

- Member Albrecht-Benson moved to approve the agenda as presented, Member Lane seconded. All in favor, motion carried.

C. Approval of Minutes

a. Regular Meeting, February 4, 2026

- Member Junko-Isle noted corrections needed to her comment on the circulation report. Member Albrecht-Benson moved to approve the minutes with the suggested change, Member Lane seconded. All in favor, motion carried.

D. Financial Report

a. Rose Bell Memorial Fund

b. Donations Fund

c. 2026 Budget YTD

- Member Junko-Isle clarified with City Administrator Walbridge that the payment to Walbridge was a reimbursement.

d. Approval of Bills

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

E. Circulation Report

- Library Director Wahl noted 6 new library cards and that the circulation could have been impacted by onboarding and staff turnover. Wahl and the Library Assistant are currently working on a system for door counts and are presently counting by hand - they are also tracking what times people are in the library.

Committee & Staff Reports

A. City Council

- None to share.

B. Friend of the Library Liaison

- Member Junko-Isle shared that there was a full turnout for the puzzle competition with two separate puzzles. There were gift certificates given to the first and second place team for each puzzle.

C. SELCO Board Liaison

- None to share.

D. Director's Report

- Director Wahl introduced himself and shared about his background. He noted that he is currently working on orienting himself to the job, city, and is working with the Preston Library Director. The new Library Assistant, Ruth is doing well and is currently working on Tuesday, Thursday, and Saturday. Director Wahl informed the board that he has applied for three grants for summer programming and the children's room and that he is working on scheduling programming for the rest of the year.

Continued Business

A. Consider Appointment of Board Member to SELCO Board

- Member Albrecht-Benson moved to appoint Member Harmon to the SELCO board as the Lanesboro Public Library representative, Member Lane seconded. All in favor, motion carried.

B. Discuss Library Board Book Talk

- Member Lane noted that the book talk was canceled in February. Member Albrecht-Benson pointed out that some of the social media materials and flyers were calling it a book club. Member Lane reiterated that the plan is to have a different genre each week and participants will share a book from that genre.

C. 100th Anniversary of the Lanesboro Public Library

- City Administrator Walbridge noted that as library staff are planning events for the 100th anniversary - it would be helpful to get some board guidance. Member Junko-Isle suggested working with community partners. Member Albrecht-Benson proposed aiming for one event per quarter, and Member Lane agreed. Member Junko-Isle reiterated that the library staff should communicate with FOLL so there wouldn't be duplicate events and to maximize celebration.

New Business

A. Consider Approval of the 2025 Minnesota Public Library Annual Report

- Director Wahl gave the board an overview of the Minnesota Public Library Annual Report, noting changes from 2024 that could be related to lower programming, differences in reporting and logging, and staff turnover. Wahl specifically noted that both volunteers and in-kind records are different due to lack of information, Member Junko-Isle suggested talking with FOLL to see if they had any information. Member Albrecht-Benson moved to approve the 2025 Minnesota Public Library Annual Report, with any changes needed after Director Wahl talks with Friends of Lanesboro Library; Member Harmon seconded. All in favor, motion carried.

Vice Chairperson Lane adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Mary Junko-Isle
Secretary

CITY OF LANESBORO
Rose Bell Financial Report
March 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			No Transactions	
April				
May				
June				
July				
August				
September				
October				
November				
December				

Rose Bell Balance as of 3/16/26

\$1795.30

**CITY OF LANESBORO
Library Donations Account
March 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			No Transactions	
April				
May				
June				
July				
August				
September				
October				
November				
December				

Account Balance 3/16/26

\$6,037.58

Certificate of Deposit-Merchants Bank
12/20/25

\$10,404.50

Maturity Date: 6/20/26

**Lanesboro Public Library
Monthly Expenditures
March 2026**

Date	Description	Invoice #	Payee	Amount
3/2/26	Books & Movies		Nicole Howard	\$60.00
3/2/26	Computer Lease/Support Deep Freeze	054114	SELCO	\$210.00
3/2/26	Office Equipment Rental	526632	Loffler	\$26.64
3/2/26	Meetings & Trainings (Safety)	445294	League of MN Cities	\$153.56
3/16/26	Telephone	13413851 13397539	Acentek Acentek	\$86.05 \$0.88
3/16/26	Automation ILS	054146	Selco	\$267.91
3/16/26	Computer Lease/Support	054185	Selco	\$210.00
3/16/26	Office Equipment Rental	596174507	De Lage Landen	\$64.40
3/16/26	Operating Supplies	13DN-PRFP-933R	Amazon	\$21.36
3/16/26	Office Equipment Rental	5291568	Loffler	\$10.21
			Total	\$1111.01

CITY OF LANESBORO
***Expenditure Guideline©**

Current Period: March 2026

			2026	2026	March	Enc	2026	% of YTD
			YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
LIBRARY								
Libraries (GENERAL)								
Active	E 211-45500-100	Wages and Salar	\$67,816.64	\$6,491.65	\$3,515.43	\$0.00	\$61,324.99	9.57%
Active	E 211-45500-103	Part-Time Emplo	\$17,895.20	\$1,872.84	\$1,239.00	\$0.00	\$16,022.36	10.47%
Active	E 211-45500-121	PERA	\$6,428.39	\$589.66	\$356.59	\$0.00	\$5,838.73	9.17%
Active	E 211-45500-122	FICA	\$6,556.96	\$618.46	\$351.00	\$0.00	\$5,938.50	9.43%
Active	E 211-45500-131	Employer Paid H	\$12,425.84	\$3,468.15	\$2,161.42	\$0.00	\$8,957.69	27.91%
Active	E 211-45500-134	Employer Paid Li	\$477.30	-\$38.43	(\$38.43)	\$0.00	\$515.73	-8.05%
Active	E 211-45500-135	Employer Paid O	\$600.00	\$50.00	\$50.00	\$0.00	\$550.00	8.33%
Active	E 211-45500-136	MN Paid Leave	\$377.14	\$36.80	\$20.91	\$0.00	\$340.34	9.76%
Active	E 211-45500-150	Worker s Comp (\$523.00	\$0.00	\$0.00	\$0.00	\$523.00	0.00%
Active	E 211-45500-170	Bonding	\$184.36	\$0.00	\$0.00	\$0.00	\$184.36	0.00%
Active	E 211-45500-208	Meetings / Traini	\$153.50	\$153.56	\$153.56	\$0.00	-\$0.06	100.04%
Active	E 211-45500-210	Operating Suppli	\$500.00	\$129.47	\$21.36	\$0.00	\$370.53	25.89%
Active	E 211-45500-230	Books & Movies	\$7,566.00	\$374.30	\$60.00	\$0.00	\$7,191.70	4.95%
Active	E 211-45500-233	Periodicals	\$400.00	\$420.89	\$0.00	\$0.00	-\$20.89	105.22%
Active	E 211-45500-234	Automation/ILS	\$4,200.00	\$803.73	\$267.91	\$0.00	\$3,396.27	19.14%
Active	E 211-45500-236	Program Expens	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
Active	E 211-45500-237	Computer Lease/	\$3,250.00	\$3,420.00	\$420.00	\$0.00	-\$170.00	105.23%
Active	E 211-45500-238	PO Box Rental	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00	0.00%
Active	E 211-45500-300	Professional Srv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-318	Security Subscri	\$300.00	-\$70.71	\$0.00	\$0.00	\$370.71	-23.57%
Active	E 211-45500-321	Telephone	\$1,200.00	\$258.95	\$86.93	\$0.00	\$941.05	21.58%
Active	E 211-45500-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 211-45500-361	General Liability I	\$191.22	\$0.00	\$0.00	\$0.00	\$191.22	0.00%
Active	E 211-45500-413	Office Equipment	\$1,200.00	\$249.35	\$101.25	\$0.00	\$950.65	20.78%
Active	E 211-45500-430	Miscellaneous (G	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
	Total Libraries (GENERAL)		\$133,355.55	\$18,828.67	\$8,766.93	\$0.00	\$114,526.88	14.12%
	Total LIBRARY		\$133,355.55	\$18,828.67	\$8,766.93	\$0.00	\$114,526.88	14.12%
	Report Total		\$133,355.55	\$18,828.67	\$8,766.93	\$0.00	\$114,526.88	14.12%

CITY OF LANESBORO
***Revenue Guideline©**

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Page 1

Current Period: March 2026

			2026	2026	March	2026	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
LIBRARY							
Libraries (GENERAL)							
Active	R 211-45500-31000	General Property	\$97,240.31	\$752.85	\$0.00	\$96,487.46	0.77%
Active	R 211-45500-33650	County Funds - R	\$35,315.24	\$8,807.77	\$0.00	\$26,507.47	24.94%
Active	R 211-45500-34110	Copy/Fax/Printing	\$500.00	\$247.57	\$134.86	\$252.43	49.51%
Active	R 211-45500-35103	Library Fines	\$150.00	\$58.61	\$5.00	\$91.39	39.07%
Active	R 211-45500-36200	Miscellaneous Re	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-36210	Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-36230	Contributions and	\$0.00	\$25.00	\$0.00	-\$25.00	0.00%
Active	R 211-45500-36231	Contributions & D	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 211-45500-36232	Non Resident Fe	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Total Libraries (GENERAL)			<u>\$133,355.55</u>	<u>\$9,891.80</u>	<u>\$139.86</u>	<u>\$123,463.75</u>	<u>7.42%</u>
Total LIBRARY			<u>\$133,355.55</u>	<u>\$9,891.80</u>	<u>\$139.86</u>	<u>\$123,463.75</u>	<u>7.42%</u>
Report Total			\$133,355.55	\$9,891.80	\$139.86	\$123,463.75	7.42%

CITY OF LANESBORO

Library March 2026

Fund	Account Descr	Current Period	March 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget	
Expenditure							
211	E 211-45500-100	Wages and Salaries	March 2026	\$3,515.43	\$6,491.65	\$67,816.64	9.57%
211	E 211-45500-103	Part-Time Employees	March 2026	\$1,239.00	\$1,872.84	\$17,895.20	10.47%
211	E 211-45500-121	PERA	March 2026	\$356.59	\$589.66	\$6,428.39	9.17%
211	E 211-45500-122	FICA	March 2026	\$351.00	\$618.46	\$6,556.96	9.43%
211	E 211-45500-131	Employer Paid Health	March 2026	\$2,161.42	\$3,468.15	\$12,425.84	27.91%
211	E 211-45500-134	Employer Paid Life	March 2026	-\$38.43	-\$38.43	\$477.30	-8.05%
211	E 211-45500-135	Employer Paid Other	March 2026	\$50.00	\$50.00	\$600.00	8.33%
211	E 211-45500-136	MN Paid Leave	March 2026	\$20.91	\$36.80	\$377.14	9.76%
211	E 211-45500-150	Worker s Comp	March 2026	\$0.00	\$0.00	\$523.00	0.00%
211	E 211-45500-170	Bonding	March 2026	\$0.00	\$0.00	\$184.36	0.00%
211	E 211-45500-208	Meetings / Trainings	March 2026	\$153.56	\$153.56	\$153.50	100.04%
211	E 211-45500-210	Operating Supplies	March 2026	\$21.36	\$129.47	\$500.00	25.89%
211	E 211-45500-230	Books & Movies	March 2026	\$60.00	\$374.30	\$7,566.00	4.95%
211	E 211-45500-233	Periodicals	March 2026	\$0.00	\$420.89	\$400.00	105.22%
211	E 211-45500-234	Automation/ILS	March 2026	\$267.91	\$803.73	\$4,200.00	19.14%
211	E 211-45500-236	Program Expense	March 2026	\$0.00	\$0.00	\$700.00	0.00%
211	E 211-45500-237	Computer	March 2026	\$420.00	\$3,420.00	\$3,250.00	105.23%
211	E 211-45500-238	PO Box Rental	March 2026	\$0.00	\$0.00	\$160.00	0.00%
211	E 211-45500-300	Professional Srvs	March 2026	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-318	Security Subscription	March 2026	\$0.00	-\$70.71	\$300.00	-23.57%
211	E 211-45500-321	Telephone	March 2026	\$86.93	\$258.95	\$1,200.00	21.58%
211	E 211-45500-322	Postage	March 2026	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-361	General Liability Ins	March 2026	\$0.00	\$0.00	\$191.22	0.00%
211	E 211-45500-413	Office Equipment	March 2026	\$101.25	\$249.35	\$1,200.00	20.78%
211	E 211-45500-430	Miscellaneous	March 2026	\$0.00	\$0.00	\$250.00	0.00%
Revenue							
211	R 211-45500-31000	General Property	March 2026	\$0.00	\$752.85	\$97,240.31	0.77%
211	R 211-45500-33650	County Funds -	March 2026	\$0.00	\$8,807.77	\$35,315.24	24.94%
211	R 211-45500-34110	Copy/Fax	March 2026	\$134.86	\$247.57	\$500.00	49.51%
211	R 211-45500-35103	Library Fines	March 2026	\$5.00	\$58.61	\$150.00	39.07%
211	R 211-45500-36200	Miscellaneous	March 2026	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36210	Interest Earnings	March 2026	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36230	Contributions and	March 2026	\$0.00	\$25.00	\$0.00	0.00%
211	R 211-45500-36231	Contributions &	March 2026	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36232	Non Resident Fee	March 2026	\$0.00	\$0.00	\$150.00	0.00%

Fund	Account Descr	Current Period	March 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget
			\$8,906.79	\$28,720.47	\$266,711.10	

Circulation Report & Statistics - March 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	1198**		197	379	466	585	558	373
March	1847	1977	1897	1809	1681	1537		299	573	558	603	594	473
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	2720		4773	6683	7012	8603	6547	1165

New Library Cards = 5

Wifi Connections = 114

Website Traffic = 365 Visitors | 888 Views

Facebook Posts = 19

Views = 10,922

Engagement = 1.017

Net Followers = +2

Checkouts

987 ILL Borrowed

217

ILL Loaned

312

Overdrive Audiobook

88

Overdrive E-books

150

Total Circulation

1537



LANESBORO PUBLIC LIBRARY

P.O. Box 330 / 202 Parkway Avenue South
Lanesboro, MN 55949 / www.lanesboro.lib.mn.us
507.467.2649 / FAX 507.467.2346

Seed Library Policy

Approved: April 19, 2023

The Lanesboro Public Seed Library will encourage the tradition of seed saving and foster a community culture of sharing. The Seed Library will focus on the following two activities:

1. Establishing, growing, and curating a depository of seeds available to all library card holders at no cost.
2. Providing information, instruction, and education about sustainable gardening.

Donation of Seeds

Lanesboro Public Library accepts donations of vegetable, herb, and flower seeds from commercial seed companies, seed banks, individuals, and other local, partner organizations with a shared interest in seed collection. Donated seeds must be from open-pollinated, non-genetically modified, non-hybrid and/or heirloom plants that are not listed as invasive species by the MN Department of Natural Resources. The Lanesboro Public Library reserves the right to refuse or to dispose of donated seeds that do not meet these criteria. Donated seeds must include the following information prior to acceptance by the library: Common name, variety, location of harvest, year of harvest, seed saving technique (dry, wet, fermentation), and any notes pertinent to the seeds. Donations may be made at the library's Circulation Desk.

Organization of Seeds

Donated seeds will be sorted, packaged and labeled by library staff or library partners volunteering to assist with the seed library project. Each seed packet label will include information about type of seed, growing information, level of difficulty to grow and level of difficulty to save seeds. Seeds will be kept at the library in designated storage.

Borrowing Seeds

Library card holders may check out up to ~~five (5)~~ **ten (10)** seed packets per year, including no more than one {1} packets of any one variety. This limit may change as the seed library expands.

Returning Seeds

Card holders are encouraged to return seeds from plants they originally borrowed. Seeds should be saved according to best practices. The library can recommend seed saving books or literature. Seeds should not be returned to the library unless the grower knows how to properly save them. Returned seeds should be dry and labeled clearly with information specified above in the Donation of Seeds section.

Disposal of Seeds

Seed packets may be disposed of as necessary due to age, exposure, contamination, report of problems, etc. Lanesboro Public Library reserves the right to cease borrowing of any variety of seed at any time. Lanesboro Public Library reserves the right to cease existence of the Seed Library at any time due to the needs of the library.



Strategic Planning for Libraries

SELCO offers 4 levels of support to libraries that want to write a New Strategic Plan, and 3 levels to Extend an Existing Plan.

For New Plans, Level 1 includes the least involvement by SELCO, with the library taking on most of the work. Levels 2 and 3 increase SELCO involvement, up to Level 4, with SELCO taking on the greatest amount of the work. Read through the descriptions to decide your level of involvement.

There are 3 levels of increasing SELCO assistance for Updating Plans.

In other words, those libraries that would like to progress through the planning process most quickly and with the most control over their process should select level 1 or 2, while those needing more guidance might consider level 3 or 4.

For more information contact: Krista Ross, Executive Director, kross@selco.info

New strategic plans

Levels of Assistance offered:

Level 1: SELCO plays a minimal role in the process by providing guidance to start the process, facilitating the stakeholder workshop, and providing feedback on the draft plan. The majority of the responsibility for the creation of the strategic plan lies with the library.

Process Activities & Responsibility

SELCO:

- Meet with library director and board to discuss the planning process
- Meet with the library director to schedule a stakeholder workshop
- Facilitate stakeholder workshop using data gathered by the library
- Compile data from stakeholder workshop and send to the library director
- Review of draft plan(s) created by the library director and board

Library:

- Add SELCO and strategic planning process to board meeting agenda
- Work with library board and staff to determine criteria for data
- Gather data for stakeholder workshop and share with SELCO
- Make local arrangements for stakeholder workshop (invitees, location, etc)

- Use data from stakeholder workshop and other sources to craft a draft plan
- Share draft strategic plan with SELCO for review
- Get final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan

Level 2: SELCO's responsibilities in the process increase to include gathering data to be used as part of the process. The library no longer gathers the data but still retains the majority of the responsibility for the process.

Process Activities & Responsibility

SELCO:

- Meet with library director and board to discuss the planning process
- Meet with the library director to discuss data collection for the planning process and to schedule the stakeholder workshop
- Create Community, Staff, and Stakeholder surveys and send them to the library director
- Compile responses from Community, Staff, and Stakeholder surveys
- Facilitate stakeholder workshop using survey data gathered
- Compile results of the stakeholder workshop and send them to the library director
- Review draft plan(s) created by library director, staff, and board

Library :

- Add SELCO and strategic planning process to board meeting agenda
- Distribute Community, Staff, and Stakeholder surveys
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Use results from stakeholder workshop and other sources to craft a draft plan
- Share draft strategic plan with SELCO for review
- Get final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan

Level 3: SELCO's responsibilities increase to include the creation of the draft strategic plan. The library is responsible for logistics, plan review and approval, creation of the implementation plan, and carrying out the implementation plan.

Process Activities & Responsibility

SELCO:

- Meet with library director and board to discuss the planning process
- Meet with the library director to discuss data collection for the planning process and to schedule the stakeholder workshop
- Create Community, Staff, and Stakeholder surveys and send them to the library director
- Compile responses from Community, Staff, and Stakeholder surveys
- Facilitate stakeholder workshop using survey data gathered
- Compile responses from stakeholder workshop and write a draft plan
- Review the draft strategic plan with the library director
- Make any needed changes to the strategic plan
- Send the library director the final strategic plan

Library:

- Add SELCO and strategic planning process to board meeting agenda
- Distribute Community, Staff, and Stakeholder surveys
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Meet with SELCO to review the draft strategic plan
- Get final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan

Level 4: SELCO's responsibilities increase to include drafting the implementation plan for the first year of the strategic plan. The library no longer writes the implementation plan. The library is responsible for logistics, reviewing plan documents, seeking plan approval, and carrying out the implementation plan.

Process Activities & Responsibility

SELCO:

- Meet with library director and board to discuss the planning process
- Meet with the library director to discuss data collection for the planning process and to schedule the stakeholder workshop
- Create Community, Staff, and Stakeholder surveys and send them to the library director

- Compile responses from Community, Staff, and Stakeholder surveys
- Facilitate stakeholder workshop using survey data gathered
- Compile data from stakeholder workshop
- Write a draft strategic plan and draft Year 1 implementation plan
- Review the draft strategic plan and Year 1 draft implementation plan with the library director
- Make any needed changes to the plan(s)
- Send the library director final strategic plan and final Year 1 implementation plan

Library:

- Add SELCO and strategic planning process to board meeting agenda
- Distribute Community, Staff, and Stakeholder surveys
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Meet with SELCO to review the draft strategic plan and draft Year 1 Implementation plan
- Get final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Carry out the implementation plan

Extension of an existing plan:

Levels of Assistance offered:

Level 1: SELCO plays a minimal role in the process by providing guidance and resources to start the evaluation process. The majority of the responsibility for extending the current strategic plan lies with the library.

Process Activities & Responsibilities

SELCO:

- Discuss the evaluation resources available with the library director
- Be available to answer questions and provide additional resources

Library:

- Use applicable resources to evaluate the strategic plan and create an implementation plan for the extended year(s)

Level 2: SELCO's responsibility increases to include participation in the evaluation process for the current strategic plan. The majority of the responsibility for extending the current strategic plan lies with the library.

Process Activities & Responsibilities

SELCO:

- Meet with the library director (staff?) to use applicable resources to evaluate the strategic plan
- Be available to answer questions and provide additional resources
- Provide feedback on strategic plan evaluation findings report (if desired)

Library:

- Meet with SELCO to use applicable resources to evaluate the strategic plan
- Create an evaluation findings report
- Share evaluation findings report to SELCO for feedback (if desired)
- Use evaluation findings report to create an implementation plan for the extended year(s)
- Carry out the extended year(s) implementation plan

Level 3: SELCO's responsibilities increase to include assisting in creating an implementation plan for extended years. The majority of the responsibility for creating the implementation plan for the extended strategic plan lies with the library.

Process Activities & Responsibilities

SELCO:

- Meet with the library director (staff?) to use applicable resources to evaluate the strategic plan
- Create an evaluation findings report based on meeting with the library director
- Share evaluation findings report with the director for feedback
- Use evaluation findings report to create a draft implementation plan for extended year
- Meet with the library director to review the draft implementation plan
- Send final implementation plan to the library director

Library:

- Meet with SELCO to use applicable resources to evaluate the strategic plan
- Review evaluation findings report from SELCO and send feedback
- Meet with SELCO to review a draft implementation plan for extended year
- Carry out the final extended year(s) implementation plan

Lanesboro Public Library Strategic Plan 2023 - 2026

Approved by the Lanesboro Public Library Board, 6/2023

MISSION: The mission of the Lanesboro Public Library is to promote the power of knowledge, encourage the discovery of ideas, and instill the joy of reading.

VISION: The Lanesboro Public Library is recognized throughout the community as the center for advancing literacy, enriching lifelong learning and empowering civic engagement.

1. **FACILITY & COLLECTION:** The building and collections address community needs.
 - a. Assess and improve current and projected space use.

2. **ORGANIZATIONAL RELATIONSHIPS & STRUCTURES:** Foster a culture of organizational innovation and effectiveness.
 - a. Library staff are responsive to existing and new trends for addressing the changing nature of library services.
 - b. Strengthen relationships with stakeholders.

3. **COMMUNITY ENGAGEMENT:** Broaden communication, outreach and services throughout the community.
 - a. Ensure that the library is a welcoming place.
 - b. Promote programs that serve as a catalyst for community and personal growth.
 - c. Explore and foster community partnerships.

Implementation Plan
Lanesboro Public Library Strategic Plan 2023-2026

Focus Areas & Goals	Objectives	Implementation Tasks	Timeframe	Lead
Focus Area: Facility & Collection Goal: The building and collections address community needs				
	a. Assess and improve current and projected space use	1. Analyze current space for meeting room areas	2024	Tara
		2. Reconfigure the entryway space for effective use by the public	2026	Tara / Board
Focus Area: Organizational Relationships & Structures Goal: Cultivate a culture of organizational innovation and effectiveness				
	a. Staff are responsive to the changing nature of library services	1. Staff register and attend the 2024 MLA conference in Rochester	2024	Tara & Staff
		2. Debrief with staff on conference attendance	2025	Tara
	b. Strengthen relationships with stakeholders	1. Meet with new City Administrator introduction to library operations	2024	Tara/Board President
		2. Fillmore County contract negotiations with directors and SELCO	2025	Tara
Focus Area: Community Engagement Goal: Broaden communication, outreach and services throughout the community				
	a. Ensure that the library is a welcoming place	1. Evaluate current space (utilize walk-ins)	2025	Tara
	b. Programming for community and personal growth	1. Ask the community what programs would be of interest	2023-2026	Tara & Staff
		2. Connect with other library professionals for program ideas	2025	Tara & Staff
	c. Explore and foster community partnerships	1. Evaluate current partnerships for potential new projects	2026	Tara
		2. Reinstigate community "walk-about" programming	2026	Tara & Staff