

Lanesboro Public Library Board
Regular Meeting Agenda
Wednesday, June 10, 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, May 13, 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. Update on Direction of 100th Anniversary of the Lanesboro Public Library Planning

New Business

- A. Accept Assistant Librarian Resignation Letter
Motion _____ **Second** _____
- B. Appoint a Board Member to Recruitment Committee for Assistant Librarian Position
Motion _____ **Second** _____

Next meeting: Wednesday, July 8, 2026 at 5pm

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, May 13, 2026 – 5:00 p.m.
Lanesboro City Council Chambers**

Present Board Members: Sjeila Goetzke, Anna Lane, Mindy Albrecht-Benson, Gwen Harmon
Absent: Mary Junko-Isle
Staff: Luke Wahl, Mitchell Walbridge

Call to Order: Sjeila Goetzke called the meeting to order at 5:00 p.m.

Public Comments: No public comments.

Approval of Agenda: Mindy motioned to approve agenda; Gwen seconded. All voted in favor. Motion carried.

Approval of the Minutes: Mindy motioned to approve the minutes of the April 8, 2026 meeting; Anna seconded. All voted in favor. Motion carried.

Financial Report presented by Luke. No updates on Rose Bell Fund, SMIF funds were deposited on April 10. April was the first month in a while that the library had a positive fund balance. Mindy motioned to approve the bills; Gwen seconded. All voted in favor. Motion carried.

The Circulation Report was presented by Luke. 1,450 items total, 462 people. Luke added a new visitor data section to include kids and reference transactions. Additionally, added computer use. Luke is still looking for the number of cards used.

Standing And Special Committee Reports:

- a. **City Council Liaison** - Mentioned it might be good to start thinking about the Highway 250 Road Construction Project.
- b. **Friends of the Library** - Looking for soft serve volunteers for Rhubarb Fest, Art in the Park and Lanesboro Pride. Reach out to Sarah Pieper from FOLL if interested.
- c. **SELCO Board Liaison** - Gwen will be attending the first meeting next week.

Director's Report: Good turnout for the Saturday Big Foot event with 24 people, started adding things to the Chamber website, Aging Pathways didn't have enough registration, and the community baby shower with Fillmore County Health went well. Excited to build that partnership.

Continued Business

- a. **Update on Direction of 100th Anniversary of Lanesboro Public Library -**

Lanesboro library website states that library was started in 2027. Luke is going to reach out to Sarah from FOLL to clarify where they got 2026 from. The birthday party for the library will be pushed off until after summer or next year. Luke will aim to align the birthday celebration calendar with FOLL. The library will still be the grand marshals for the Buffalo Bill Days parade.

- b. **Consider Investment of Library Donation Funds** - The check was received from SMIF in April for a total of \$25,164.18. The CD for \$10,404.56 matures on June 20, 2026. Mindy motioned to put all \$25,164.18 and \$5,000 from the CD (once it matures) into a 4M Multi-Class account. The remaining \$5,404.56 from the CD will be kept liquid and put into the donation fund in the main city treasury account; Gwen seconded. All voted in favor. Motion carried.
- c. **Update on SELCO Strategic Planning Resources** - Luke spoke with Krista Ross about different levels of support from SELCO. Once Luke has a better sense of where he wants to take the library, he will start a strategic planning process. He might investigate grant funding for support in this process.

New Business

- a. **Consider SELS Membership Agreement** – The current terms expire June 30. New terms and agreement will begin on July 1. Mindy motioned to approve the new agreement with SELS; Anna seconded. All voted in favor. Motion carried.
- b. **Overview of Summer Reading Program** - Luke passed out a draft schedule. Ruth is taking the lead with teen and craft programming. They plan to keep family and story time the same as previous years for consistency. Planning to stretch programming into August and see how it goes.
- c. **Accept LACF Grant** - Received \$2,000 for the summer reading program. Mindy motioned to accept the grant; Gwen seconded. All voted in favor. Motion carried.
- d. **Accept SMIF Paint the Town Grant** – Received funding for eight gallons of paint for the children’s room. Plans to survey kids this summer to see what they want on the walls. Mindy motioned to accept the grant; Anna seconded. All voted in favor. Motion carried.
- e. **Accept Dollar General Grant** - Received \$3,000 for summer reading program. Mindy motioned to accept the grant; Gwen seconded. All voted in favor. Motion carried.

Next meeting is Wednesday, June 10 at 5:00pm.

The meeting adjourned at 6:08 p.m.

Respectfully submitted,

Anna Lane
Vice Chairperson

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

Rose Bell Balance as of 5/28/26

\$1795.30

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

Account Balance 5/28/26

\$6,037.58

Certificate of Deposit-Merchants Bank

12/20/25

\$10,404.50

Maturity Date: 6/20/26

CITY OF LANESBORO

Library May 2026 YTD Budget Review

Fund	Account Descr	Current Period	May 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget	
Expenditure							
211	E 211-45500-100	Wages and Salaries	May 2026	\$3,319.08	\$13,129.81	\$67,816.64	19.36%
211	E 211-45500-103	Part-Time Employees	May 2026	\$1,232.25	\$4,281.09	\$17,895.20	23.92%
211	E 211-45500-121	PERA	May 2026	\$339.11	\$1,265.91	\$6,428.39	19.69%
211	E 211-45500-122	FICA	May 2026	\$325.54	\$1,265.25	\$6,556.96	19.30%
211	E 211-45500-131	Employer Paid Health	May 2026	\$2,061.88	\$7,591.91	\$12,425.84	61.10%
211	E 211-45500-134	Employer Paid Life	May 2026	\$95.10	\$56.67	\$477.30	11.87%
211	E 211-45500-135	Employer Paid Other	May 2026	\$50.00	\$150.00	\$600.00	25.00%
211	E 211-45500-136	MN Paid Leave	May 2026	\$20.02	\$76.60	\$377.14	20.31%
211	E 211-45500-150	Worker s Comp	May 2026	\$0.00	\$0.00	\$523.00	0.00%
211	E 211-45500-170	Bonding	May 2026	\$0.00	\$0.00	\$184.36	0.00%
211	E 211-45500-208	Meetings / Trainings	May 2026	\$0.00	\$153.56	\$153.50	100.04%
211	E 211-45500-210	Operating Supplies	May 2026	\$1,597.73	\$1,727.20	\$500.00	345.44%
211	E 211-45500-230	Books & Movies	May 2026	\$39.98	\$979.56	\$7,566.00	12.95%
211	E 211-45500-233	Periodicals	May 2026	\$0.00	\$460.54	\$400.00	115.14%
211	E 211-45500-234	Automation/ILS	May 2026	\$267.91	\$1,339.55	\$4,200.00	31.89%
211	E 211-45500-236	Program Expense	May 2026	\$115.00	\$167.08	\$700.00	23.87%
211	E 211-45500-237	Computer	May 2026	\$0.00	\$3,420.00	\$3,250.00	105.23%
211	E 211-45500-238	PO Box Rental	May 2026	\$0.00	\$0.00	\$160.00	0.00%
211	E 211-45500-300	Professional Srvs	May 2026	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-318	Security Subscription	May 2026	\$0.00	-\$70.71	\$300.00	-23.57%
211	E 211-45500-321	Telephone	May 2026	\$85.89	\$432.56	\$1,200.00	36.05%
211	E 211-45500-322	Postage	May 2026	\$0.00	\$0.00	\$0.00	0.00%
211	E 211-45500-361	General Liability Ins	May 2026	\$0.00	\$0.00	\$191.22	0.00%
211	E 211-45500-413	Office Equipment	May 2026	\$81.28	\$417.88	\$1,200.00	34.82%
211	E 211-45500-430	Miscellaneous	May 2026	\$0.00	\$0.00	\$250.00	0.00%
Revenue							
211	R 211-45500-31000	General Property	May 2026	\$0.00	\$752.85	\$97,240.31	0.77%
211	R 211-45500-33650	County Funds -	May 2026	\$0.00	\$17,615.53	\$35,315.24	49.88%
211	R 211-45500-34110	Copies/Fax	May 2026	\$156.45	\$465.82	\$500.00	93.16%
211	R 211-45500-35103	Library Fines	May 2026	\$0.00	\$58.61	\$150.00	39.07%
211	R 211-45500-36200	Miscellaneous	May 2026	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36210	Interest Earnings	May 2026	\$0.00	\$6.06	\$0.00	0.00%
211	R 211-45500-36230	Contributions and	May 2026	\$28,164.18	\$55,353.36	\$0.00	0.00%
211	R 211-45500-36231	Contributions &	May 2026	\$0.00	\$0.00	\$0.00	0.00%
211	R 211-45500-36232	Non Resident Fee	May 2026	\$0.00	\$0.00	\$150.00	0.00%

Fund	Account Descr	Current Period	May 2026 Amt	2026 YTD Amt	2026 YTD Budget	%YTD Budget
			\$37,951.40	\$111,096.69	\$266,711.10	

**Lanesboro Public Library
Monthly Expenditures Fund 211
May 2026**

Date	Description	Invoice #	Payee	Amount
05/01/26	Operating Supplies-Director Computer	9046728938	HP INC	1404.81
05/15/26	Books and Movies	1423262	Leanne M Benson	39.98
5/15/26	Program Expense	Iread	Visa	15.00
5/15/26	Telephone	13454509	Acentek	85.89
5/15/26	Automation/ILS	54284	Selco	267.91
5/15/26	Program Expense	St. Mane Rental 5/9	Lanesboro Arts	100.00
5/15/26	Office Equipment	5347707	Loffler	16.88
5/15/26	Office Equipment	597105804	DeLage Landen	64.40
05/15/26	Operating Supplies		Amazon	192.92
			Total	\$2187.79

Circulation Report & Statistics - May 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	1450		238	477	502	673	469	462
May	1562	1803	1789	1501	1398	1413		346	676	576	1302	643	557
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	6781		4773	6683	7012	8603	6547	2184

Circulation Breakdown

Checkouts	1022
ILL Loaned	227
Overdrive Audiobooks	119
Overdrive E-books	45
Total Circulation	1413

ILL Borrowed 173

Technology Report

Computers Use	129
Wifi Connectic	163
Website Traffic	303 Visitors 667 Views
Facebook Posts	= 4
Views	= 2895
Engagement	= 281
Net Followers	= +6

Visitor Data

Total Visitors	557
Total Kids	136
Reference Transaction:	51
New Library Cards	8

Subject: Official Resignation letter

Date: 2026-06-02 11:43

From: [REDACTED]

To: [REDACTED]

Dear Luke,

I am writing to formally submit my resignation from my position as Library Assistant at the Lanesboro Public Library. My resignation will be effective August 1, 2026.

This decision has not been easy, as I have greatly valued my time at the Lanesboro Public Library. I am sincerely grateful for your support and for the many opportunities I have had to learn and grow here.

I am committed to ensuring a smooth transition and will gladly assist in any way possible during this period. Please let me know how I can help support the Library throughout this transition.

Thank you again for the opportunity to be part of this wonderful community. I have truly appreciated my time at the Library and will always be grateful for the experiences I have gained here.

Sincerely,

Ruth Mikos