

**Lanesboro Public Library Board
Regular Meeting Agenda
Wednesday, July 15, 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, June 10, 2026
 Motion _____ **Second** _____
- D. Financial Report
 - a. Rose Bell Memorial Fund
 - b. Donations Fund
 - c. 2026 Budget YTD
 - d. Approval of Bills
 - e. Unaudited Fund Balance – Quarter 2
 Motion _____ **Second** _____
- E. Circulation Report

Committee & Staff Reports

- A. City Council
- B. Friends of the Lanesboro Library Liaison
- C. SELCO Board Liaison
- D. Director's Report

Continued Business

New Business

- A. Consider Appointment of Assistant Librarian
 Motion _____ **Second** _____

Next meeting: Wednesday, August 12, 2026 at 5pm

Adjourn Regular Meeting

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

**Lanesboro Public Library Board
Wednesday, June 10th – 5:00 p.m.
Lanesboro City Council Chambers**

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

Chairperson Goetzke called the meeting to order at 5:02pm

Call to Order

A. Public Comments

No public comments

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

a. Regular Meeting, May 13, 2026

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

D. Financial Report

a. Rose Bell Memorial Fund

No transactions to report.

b. Donations Fund

Director Wahl noted that the money has been moved to accounts as appropriate based on the May meeting.

c. 2026 Budget YTD

Director Wahl noted that the contributions line is inaccurate due to how the receipt and deposit of donation funds was recorded originally. Administrator Walbridge said he would look into this and report back to the board.

d. Approval of Bills

Director Wahl informed the board that the new computer was purchased and books from a local author were purchased. Chair Goetzke asked Director Wahl if he felt that he had an appropriate budget for current operating supplies needed, and voiced board support for purchasing needed resources.

Member Albrecht-Benson motioned to approve bills, Member Harmon seconded. All in favor, motion carried.

E. Circulation Report

Director Wahl noted increased visitation and consistent circulation. He mentioned some struggles with using Evergreen to get reports which is also being experienced with other SELCO libraries. Discussion about how to get a count of the number of cards was had. Member Junko-Isle suggested that if this number isn't helpful for us to have in a report or is too difficult to get in a report, it may not be a priority right now.

Committee & Staff Reports

A. City Council

Administrator Walbridge informed the board of a commercial dehumidifier being installed in the building.

B. Friend of the Library Liaison

Member Junko-Isle reminded board members of the FOLL ice cream sales shifts available.

C. SELCO Board Liaison

Member Harmon reported that in the most recent meeting SELCO discussed the budget and an automated delivery system which would make getting books more accessible. Officer elections will happen in July.

D. Director's Report

Director Wahl overviewed the start of the summer reading program including incentives, levels, and events. Participation is up to 50, and their first event was a success.

Continued Business

A. Update on Direction of 100th Anniversary of the Lanesboro Public Library Planning

Director Wahl noted that FOLL was in support of doing the celebration for the Lanesboro Public Library 100th anniversary in 2027, rather than 2026. The library is still the Grand Marshall for the Buffalo Bill Days parade.

New Business

A. Accept Assistant Librarian Resignation Letter

Director Wahl noted that Assistant Librarian Ruth will be starting a new position closer to home and is resigning with an end date towards the end of the summer. Member Albrecht-Benson asked about the hiring timeline, Director Wahl noted that it would be ideal to have a replacement hired soon in order to have potential overlap with staff. Member Junko-Isle moved to accept the resignation of Ruth Mikos as Assistant Librarian, Member Harmon seconded. All in favor, motion carried.

B. Appoint a Board Member to Recruitment Committee for Assistant Librarian Position

Member Albrecht-Benson moved to appoint Member Lane to the Recruitment Committee for the Assistant Librarian Position along with Administrator Walbridge and Director Wahl, Member Harmon seconded. All in favor, motion carried.

Continued discussion - Contributions line of the budget:

Administrator Walbridge provided city cash balances and other financial information, upon further investigation it was discovered that the \$55,353 in the revenue line from the budget spreadsheet in the meeting packet was based on a duplicate transaction and will be corrected in the July 2026 budget report.

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

Adjourn Regular Meeting 5:49pm

Respectfully submitted,

Mary Junko-Isle

Secretary

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

Rose Bell Balance as of 6/18/26

\$1795.30

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

Account Balance 6/18/26

\$6,037.58

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***Expenditure Guideline©**

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Current Period: July 2026

			2026	2026	July	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	\$18,108.43	\$0.00	\$0.00	\$49,708.21	26.70%
Active	E 211-45500-103	Part-Time Emplo	\$17,895.20	\$6,201.09	\$0.00	\$0.00	\$11,694.11	34.65%
Active	E 211-45500-121	PERA	\$6,428.39	\$1,781.08	\$0.00	\$0.00	\$4,647.31	27.71%
Active	E 211-45500-122	FICA	\$6,556.96	\$1,758.99	\$0.00	\$0.00	\$4,797.97	26.83%
Active	E 211-45500-131	Employer Paid H	\$12,425.84	\$9,676.52	\$0.00	\$0.00	\$2,749.32	77.87%
Active	E 211-45500-134	Employer Paid Li	\$477.30	\$120.07	\$31.70	\$0.00	\$357.23	25.16%
Active	E 211-45500-135	Employer Paid O	\$600.00	\$200.00	\$0.00	\$0.00	\$400.00	33.33%
Active	E 211-45500-136	MN Paid Leave	\$377.14	\$106.95	\$0.00	\$0.00	\$270.19	28.36%
Active	E 211-45500-150	Worker s Comp (	\$523.00	\$219.69	\$0.00	\$0.00	\$303.31	42.01%
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	\$0.00	\$0.00	-\$0.06	100.04%
Active	E 211-45500-210	Operating Suppli	\$500.00	\$2,175.11	\$447.91	\$0.00	-\$1,675.11	435.02%
Active	E 211-45500-230	Books & Movies	\$7,566.00	\$1,298.80	\$299.24	\$0.00	\$6,267.20	17.17%
Active	E 211-45500-233	Periodicals	\$400.00	\$460.54	\$0.00	\$0.00	-\$60.54	115.14%
Active	E 211-45500-234	Automation/ILS	\$4,200.00	\$1,885.10	\$277.64	\$0.00	\$2,314.90	44.88%
Active	E 211-45500-236	Program Expens	\$700.00	\$1,240.92	\$598.82	\$0.00	-\$540.92	177.27%
Active	E 211-45500-237	Computer Lease/	\$3,250.00	\$3,420.00	\$0.00	\$0.00	-\$170.00	105.23%
Active	E 211-45500-238	PO Box Rental	\$160.00	\$162.00	\$0.00	\$0.00	-\$2.00	101.25%
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	\$605.25	\$86.43	\$0.00	\$594.75	50.44%
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	\$556.62	\$0.00	\$0.00	\$643.38	46.39%
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	\$50,060.01	\$1,741.74	\$0.00	\$83,295.54	37.54%
Total LIBRARY			\$133,355.55	\$50,060.01	\$1,741.74	\$0.00	\$83,295.54	37.54%
Report Total			\$133,355.55	\$50,060.01	\$1,741.74	\$0.00	\$83,295.54	37.54%

CITY OF LANESBORO

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*Revenue Guideline©

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Current Period: July 2026

			2026	2026	July	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	\$55,479.42	\$0.00	\$41,760.89	57.05%
Active	R 211-45500-33650	County Funds - R	\$35,315.24	\$17,615.53	\$0.00	\$17,699.71	49.88%
Active	R 211-45500-34110	Copy/Fax/Printing	\$500.00	\$692.27	\$0.00	-\$192.27	138.45%
Active	R 211-45500-35103	Library Fines	\$150.00	\$58.61	\$0.00	\$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	\$120.87	\$0.00	-\$120.87	0.00%
Active	R 211-45500-36230	Contributions and	\$0.00	\$41,233.55	\$447.91	-\$41,233.55	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>\$115,200.25</u>	<u>\$447.91</u>	<u>\$18,155.30</u>	<u>86.39%</u>
Total LIBRARY			<u>\$133,355.55</u>	<u>\$115,200.25</u>	<u>\$447.91</u>	<u>\$18,155.30</u>	<u>86.39%</u>
Report Total			<u>\$133,355.55</u>	<u>\$115,200.25</u>	<u>\$447.91</u>	<u>\$18,155.30</u>	<u>86.39%</u>

*Contributions and donations of \$41,233.55 include:
 -\$25,164.18 from SELCO Library Foundation Funds
 -\$2,000.00 from the LACF Grant
 -\$3,000.00 from the Dollar General Grant
 -\$10,596.46 matured CD from Merchants Bank
 -\$447.91 from the SELCO mini grant

**Lanesboro Public Library
Monthly Expenditures Fund 211
June/July 2026**

Date	Description	Invoice #	Payee	Amount
6/1/26	Workers Comp	Policy Renewal	Berkley Risk	\$219.69
6/15/26	Telephone	13478908	Acentek	\$86.26
6/15/26	Program Expense	1R7T-VQXX-1PRQ	Amazon Capital Services	\$51.96
6/15/26	PO Box Rental	Annual Rental	US Post Office	\$162.00
6/15/26	Automation/ILS	054322	Selco	\$267.91
6/15/26	Program Expense	1CWC-H7FG-LXGW	Amazon Capital Services	\$364.74
6/15/26	Program Expense	1M6W-341Q-C3PK	Amazon Capital Services	\$58.32
7/6/26	Program Expense	171T-7KGK-7MWC	Amazon Capital Services	\$226.59
7/6/26	Operating Supplies	1CJ6-19NC-49C4	Amazon Capital Services	\$79.96
7/6/26	Books and Movies	96931514	Ingram Library Services	\$26.92
7/6/26	Books and Movies	96954882	Ingram Library Services	\$241.32
7/6/26	Automation ILS	054364	Selco	\$277.64
7/6/26	Telephone	13508579	Acentek	\$86.43
7/6/26	Program Expense	Savers	Visa	\$74.82
7/6/26	Program Expense	Claras	Visa	\$183.94
7/6/26	Program Expense	Rushford Foods	Visa	\$89.05
7/6/26	Program Expense	Lanesboro Market	Visa	\$24.42
7/6/26	Operating Supplies	Lakeshore Learning Materials	Visa	\$367.95
7/6/26	Books and Movies		Chatfield Public Library	\$31.00
			Total	\$2920.92

CITY OF LANESBORO

07/13/26

***Cash Balances**

Cash Account: 10100

July 2026

Fund	2026 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
<u>10100 - OPERATIONAL ACCOUNT</u>								
100 - GENERAL FUND	\$314,119.48	\$669,320.39	(\$384,526.77)	0	\$0.00	(\$94,358.93)	\$504,554.17	lr
205 - MUSEUM	(\$0.46)			0	\$0.00		(\$0.46)	lr
211 - LIBRARY	(\$15,472.40)	\$115,184.13	(\$42,661.84)	0	\$0.00	(\$37,633.06)	\$19,416.83	lr
220 - FIRE FUND	\$105,854.99	\$178,738.68	(\$41,634.63)	0	\$0.00		\$242,959.04	lr
226 - LANESBORO LEGION LIGHTS	\$10,759.07	\$4,000.00	(\$230.75)	0	\$0.00		\$14,528.32	lr
230 - AMBULANCE FUND	\$0.31			0	\$0.00		\$0.31	lr
235 - BUFFALO BILL DAYS FUND	\$14,057.91	\$10,297.50	(\$10,498.87)	0	\$0.00		\$13,856.54	lr
240 - CHURCH HILL TIF	\$0.00			0	\$0.00		\$0.00	lr
250 - EDA OPERATING	\$64,984.61	\$19,819.73	(\$25,690.05)	0	\$0.00		\$59,114.29	lr
302 - 2016A WHITTIER/MAPLE	(\$0.11)	\$431.53		0	\$0.00		\$431.42	lr
303 -	\$0.00			0	\$0.00		\$0.00	lr
304 - 2010B	\$43,328.35	\$6,278.27	(\$36,307.50)	0	\$0.00		\$13,299.12	lr
307 - 2017A AUBURN/ZENITH	\$136,688.92	\$103,964.63	(\$159,939.00)	0	\$0.00		\$80,714.55	lr
308 - COFFEE STREET BRIDGE	(\$0.43)			0	\$0.00		(\$0.43)	lr
309 - 2017B PARK ROAD	\$22,018.58	\$18,905.22	(\$30,117.00)	0	\$0.00		\$10,806.80	lr
310 - 2018A ZENITH PAVING	\$31,875.30	\$4,202.39	(\$12,619.50)	0	\$0.00		\$23,458.19	lr
311 - 2022B Street & Utility Imprmt	\$6,042.57	\$25,510.45	(\$41,385.75)	0	\$0.00		(\$9,832.73)	lr
312 - 2022A Emergency Services Bldg	\$42,843.44	\$35,854.92	(\$59,463.95)	0	\$0.00		\$19,234.41	lr
313 - Sparrow Valley Properties Abt	(\$2,201.50)	\$2,903.14	(\$1,161.53)	0	\$0.00		(\$459.89)	lr
407 - 2017A AUBURN/ZENITH	\$0.46			0	\$0.00		\$0.46	lr
408 - PARK ROAD IMPROVEMENTS	(\$0.25)			0	\$0.00		(\$0.25)	lr
409 - ZENITH STREET PAVING	(\$0.20)			0	\$0.00		(\$0.20)	lr
411 - 2022 STREET & UTILITY IMPRO	(\$114,451.74)	\$114,451.74		0	\$0.00		\$0.00	lr
417 - DAM PROJECT FUND	\$0.05			0	\$0.00		\$0.05	lr
418 - LOCAL SALES TAX CAPITAL	\$102,755.37			0	\$0.00		\$102,755.37	lr
425 - VEHICLE REPLACEMENT FUND	\$446,184.50		(\$7,866.00)	0	\$0.00		\$438,318.50	lr
620 - EDA Loan Funds Flexible	\$1,093.00			0	\$0.00		\$1,093.00	lr
	\$1,210,479.82	\$1,309,862.72	(\$854,103.14)	\$0.00	\$0.00	(\$131,991.99)	\$1,534,247.41	

CITY OF LANESBORO

07/13/26

*Cash Balances

Cash Account: 11100
July 2026

Fund	2026 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
11100 - INVESTMENT ACCOUNT								
100 - GENERAL FUND	\$23,584.61	\$3,523.89	\$0.00	0	\$0.00	\$0.00	\$27,108.50	lr
211 - LIBRARY	\$0.00	\$30,251.01	\$0.00	0	\$0.00	\$0.00	\$30,251.01	lr
230 - AMBULANCE FUND	\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	lr
430 - EMERGENCY SERVICES CAPIT	\$170,000.01		\$0.00	0	\$0.00	\$0.00	\$170,000.01	lr
	\$193,584.62	\$33,774.90	\$0.00	\$0.00	\$0.00	\$0.00	\$227,359.52	

Circulation Report & Statistics - June 2026

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u># of patrons cko at desk</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	89	213	379	428	568	505	319
February	1513	1511	1601	1704	1410	1198	104	197	379	466	585	558	373
March	1847	1977	1897	1809	1681	1537	103	299	573	558	603	594	473
April	1668	1914	1794	1730	1361	1450	100	238	477	502	673	469	462
May	1562	1803	1789	1501	1398	1413	103	346	676	576	1302	643	557
June	1631	1786	1748	1566	1202	1619	123	514	651	643	812	600	725
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	8400		4773	6683	7012	8603	6547	2909

Circulation Breakdown

Checkouts	1192
ILL Loaned	272
Overdrive Audiobooks	106
Overdrive E-books	49
Total Circulation	1619
ILL Borrowed	234

Technology Report

Computers Used	118
Wifi Connections	132
Website Traffic	326 Visitors 753 Views
Facebook Posts = 18	
Views = 4669	
Engagement = 311	
Net Followers = +8	

Visitor Data

Total Visitors	725
Total Kids	219
Reference Transaction:	80
New Library Cards	12



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INTERNAL MEMORANDUM

To: Lanesboro Library Board

From: Mitchell Walbridge, City Administrator

Date: July 13, 2026

Subject: New Hire Recommendation – Matthew Ralph

The recruitment committee for the Assistant Librarian position concluded its application review and interview process for qualified candidates.

The recruitment committee, consisting of Library Director Luke Wahl, Library Board Vice Chair Anna Lane, and City Administrator Mitchell Walbridge, recommends the hire of Matthew Ralph as Assistant Librarian. The committee recommends that Matthew start at Grade 1/Step 2 (\$20.19 per hour) per the City of Lanesboro's adopted pay scale.

Contingent upon the Library Board's appointment, Matthew's hire date will be July 21, 2026, with an anticipated first day of work on July 28, 2026.